

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 15th February 2017 in the Tikipunga High School Boardroom

MEETING OPENED: 5.16pm

KARAKIA: Recited by all

WELCOME: Christine Crichton

1. ADMINISTRATION

1.1 PRESENT: Alec Solomon, Christine Crichton, Ross Tipene (5.38pm) Eunice Roberts, Sharon Hall, Toka Totoro, Julian Blank, Sadieux Tua, Annaliese McEwen (Secretary)

1.2 APOLOGIES: Hugh Oakley-Browne

1.3 DECLARATIONS OF INTEREST: Ross – Te Taitokerau Education Trust and Mania View BOT, Julian Blank – North Tec Youth Development Manager

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the November meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 23rd November 2016** are a true and correct record.

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

Minutes of the **Sub Committee meeting** held on **01/12/2016** were previously circulated and tabled.

Motion: The Minutes of the Sub Committee meeting as listed above are a true and correct record.

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

1.5 MATTERS ARISING:

Police for drug dogs - still waiting for Kaupapa.

BOT morning tea - shout to staff became thank you morning tea as not enough members were available to attend all agreed that another introductory morning tea will take place this term. Christine to email.

Pool – cost breakdown and agreements received. To be discussed in general business.

Casual Vacancy BOT – Advertised notice of vacancy and resolution to fill by selection in local newspaper. No replies were requested a by-election were received. Julian Blank (current co-opt member) expressed interest in filling casual vacancy.

Motion: All agreed that Julian Blank takes the casual vacancy place as elected member of the Board.

PROPOSED: Christine

SECONDED: Alec

CARRIED: Unanimously

Annaliese to Julian in casual vacancy position with NZSTA.

ACTION POINT

Exit Interviews - Alec performed all exit interviews with staff that have left, happy to supply board with questions and outcomes. Alec found valuable in some areas.

2. POLICY

Nil

3. MONITORING

3.1 CHARTER

In process of fine tuning, following agreed strategic direction, will be completed by 1st March. Analysis of Variance will be completed then also.

3.2 STRATEGIC AIM 1 –ACHIEVE

Summary sheet previous circulated and tabled, Alec spoke to this.

3.3 PRINCIPALS DASHBOARD

Principals Dashboard and supporting information previously circulated and tabled. Alec spoke to this.

Draft NCEA reports - shared and discussed. On-going discussions about students not showing up on data and reasons explained. Final report will come through next month.

Student stats – Rolls currently at 335, we are staffed on staff on 308, predicted higher numbers than staffing so this is positive. Split Year 7 into 2 classes due to large numbers. Finalised numbers March 1st.

Pou – Komiti Maori met, all agreed on designs. Carvings will be started soon. Protocols to be followed when leaving ngawha and received here. Will be installed at front of the school. Looking at possibility of electronic images that relate to our values up around the school also and possibly smaller sets of pou.

Site meetings – Alec holding fortnight site meetings for building works, minutes of meeting incl. with report, will continue to include each month. Graph of scheduled work and timeframes incl. LOL's have copy if graph so that they are aware of any disruptions, at this stage 3-4 days in any classroom, agreed to ensure one classroom is 100% completed before moving on.

SSC - Money received for demolition fee of prefabs. SSC has moved mostly moved into B Block area. Not quite ready for ready for Doctor and nurse, they are currently still working from prefab. Small items left ie whiteboards etc. - completion date aimed to be late March. Toilet and consultation room refurb still to be started term 2. BOT has asked for feedback after the completion date.

Leadership Review –

Motion: We engage Education consultant, Larry Forbes to complete review of schools Leadership structure.

PROPOSED: Alec

SECONDED: Eunice

CARRIED: Unanimously.

Will attend staff hui on Monday, Whakatau and introduction from Larry to ensure staff are all aware who he is and why he is there. Letters and survey to staff, letter clearly states that report is property of BOT once completed and BOT to decide on the follow-up processes. BOT to meet with Larry once review is completed. Statement to staff from BOT – BOT to meet with consultant to consider recommendations within one month of completion. Alec to draft statement, Christine to confirm. To be incl. staff hui Monday. **ACTION POINT** Staff List - Ross requested 2017 staff list to BOT, including positions held, part-time/fulltime. Alec to supply at next meeting. **ACTION POINT**

Personnel report – given as per dashboard. Trades Manager –Alec and Principal Northland College held interviews. Fixed term position bound by funding, currently funded year by year. Interviewed making an appointment in near future. Financial Officer – Gaylene Schofield also looking after relief and Health and Safety.

Springboard trust - working with principals strategic plan writing, previous solely primary principals, this year running for secondary principals – Alec completing for PD this year.

IHAD HQ - old caretakers house painted inside, sponsorship Bunnings kitchen installed soon.

School Docs - staff members are all able to sign in and view policies.

Grant applications - some unsuccessful

Motion: It is agreed by the Board of trustees to apply to the following trusts to support the development of a new playground including shade and an outdoor shaded seating area.

Pub Charity Limited

Four Winds Foundation

Trillian Trust

PROPOSED: Alec
SECONDED: Christine
CARRIED: Unanimously.

Motion: That the Principals Dashboard and strategic Aim 1 report are received and accepted.
PROPOSED: Alec
SECONDED: Sharon
CARRIED: Unanimously

3.4 PRINCIPALS PERFORMANCE AGREEMENT

Last agreement was not completed by previous BOT, this one is now due. Alec would like this complete asap.

Motion: That Board delegate authority to the Chairperson to complete the Principal's Performance Agreement following the NZSTA Template.

PROPOSED: Christine
SECONDED: Julian
CARRIED: Unanimously

As Alec is lead principal for Tai Tokerau trades and this is over and above normal principal-ship role the BOT to support a continuation of his current concurrence. This will be reviewed annually by the BOT and be subject to the continuation of Tikipunga High School as the lead school of Tai Tokerau Trades Academies.

Motion:

1. That a request be made to the Ministry of Education for Concurrence to pay additional fortnightly salary to the Principal, Alec Solomon, for his extra duties and responsibilities in respect to managing the Tai Tokerau Trades Academy for which Tikipunga High School is the Lead School.
2. The Concurrence will be for three years from 28 January 2017 to 27 January 2020 and will be subject to an annual review by the Board as part of the Principals annual performance review. The reviews will be carried out in November 2017, 2018 and 2019.
3. That the Board delegates authority to the Board Chair, Christine Crichton, to make the application for Concurrence.
4. That the application for Concurrence be made for the maximum allowable under the guidelines contained in Ministry of Education Circular 2013/27 Principal Concurrence which is 20% of the Principals U Grade base salary.
5. That the Board accepts the liability for the additional payment and has the financial ability to make the payment without jeopardising its other activities.
6. That the additional payment will be made from Board funds for Board of Trustees business.

PROPOSED: Christine
SECONDED: Eunice
CARRIED: Unanimously

3.5 KEY CURRICULUM COMPETENCIES

Nothing prepared, Annaliese to check that our current work-plan aligns with School Docs. **ACTION POINT**

4. FINANCE

Draft budget complete. EOY financials to come in from Steve. Budget and Financials will be confirmed after March 1st. Deficit budget may change if higher roll count.

5. DISCUSSION

5.1 BOT Curriculum reporting curriculum – Draft Template tabled. All agreed on template. BOT would like report to be tabled at meeting prior and then presented at following meeting, presentation length 5 Mins Annaliese to agenda at the beginning of meeting.

5.2 TRADES – Discussed in Principal personnel report.

5.3 NZSTA Disciplinary Meeting Template – Template tabled for discussion. New template a lot more structured than what we currently have. Christine feels that we switch to this template, as it includes legislation and checklist. All agreed to use template. Ross asked to add karakia.

5.4 NZSTA NATIONAL CONFERENCE 2017 - 14-16 July held in Dunedin Ross and Eunice would like to attend. Christine attending – some funding from regional. Annaliese to complete registrations and travel for members. **ACTION POINT**

6. GENERAL

6.1 QUESTIONS FROM HUGH – previously circulated and tabled.

1. Appraisal each year, staff work with appraiser to set goals.
2. As a school 15k budgeted for PD. Centrally funded PD from MOE also. Reporting back when appropriate.
3. Some course yes. Student voice and feedback.
4. Clarification needed. Smart financial decisions. Build culture of school.
5. NZSTA supply templates for principal agreements. Teacher role set in collective agreements.

New Staff – discussion around support for new staff, handbook available, BT mentoring programme, team leaders supporting new staff.

Student leaders - BOT and staff have received positive feedback about student leaders, very visible and involved, working as a great team. Saideux reported on activities etc. BOT has asked Student Voice to be included in general discussion on agenda each meeting. **ACTION POINT**

Swimming Pool - Cost break down, contract, minutes of previous pool meeting, community trust agreement tabled. Christine attended pool meeting last night. After hours programme finishing on Sunday as there is no more funding available to keep it open. Request received by Chairperson asking the BOT to help fund part of deficit. BOT currently contributing to costs in the way of power and water. All agreements signed state that the BOT are to hold no financial liability. All agreed that the Board of Trustees are unable to contribute to the pool deficit due to it not been included in the forecasted budget.

7. IN-COMMITTEE

6.50pm 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.

7.13pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

8. CORRESPONDENCE

CORRESPONDENCE IN

- | | | | |
|-----|-------------------|---|----------------------------------|
| 8.1 | Kamo High School | - | Bloomfield School on KHS Grounds |
| 8.2 | Marie Ringrose | - | Personnel |
| 8.3 | Andrea Cameron | - | Personnel |
| 8.4 | Gavin Turketo | - | Personnel |
| 8.5 | NZSTA | - | NZSTA Annual General Meeting |
| 8.6 | STA News | - | Nov/Dec Issue |
| 8.7 | Education Gazette | - | Nov, Dec, Jan Issues |

CORRESPONDENCE OUT

- | | | | |
|-----|-----------------|---|--------------|
| 8.8 | Tom Davison | - | Reply Letter |
| 8.9 | Sheridan Mellor | - | Reply Letter |

8.10 Andrea Cameron - Reply Letter

Motion: That all correspondence is received and accepted
PROPOSED: Toka
SECONDED: Eunice
CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

Student Voice
Rubicon Presentation

9.2 IDENTIFY TASKS TO BE DONE

Annaliese to Julian in casual vacancy position with NZSTA.
Alec to draft statement to staff regarding leadership review, Christine to confirm.
2017 staff list to BOT, including positions held, part-time/fulltime. Alec to supply at next meeting.
Annaliese to check that our current work-plan aligns with School Docs.
Annaliese to complete registrations and travel for members to NZSTA conference.
Christine to complete principal's agreement on behalf of BOT.
Christine to complete concurrence application on behalf of BOT.
Christine to feedback pool decision.

9.3 CONFIRM NEXT MEETING DATE

Wednesday, 15th March 2017. List of proposed meeting dates for 2017 supplied to all members.

9.4 MEETING EVALUATION FORMS

Completed by all members.

KARAKIA: Recited by Toka.

MEETING CLOSED: 7.53pm

Signed as a true and correct record

Christine Crichton
BOARD CHAIRPERSON