

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 12th April in the Tikipunga High School Boardroom

MEETING OPENED: 5.15pm

KARAKIA: Recited by all

WELCOME: Christine Crichton

1. ADMINISTRATION

1.1 PRESENT: Alec Solomon, Christine Crichton, Ross Tipene, Eunice Roberts, Toka Totoro, Sadieux Tua, Annaliese McEwen (Secretary), Sharon Hall, Hugh Oakley-Browne

1.2 APOLOGIES: Julian Blank

1.3 DECLARATIONS OF INTEREST: Ross – Te Taitokerau Education Trust and Manaia View BOT

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the March meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 15th March** are a true and correct record.

PROPOSED: Christine

SECONDED: Sadieux

CARRIED: Unanimously

1.5 MATTERS ARISING:

KPMG – Powhiri went well they felt incredibly welcome. Difficult working in the rain. Cafeteria and foyer auditorium painted, Orchard and Centre garden complete and other beautification of areas within the school. Maori and Pacific graduates in classes with senior students – led by Sadieux.

2. POLICY Nil

3. PRINCIPALS UPDATE:

Principals report and supporting information tabled. Alec spoke to this

Current roll at 319. Enrolments to date 86. Leavers to date 14, various transitioning, few to other schools.

Analysis of middle school testing discussed.

NCEA data – Explained. Alec downloaded report yesterday, not all data not included, Alec contacted NZQA regarding this they are in the process of updating. As soon as the 2016 confirmed results come through will forward to board via email. **ACTION POINT**

PLD – Culturally responsive pedagogy – Whole staff, our request has been accepted. 200 hours to be used over 16 months. Nyree King to facilitate. Based on Middle school data looking at submitting a PLD journal to support middle school literacy. Curriculum development, Senior leaders given time with curriculum leaders to make sure we are achieving targets. GAFE summit in Auckland – 5 teachers attending.

Curriculum – action plan included as per charter. For staff to be signed off for registration, they must complete TAI.

Personnel and Human Resources report given.

Planning and reporting – First policy up for review sent to whanau and invited to give feedback, this will continue to happen each term. ERO onsite 23/24 May, general focus on school improvement and self review.

Property – as per report. Old SSC and G1 to be removed in holidays.

Health and Safety – ensuring all contractors have under gone vetting

Student Management - Trialling timetable change to include morning whanau time x3 days a week.

Attendance trends tabled – ASA referrals, process not as good as could be will work on this. Currently no feedback from agency personal changes. Looking at ways to improve, will send notifications earlier.

Middle school Writing, reading and maths data - shows we have a significant percentage well below or critically below. Supporting students in a number of ways. Look at where we are and what else we can do to support.

Hugh asked if we done a cause analysis within the school – smarter about cause analysis.

All agreed to agenda for next meeting.

Alec been in contact with ex chairperson Veronica doing well after her operation.

Hugh asked if we had an Emergency Crisis procedure – Alec informed that we do, however this is an area that requires work.

Motion: The Principals report is received and accepted.

PROPOSED: Alec

SECONDED: Sharon

CARRIED: Unanimously

4. FINANCE

4.1 CES External agency produced monthly report, this will be the new format. Amendment to chrome book cost, should be 500 not 540. Reports discussed.

Motion: The new financial reporting format and monthly financial reports for the **3 months ending 31 March 2017** are received and accepted.

PROPOSED: Alec

SECONDED: Christine

CARRIED: Unanimously

5. DISCUSSION

5.1 Student Voice

Students are happy with the new look values in gym, can't wait for new toilets. Sadieux suggested that we have school values hanging up in every classroom, Alec mentioned that he has had sign writers in to look at putting them in hallways throughout the school.

5.2 Staff Trustee Position

As our current trustee Sharon Hall has resigned we now need to go through the process of a By-election to select another trustee. Election information and calendar tabled. Annaliese to be returning officer and call for nominations by Friday, 21st April (as per calendar). **ACTION POINT**

Motion: To hold a By-election for a Staff Representative. Election date set as **19 May 2017**. Annaliese McEwen to be Returning Officer.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

5.3 Pool Report

Pool report recommendations, deferred for further discussion at the next meeting. **ACTION POINT**

Power cost to the school was high due to the age of the pump. School contributed water cost also. Hugh asked if we were measuring success in any way? Swimming improvement/community survey?

Agree in principle for Kathryn to start raise funds. Christine will inform Kathryn of the decision via email.

Annaliese to supply an extract of minutes to Kathryn for funding purposes. **ACTION POINT**

Motion: The Tikipunga Board of Trustees agree in principle, for Te Othuihau Development Trust and/or the Tikipunga Community Trust to raise funds for the school pool to be open to the community for the summer of 2017/18. The Board of Trustees accepts no financial or other liability.

PROPOSED: Christine

SECONDED: Ross
CARRIED: Unanimously

5.4 Disciplinary meetings

An issue came to light that as the school Main Office is closed at 4.00pm the BOT on occasion has missed contact from whanau who are unable to make disciplinary meetings as these are genuinely held after this time and school voicemail is not cleared until the following morning. All agreed that we purchase a cheap cell phone for the BOT to use as a contact for whanau who are scheduled to have disciplinary meetings, Number to be included on letter and

5.5 ERO Visit

23rd and 24th May. Hayley has been in, helping to centralise all documentation for ease of access for ERO. Alec happy to share what ERO have asked for, shared with staff also. ERO will need to meet with BOT also.

5.6 Board Tracking Hours

BOT will now be required to fully report on hours spent. Meeting time can be recorded from minutes (BOT and disciplinary) Info and template spreadsheet tabled. Annaliese to make up sheet for members to record all other time and email at the beginning of each month. **ACTION POINT**

6. GENERAL

- 6.1 All agreed to reimburse for dinner on the Thursday night for members attending the annual NZSTA conference in July.
- 6.2 **Management Review Report** – Should be complete. Add to agenda for next meeting for Larry to present. Sharon feels staff would value feedback.
- 6.3 **Chromebooks** – Ross is working with whanau to complete Tikanga of care for chrome books.
- 6.4 **Vietnam fundraising dinner** to take place on Saturday, 22nd April in the school Auditorium.
- 6.5 **Property** - Alec asked if any of the BOT would like to come in and Alec any of BOT would like to come in and see all of the work that has taken place please email and he will be happy to show you around and explain what has been done.
- 6.6 **English Report** - As Angela is new to position she was unable to complete BOT monitoring report, Alec has given her full yearly English report and will help her to complete curriculum report for BOT this will be table at next meeting.

7. IN-COMMITTEE

7.05pm IN-COMMITTEE – In accordance with the Local Government Information and Meeting Act of 1987, it was moved for reasons of confidentiality that the meeting move into committee.

7.20pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

8. CORRESPONDENCE

CORRESPONDENCE IN

- | | | | |
|-----|-------------------|---|----------------------------|
| 8.1 | Gaylene Schofield | - | Personnel |
| 8.2 | Sharon Hall | - | Personnel |
| 8.3 | Bryan Taylor | - | Personnel |
| 8.4 | Heart Foundation | - | Autumn Newsletter |
| 8.5 | Education Gazette | - | March/April Issues |
| 8.6 | NZSTA | - | STA News March/April Issue |

CORRESPONDENCE OUT

- | | | | |
|-----|----------------|---|-----------|
| 8.7 | Olivia Karetai | - | Personnel |
|-----|----------------|---|-----------|

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Sadieux

CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

Pool Report Recommendations
English Curriculum Monitoring Report
Management Review Report
Middle school writing, reading and maths – recommendations from data.

9.2 IDENTIFY TASKS TO BE DONE

Alec to forward confirmed NCEA results to BOT via email.
Annaliese to complete staff election process.
Christine - inform Kathryn of pool the decision via email.
Annaliese - to supply an extract of minutes to Kathryn for funding purposes
Annaliese - sheet for members to record all hours (other than meeting time) and email at the beginning of each month.

9.3 CONFIRM NEXT MEETING DATE

Wednesday, 17th May.

9.4 MEETING EVALUATION FORMS

Completed by all members.

KARAKIA: Recited by all.

MEETING CLOSED: 7.27pm

Signed as a true and correct record

Christine Crichton
BOARD CHAIRPERSON