

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 23<sup>rd</sup> August 2017 in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.19pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton

## 1. ADMINISTRATION

**1.1 PRESENT:** Alec Solomon, Christine Crichton, Ross Tipene, Julian Blank, Sean Scanlen, Tokararangi Totoro, Eunice Roberts, Sadieux Tua, Annaliese McEwen (Secretary)

**1.2 APOLOGIES:** Hugh Oakley-Browne

**Motion:** The apologies be accepted

**PROPOSED:** Ross

**SECONDED:** Christine

**CARRIED:** Unanimously

**1.3 DECLARATIONS OF INTEREST:** Ross – Te Taitokerau Education Trust and Manaia View BOT, Julian Blank – North Tec Youth Development Manager, Sean Scanlen – PPTA Chairperson

## 1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the July meeting were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 27<sup>th</sup> July**, with the above amendment are a true and correct record.

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

**1.5 MATTERS ARISING:**  
Nil

**2. POLICY** - Term 3 School Docs Policies that are under review have been emailed to BOT.

## 3. MONITORING

### 3.1 PRINCIPALS AUGUST REPORT and STRATEGIC AIM 2

Principals August report and supporting information previously circulated and tabled. Alec spoke to this, points as follows:

**Roll** - breakdown given.

**Attendance** - Concerns over continuous absence.

**Strategic Priority – Connect** Continue to look at ways to engage whanau. Facebook posted 5 times per week. Newsletter every 3 weeks. Praise cards sent by teachers weekly, feed back from whanau these are highly valued. Whanau learning hui – looking at possible student lead hui to increase engagement from whanau.

**Staff and Student relationships** - Pou nearly finished. Continued restorative training PD - last meeting for staff was dedicated to Restorative Practice. Being restorative in our being, is a big change for some staff. We are wanting to get right as a school.

**Improve relationships with feeder schools and community** - Open day held, major feeder schools present, not Whau Valley. Looking at possible bus service from Raumanga (Manaia View). Ritchies very expensive. Looking at working with Te Rawhiti Roa who are already running bus. Group of our students helped at the feeder school cross country. Alec received emails expressing what great ambassadors they were.

**Student Achievement** –

Senior School - NCEA reports attached.

Middle school - Ruth Price engaged to facilitate Literacy. Dianne Ogle will be in this week to discuss Numeracy. Previously we have invested in staff, not in system change. Appropriate strategy selection moving forward as a school, build compasity of teaching staff. Alec to meet with facilitators the night before they are in school spending time with teachers etc.

SAF – confirmed by MOE that a SAF2 project will be offered. Letter to engage.

Kahui Ako – Te Puawai COL on hold until all schools commit. Alec feels still important and viable but others need to do part before moving forwards.

CRRP – Feedback positive. Confidence and knowledge improved for staff.

SENCO – strengthened kaupapa. Brenda Anderson now overseeing this. More main stream referred for support. Colleen Tinsley and Carol Connaghan are supporting us with building triage capability. Lucy Treadwell will be in attendance at this hui to help build an understanding of mental health support. SWIS new Missy - her referral process has changed so everyone on the team knows that state of our MOE referrals.

**Property** - Server Migration did not go well as we were on a smaller pipe. Very frustrating for staff. Alec expressed how unhappy were to New Era, they put on shout for staff and gave us a couple free months.

Moving to a bigger pipe tomorrow. 5YA ends June next year – changing to Clair Furlong (projects have been on time and on budget) Next 5ya concentrate on Health and Safety and info structure.

**Charter/Strategic Plan** - Alec working with Mark Russell (Springboard Trust) and Matt Pritchard (KPMG) on Strategic Plan for 2018. Discussion around strategic priorities. Draft Plan to share in November for feedback.

**Attendance trends** - explained and discussed

**STRAP report** - Parent perspective survey happening in the next few weeks as part of responsive pedagogy

**TTTA managers** - report included.

**Opening of IHAD** - Dream HQ, dawn ceremony 6.00am all welcome to attend.

**Motion:** The Board accepts the SAF invitation

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

Hazardous area around Library to have all removed and re-grassed. Able to add seating etc later if we like.

**Motion:** The BOT approves Green Gables landscaping quote of \$3845.00

**PROPOSED:** Christine

**SECONDED:** Eunice

**CARRIED:** Unanimously

**Motion:** That the Principals August report and Strategic Aim 2 is received and accepted.

**PROPOSED:** Christine

**SECONDED:** Sadieux

**CARRIED:** Unanimously

#### 4. FINANCE

**4.1** July Accounts - Discussion around finances. 2016 Financial Accounts sent for audit, these should be finalised within a week. This year's deficit is now larger than budgeted. Some will come back through vandalism etc. Still in strong financial position. STA suggest per student around 1500 to 1800 in working capital

**Motion:** The Tikipunga High School Monthly Financial Reports for the **period ending 31 July** are received and accepted.

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

#### 4.2 Funding Motion

**Motion:** That a request be made to Pub Charity Ltd for a grant of \$1, 339.96 (incl GST) to assist the Tikipunga High School Te Putahitanga students with accommodation and travel costs to attend a two night camp to experience the outdoors and living together as a big group at the Manaia Baptist Camp from 13<sup>th</sup> to 15<sup>th</sup> November 2017."

**PROPOSED:** Christine

**SECONDED:** Toka  
**CARRIED:** Unanimously

## 5. DISCUSSION

**5.1 STUDENT VOICE** – voiced agreement with hazard by library, student election (see below)

**5.2 STUDENT REP ELECTION** –

**Motion:** That student election date be set as Friday, 22<sup>nd</sup> September, Annaliese McEwen will be the returning officer.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

### 5.3 POU PLACEMENT

Alec provided options for placement (photoshop pictures). BOT preferred option 3 and 4. Alec to put to staff also for feedback. The Pou will be supported by a steel bracket that goes into a concrete pad. Brackets to be dropped in next week. They will be ready soon we need to have celebrations ready to go. Powhiri when they arrive,

Toka to find out what kind of blessing and formalities. Toka feels they could lie in the hall and be wrapped until unveiling. Toka to meet with kaumatua.

**5.4 STRATEGIC ONE PAGE** – will discuss with new charter etc.

### 5.5 CHARTER AND DISCIPLINE WORKSHOPS

**Charter Review Workshop** on 10th August. Christine attended. Went through changes for 2019. Strategic Section and annual report that will go to MOE. NAGS become NELPS, Nation Education and learning priorities. Strategic section and annual report that will go to the MOE. Will no longer be called charter now a 4 year strategic plan. Yearly implementation plan will remain in school. A lot more stakeholder and community engagement. Anyone who thinks they have a stake in the school needs to be consulted. At the moment it is just carry on as we are doing. Christine feels it is still a bit up in the year with the cols etc. Not in concrete yet. Just informing us of changes at this stage, they are hoping to have all changes in place for 2019 in time for BOT Elections.

**Discipline Workshop** - Toka and Christine attended. The stand down and suspension update. The biggest changes are in 2019. Students and their families will be able to request BOT meeting via video conference or phone. Must apply in writing etc. Some schools are letting happen now but will not HAVE to happen until 2019.

Currently the Principals Secretary is notifying whanau of the decision if it is not made on the night. It MUST be a BOT member that was present at the meeting. Val is still able to complete letter.

We are using the template for meeting which is great.

Whanau are able to have as many support people as they like for meetings. BOT can only have one extra.

If a disciplinary meeting is about gross misconduct you can only have evidence about that specific incident no other behaviour information, attendance from KAMAR etc. If it is continual disobedience that's fine.

Annaliese to download Guidelines and put onto Google classroom.

## 6. GENERAL

**6.1 TOP TOUCH** – Letter asking for permission to run in 2017 on school grounds. This was run last year and was very successful. 100's of young people involved, some our students, some are not. Lots of adult support. Local Community.

**Motion:** To give approval for the T.O.P. Touch, Junior Touch of Pride module to take place at Tikipunga High School from 25/09/2017 through to 01/12/2017.

**PROPOSED:** Ross

**SECONDED:** Christine

**CARRIED:** Unanimously

**6.2 Leadership review** - Sean and Alec would like to present to staff soon. Alec to share google doc with Christine and Sean for final.

**6.3** Thank you to Annaliese for setting up BOT Google Classroom.

## **7. IN-COMMITTEE**

**6.53pm 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.

**7.10pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

## **8. CORRESPONDENCE**

### **CORRESPONDENCE IN**

- |            |                                 |   |                                 |
|------------|---------------------------------|---|---------------------------------|
| <b>8.1</b> | Northland District Health Board | - | PHN Summary Report              |
| <b>8.2</b> | Signal ICT Graduate School      | - | Digital Technology PD available |
| <b>8.3</b> | Education Gazette               | - | June Issues                     |

### **CORRESPONDENCE OUT**

- |            |               |   |                              |
|------------|---------------|---|------------------------------|
| <b>8.4</b> | Top Touch     | - | Touch of Pride Junior Module |
| <b>8.5</b> | Faye McMillan | - | Personnel                    |

**Motion:** That all correspondence is received and accepted

**PROPOSED:** Toka

**SECONDED:** Eunice

**CARRIED:** Unanimously

## **9. MEETING CLOSURE**

### **9.1 IDENTIFY ITEMS FOR NEXT AGENDA**

Pou placement and celebrations

### **9.2 IDENTIFY TASKS TO BE DONE**

Annaliese to download disciplinary guidelines and add to Google Classroom

### **9.4 CHECK BOT HOURS RECORDED**

### **9.4 CONFIRM NEXT MEETING DATE**

Wednesday, 20<sup>th</sup> September

### **9.5 MEETING EVALUATION FORMS**

Completed by all members.

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.19pm

Signed as a true and correct record

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Christine Crichton

**BOARD CHAIRPERSON**