

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees Meeting held on
Monday 23 May 2016
at 7.00p.m.
at Titahi Bay School

1. ADMINISTRATION

1.1 PRESENT:

Shelley Cheyne (Chairperson), Kerry Delaney (Principal), Sarah Campbell, Lynn Lang (Secretary), Carl Jones, Scott Hemsley, Gaby Wesley-Smith, Barbara Edmonds

1.2 APOLOGIES:

Sharon Thompson, Terry Crawford

1.3 Declaration of interests

Nil

1.4 WELCOMES

Shelley welcomed Jamie Merrick and Candis Wood to the meeting

Jamie and Candis spoke to the PAT / STAR data as per the Update on the impact of our target teaching for term 2. The plans are in place already and PD for Terms 2 and 3 for staff. Shelley thanked them for their data feedback and presenting to the BOT.

2. STRATEGIC DECISIONS:

2.1 Special needs cooking room

As tenders came in higher than expected, we have scaled this right back.

Gaby moved a motion that we accept the \$217,203.17+ GST and go ahead with the building of the cooking room. Seconded Sarah. This will be stage 1 completed and then we will work on stage 2.

Gaby moved a motion that the BOT endorse the education round for Trust House 2016 \$9,400 and we will continue to use this funding for our cooking room. Seconded Scott.

Kerry moved a motion that our 2015 underuse for banked staffing be used for the cooking room as it is extra to our budget items. Seconded Gaby.

Kerry acknowledged Shelley as Board Chair. It was agreed that the Board meet for dinner on Tuesday 31 May at 7pm at Top Taste. Lynn to book.

Kerry moved that the BOT pay for the farewell dinner for Shelley to thank her for all that she has done for Titahi Bay School. Seconded Carl.

2.3 BOT Parent Elections:

Lynn advised that at the close of nominations there were 7 nominations received for Parent BOT elections. An election will be held and all paperwork has been mailed out today. We now await the results. Lynn will set up Governance Training with NZSTA now and let new BOT know the date.

Staff BOT Elections:

Lynn advised that at the close of nominations there was only one received and hereby declares Sharon Thompson as the BOT staff rep.

Shelley moved that the Strategic Decisions be passed – seconded Sarah.

3. STRATEGIC DISCUSSIONS:

3.1 Health & Safety workplan

Rebekah Steve and Kerry attended with NZSTA Health and Safety training. There was a very clear message and that is not to panic, rush or go silly. Key message for this is intent at school with the BOT and school stakeholders knowing the plans and procedures and follow them. We will also have a pictorial plan in our playground around Health and Safety for our whanau and tamariki to see. At each meeting Kerry will put something in her report.

Rebekah Hill is the voted staff rep, Kerry as Principal, Steve as Caretaker and BOT will be Scott.

3.2 Target Programmes Feedback.

Kerry shared the Target Programmes with her report and talked to the Study Centre. Children love the study centre. There is no pressure put on them. Parents comments are positive, they love it too. They say their children are motivated to go and it has taken pressure off them at home.

Shelley moved that the Strategic Discussions be passed / seconded Gaby

4. MONITORING

4.1 Draft March/April Accounts. Gaby talked to. Things are looking good. The obvious thing is the cooking room. We have already put dates aside for this and it will be good to see it start.

The Pasifika group are interested in buying their own set of drums consisting of 5 drums, stand and sticks. They have raised \$1,500 to go towards the cost of this and are wanting to know if the BOT would be interested in putting up the extra \$3,000 needed to purchase these.

Barbara moved a motion that the BOT agree in principle, to help with the grant of \$3,000 to purchase the drums. Seconded Carl.

A quote is to be obtained for the purchase of the drums and given to Kerry.

Kerry moved a motion that the BOT staff rep has the authority to sign Principal reimbursements and this will be changed in the Procedure document. Seconded Scott.

Kerry moved a motion that the school Credit card will be increased to a \$1,000 limit. Seconded Gaby.

Kerry moved a motion that Polipay is used for payments on our new school App. – seconded Sarah.

Gaby moved that the Finance Report be passed – seconded Shelley.

Kerry moved that the following term dates be passed for 2017. Seconded Sarah.

Term 1

2 February – 13 April

Term 2

1 May – 7 July

Term 3

24 July – 29 September

Term 4

16 October – 15 December

Kerry advised that our school has been selected to be wi-fi'd across the school. It will cost \$30 per pupil. Kerry has put the redrafted National Standards data on BOT Google drive from the MOE.

Well done Barbara for putting your name forward to be on the Board of Trustees at Mana College. Thank you Shelley, thank you Barbara and thank you Carl for all the hard work you have put into our school whilst you were on the Board of Trustees.

The BOT endorsed Kerry's application for a sabbatical in 2017. Shelley Cheyne signed the paperwork and the BOT support Kerry's desire to learn more about Mutukaroa and target programmes

6.ADMINISTRATION:

6.1Confirmation of last minutes

On the motion of Shelley , seconded Scott, it was resolved that the minutes of the meeting held on Monday 4 April 2016 be taken as read and signed as a true and accurate record of that meeting.

6.2 CORRESPONDENCE – Principal's report

Kerry talked to her Principal report.

Comments of meeting;

- Thank you it's been great and I have really enjoyed it.
- Fantastic
- Good meeting. Thank you Lynn for all the work you have done for the BOT elections.
- Thank you Shelley for being a huge support
- Thank you, really enjoyed being on the BOT. Keep calm. Thank you Kerry and your team for all the hard work you do for our school.
- Huge thank you to everybody. Huge respect to Shelley.
- I want a Chairperson like Shelley. Kerry, don't get angry at night time – always leave it till the morning. Give it as much time as it deserves.

7.Meeting Closure

Meeting closed at 9p.m.

MINUTES READ AND CONFIRMED

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