

TITAHI BAY SCHOOL BOARD OF TRUSTEES

Minutes of the Board of Trustees meeting held on

Monday 22 September 2014

At 7.15pm

At Titahi Bay School

Present: Shelley Cheyne, Kerry Delaney, Terry Crawford, Sarah Campbell, Scott Hemsley, Carl Jones, Gaby Wesley-Smith, Sharon Thompson

Apologies: Lynn Lang (secretary) Minutes taken by K. Delaney and S. Thompson

3.4 Welcome to Rebekah Hill who gave an excellent overview of our school Emergency Response Plan and explained the procedures for Earthquake, Fire and Lockdown. She identified the next steps for 2015.

The Presentation covered:

2013/2014 Where we have been

Wider community assistance by our school

New Evacuation posters

Bell System

Where to for 2015.

2. STRATEGIC DECISIONS

2.1 Pasifika Strategy Update Shelley moved a motion that '**we co-opt Barbara Edmonds for 1 year as the Pasifika Representative on the BOT.**' Seconded by Scott. Shelley will contact her and give her an induction pack - which Kerry will organise. The Pasifika team want a bank account. It needs to follow the Home/School bank account procedures. Gaby will talk to Barbara as to how to set this up. Kerry to send Barbara's details to her. Barbara is currently writing the Pasifika strategy and this will come back to the BOT and staff for consultation.

2.2 Maori Strategy Update Terry spoke about the desire and importance that we all use correct pronunciation. Noho for Years 5/6. Ria is currently writing up the ideas of the Whanau Team for this. When this is complete it will come back to the BOT and staff for consultation.

2.3 PB4L Well-Being Survey Results. These have come through and the results look good. The PB4L team will unpack these with Liz Winfield in term 4 and these will form the basis of goals for 2015.

2.4 Self-Review – Community Consultation Term 4 – As a BOT it is important to work out what areas we want feedback on- to guide us in the future. Kerry wants feedback on BYOD. The BOT team of

Sarah, Carl, Terry and Shelley will put this together over the holidays, present at the next BOT meeting to go out later in Term 4.

2.5 School Structure 2015 Kerry explained how this will look in 2015. 2 DP's – (given out at meeting)

3. STRATEGIC DECISIONS

3.1 Property The roofers are finding a lot of rot in the roof. We can now see why we have had so many leak problems for so many years – Ashby's have been taking photos as the project goes along as we may have to go to the MOE for extra support round our roof allocation of money from the 5YA.

The bike track is to go to Phase 2. It needs consent for this and (*name withheld*) is working with Porirua Council on this. Letter given out at meeting that will be sent to residents along back fence line.

The fencing around school has enabled our Special Needs Students to be safe, and is almost complete. The gates are closed during morning tea and lunchtimes.

Kerry moved a motion '**to reimburse Steve's cellphone plan until February 2015 – to cover the costs of call outs by parents around our property being damaged at school**' Seconded Scott.

Kerry moved a motion '**we realign the budget and use code 3470 to pay for the cost of the new special needs cooking room- up to a cost of \$40,000**' seconded by Scott. The BOT give Scott delegated authority to take on this project and look into sizes and costings for the shell of the building and connection to services and present this at the next BOT meeting. The money raised from next year's Triathlon will go towards furnishing this special needs cooking room.

3.2 Budget Kerry moved a motion to '**realign \$10,000 from code 3480 to purchase 30 more Chrome Books**' seconded Terry. This will enable us to have two classes using these in the senior school next year or have 18 per senior class across the school.

3.3 YMCA Kerry moved a motion '**that the money from YMCA for 2014 will be put towards camp for next year**' seconded by Shelley. Kerry noted that this will make a huge difference for our families sending their children to camp and she thinks the BOT should put this in our next newsletter .

4. MONITORING

4.1 Data Priority Learning Kerry fed back to the BOT on the effectiveness and value of Priority Learning this year. Handout given out at meeting written by Deb Malcolm.

4.2 Banked Staffing – Using the banked staffing to ensure we have a near to zero amount by February 2015.

4.3 Finance Report August- Gaby moved a motion '**that we move August accounts**' seconded Carl.

Gaby spoke about the identified dollar amounts Kerry has in her Principal report from previous BOT meetings.

5. IDENTIFYING/AGENDA ITEMS FOR NEXT MEETING

5.1 Policy Shelley moved a motion 'to move the new school Policies as read by everyone' seconded Scott. The Leadership team have just about completed the procedures that will sit alongside the new Policies.

5.2 ERO. This is in week 5 Term 4

6. ADMINISTRATON

6.1 Confirmation of last minutes On the motion of Terry, seconded Scott, it was resolved that the minutes of the meeting held on Monday 11 August 2014 be taken as read and signed as a true and accurate record of that meeting.

6.2 Principal Report. Kerry talked to aspects of this report that had not been covered.

General Business:

Letter from L Cheyne discussed – Kerry will ring MOE about License to Occupy.

Investigate lighting up the back driveway.

7. MEETING CLOSURE

7.1 Comments on meeting Gaby: congratulations to Kerry on 3 years as Principal and well done on appraisal. She loves reading the Principal Report each meeting. Terry: Enjoyed the meeting, it is evident that our little school is becoming a big beast but good to hear all that is happening with the care for our students. Sarah: Good meeting, school is leading in many ways and this is inspiring. Carl: Likes coming to meetings and to know that ERO will be business as usual. Shelley: Likes the new format of the meeting and that Policies and Procedures put in place. Sharon: Congratulations to Kerry on her appraisal, Kerry: Procedures will be streamlined more and looking forward to next year's PD. With an emphasis on teachers as learners and teachers learning together.

7.2 Preparation for next meeting This will be about the ERO visit. Kerry to contact ERO re time they will want to sit with BOT so Shelley has plenty of notice.

Meeting closed 9.15p.m.

MINUTES READ AND CONFIRMED

Chairperson..... Date.....

Note to minutes:

- Information withheld under section 7(2)(a) of the Local Government Official Information and Meetings Act 1987, to protect the privacy of natural persons.