

TITAHI BAY SCHOOL BOARD
Minutes of the Board meeting held on
Monday 8 March 2021 at 5.45pm
At Titahi Bay School

ADMINISTRATION

1.1 Present

Sarah Campbell, Kerry Delaney, Anna McGavin, Kumeroa Brown, Duncan Emo, Gaby Wesley-Smith, Jodene Gooch (Minute Secretary).

1.2 Apologies

Sharon Thompson, Abby Keplar.

1.3 Declaration of interests

Duncan Emo works for the Ministry of Education - possible conflict has been discussed and declared with both MoE and the board. The project he is working on is in the secondary sector and there is no link or crossover to his role as a Titahi Bay School board member.

1.6 KURA Board Contract

The Code of Conduct for 2021 was signed by all present Board Members. Jodene Gooch will get any absent Board members to sign.

1.7 Election of Board Chair.

Gaby Wesley-Smith moved that Sarah Campbell be nominated as Board Chair of Titahi Bay School, **seconded by Anna McGavin**. Vote was taken. **Motion was passed.**

2. STRATEGIC DISCUSSION

2.1 Walk around school

Kerry led us around the school showing all the completed projects, some of which included Jamie Merricks office, the toilet upgrade by Room 16, Rooms 1,2,3 then completion of Rooms 7 to 11, the asbestos removal from all walkways and talked to the upcoming projects that have been approved by the MoE for 2021 - External doors R7-11 and R1 - 3. Carpet areas are being replaced in Rooms 4,5,6 and the resource room.

2.2 Overview for 2021

Kerry shared what Governance means and what it looks like for Titahi Bay School. Kerry talked to our values, our vision and our strategic plan and what this looks like for

2021. Kerry talked about our PLD not being too much but just enough to meet the target areas.

2.3 Targets for 2021

Kerry shared about the importance that attendance plays in children reaching targets as although targets and effective teaching are important , tamariki cannot learn if they are not at school.

There is a focus on Maths targets, and the HUB leaders and teachers will work with Julie Roberts from NZCER.

2.4 ERO Feedback

ERO shared the new model they are using for reviews. ERO documentation states that they are aiming for a collaborative, flexible approach. A targeted approach and an evidence informed approach. In partnership with our school ERO is working to support improvement in our school and in the system as a whole. The commitment to equity and excellence for all learners and particularly Māori and priority learners. At any levels other than 1 ERO will not come into schools.

3 STRATEGIC DECISIONS

3.1 Cyclical Maintenance

Sarah Campbell moved that Jim Delaney will work 2 days a week for 12 hours in Term 1 2021 doing cyclical maintenance work including repairing the outside round eating tables in front of R7, the repair of all the sliding windows from R16 to R19, all garden maintenance, all lawns, new mural sheets up on the bike container PLUS all the other work he does for teachers, **seconded by Duncan Emo. Motion was passed. Kerry Delaney abstained from voting.**

3.2 Co-Opt Board Member

Kerry Delaney moved that the Board Co-opt Vanepale Sopoaga onto the Board for the period of March 2021 to June 2022 for the purpose of supporting Pasifika strategy across school , **seconded by Gaby Wesley-Smith. Motion was passed.** Sarah will get in touch with Vane re the next board meeting.

3.3 Property

A discussion was had around putting down some type of artificial flooring in Te Manawa to make it a better usable space in the colder months, also getting some shade coverage above the coloured tables in the middle court. This would be out of board funds unless we get grants. Kerry will investigate options for the board to consider.

3.4 School lunches

Lunches in schools will start week commencing 15 March 2021. We have decided to go with 2 suppliers - Kāpura 4 days a week and Subway for 1 day a week. This is a big project and will take a lot of school resources. We discussed how we feedback to the companies after the 4 week cycle.

3.5 Phone Plans

Kerry Delaney moved that the Board approve the payment of both Miranda McMahon and Jamie Merrick's monthly cell phone plans as they are used all the time on and off school site for meetings and contact, **seconded by Duncan Emo. Motion was passed.**

4. MONITORING

4.1 Accounts

Gaby Wesley-Smith moved that the Board pass the **January/February accounts, seconded by Duncan Emo. The motion was passed.**

4.2 Budget Deficit

Gaby Wesley-Smith moved that the Board approve the increase in deficit from \$73,869 to \$81,823, **seconded by Sarah Campbell. Motion was passed.**

6. Administration

6.1 Confirmation of last minutes

On the motion of Sarah Campbell , seconded by Duncan Emo , it was resolved that the minutes of the meeting held on **Monday 7 December 2020**, be taken as read and signed as a true and accurate record of that meeting.

6.2 Correspondence - Principal's Report

Kerry shared and discussed her report.

Kerry shared all the property work that has recently been completed, including the completion of rooms 1-3 and when the new external doors get put in then we will replace the lino from this contract. Jamie's office was completed and the Toilets by R16. The paperwork didn't get through the MOE in time for R4,5 and 6 to be carpeted so this will happen in the next holidays.

Kerry reiterated the importance of being COVID ready and what plans we have in place for this, and what needs to be done.

Sarah moved that the 2021 Strategic Plan and Charter and Annual plan be passed, seconded by Anna McGavin. Motion was passed. These will be sent to the MoE.

The Board agreed unanimously that they support St Pius X in wanting to increase their percentage of non-preference student intake.

Kerry Delaney moved that the Board pass the Delegations list and approval for **2021** as per Principals report, **seconded by Sarah Campbell. Motion was passed.**

Titahi Bay Delegation List for February 2021

Date of minuted Delegation	Personnel Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom is a board member.	Delegated Authority See individual Committee terms Reference in the Board's Governance Manual	Term of Delegation Delegation ceases at the date below, by earlier resolution of the BoT, or if no date, is ongoing.
February 2021	Disciplinary Committee At least 2 board members bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.	February 2021 to February 2022
February 2021 Sarah Campbell	Finance Committee Gaby Wesley-Smith (T) Kerry Delaney (P) Sarah Campbell (Chair)	That the Finance Committee members aforementioned are delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the Board's Governance Manual	February 2021 to February 2022
February 2021	Jamie Merrick Miranda McMahon	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	February 2021 to February 2022

February 2021	Property Duncan Emo Sarah Campbell	That the Board directs these two BOT members to have the authority to talk on behalf of the school property matters.	February 2021 to February 2022
February 2021	Appointment Team Sarah Campbell (Chair) (T) Kerry Delaney (P) Jamie Merrick (DP) Sharon Thompson (T)	That the Board directs these members to have the authority to be the reps on the appointment panel	February 2021 to February 2022
February 2021	Policies/Procedures Sarah Campbell (Chair) Kerry Delaney	That the Board directs this BOT member to oversee policy requirements for Titahi Bay School.	February 2021 to February 2022
February 2021	Maori Strategy Pasifika Strategy Kumeroa Anita Brown Vanepale Sopoaga	That the Board directs these BOT members to have the authority to talk on behalf of the school Maori strategy	February 2021 to February 2022
February 2021	Health & Safety Abby Keplar	That the Board directs this BOT member to have the authority to talk on behalf of the school Health & Safety team.	February 2021 to February 2022

7. Meeting closed at 7.30pm

MINUTES READ AND CONFIRMED

CHAIRPERSON..... *Sarah Campbell*

DATE *3/5/21*