

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 21<sup>st</sup> June 2017 in the Tikipunga High School Boardroom

**MEETING OPENED:** 4.59pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton

**PRESENTATION ONLY: 5.00 – 5.13pm RAW Leadership Group**

**Present for presentation only** - Joie King (Student), Te Rau Aroha Totoro (Student), Supported by Melanie Hepi – SWIS

**Copy of Petition tabled and accepted by the Board of Trustees.**

Joie and Te Rau presenting on behalf of the RAW Leadership group. During youth week the RAW group organised an activity day on 01/06/2017, on this day they took a petition to the student body.

Petition to increase safety at school. Petition summary and background: The student body is concerned at the level of violence, bullying and general feelings of concern for safety at school. Action petitioned for: That the school take a hard stance on violence at school. It is requested that issues be dealt with in a timely manner and in a way that sends a message that violence of any kind will not be tolerated here.

Approx. 3<sup>rd</sup> school signed. Mixture of year groups.

Incidents of violence occurred within the school on the Monday, Mel explained that the senior students had been heavily affected by this and they used the petition as a way to deal with what happened and to impact change.

Discussion around petition and violence within school.

Christine stated that the student involved in this incident will not be returning to Tikipunga High School and hoped that this has got the message across to the student body that the Board will not accept violence.

## 1. ADMINISTRATION

**1.1 PRESENT:** Alec Solomon, Hugh Oakley-Browne, Christine Crichton, Ross Tipene, Sadieux Tua, Julian Blank, Sean Scanlen, Annaliese McEwen (Secretary)

**1.2 APOLOGIES:** Tokarangi Totoro, Eunice Roberts

**Motion:** The apologies be accepted

**PROPOSED:** Ross

**SECONDED:** Julian

**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 May meeting were previously circulated and tabled.

Amendment to minutes: Add Julian Blank as present.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 17<sup>th</sup> May**, with the above amendment are a true and correct record.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

### 1.5 MATTERS ARISING:

Annaliese still to complete letters for Delilah and Kylie

Finalised copy of Leadership Review has come through from Larry.

Alec - PLD journal successful.

**ACTION POINT**

## 2. POLICY Nil

### 3. MONITORING

#### 3.1 STRATEGIC AIM 1

#### 3.2 PRINCIPALS DASHBOARD

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

**Roll** - breakdown given.

**Middle school Achievement** - alarming low, urgent need for accelerated learning. Applied for PLD support for reading, writing and numeracy. MOE combined into one. Our advisor has supported application. Still potential to access 3 facilitators for this work. Team going to look at what Tikipunga Primary are doing in this area, also looking at reading recovery at Whau Valley and Manaia View literacy programme.

Investigating Middle school joining the William Pike Challenge Award (similar to Duke of Edenborough).

Programme components – Outdoor Activities, Community Service and Passion Projects.

**NCEA** – Student data supplied.

**Kahui Ako** – Alec attended recent Hui. Our Col Raki Kahui Ako. Must make decision to join Col by end of June. Discussion around impact for THS on joining. All agreed that we need to be in, however there is the option to remove ourselves if there is not a clear focus on Maori Achievement.

**Motion:** The Board supports joining the Raki Kahui Ako Col

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

**Professional Learning Development** - this has been rolled out Nyree King Facilitating. 8 groups of staff have taken part to date. Overwhelming positive feedback from staff so far.

**SENCO** – broad view of how to support kids, identified by SLT, and ERO.

**ERO** – no feedback yet, hopefully over the next few weeks.

**HR** - Report given. New process for leave, forms to be completed and this is kept in file. Meeting with SLT about appraisals. ERO previously had concerns in this area however happy with our current process.

**Finance** – apologies for the report being late to the Board this was due to the changeover between Elliot and previous Financial Officer. Looking in future at having TTTA completely separate. Alec is still encouraging LOL's to spend budget as this is meant for students this year, no interest in stockpiling.

Yet to have audited accounts back, expected in next couple of weeks.

School server warranty is up – Discussion around switching to cloud, quotes supplied by New Era.

**Property** – Report given, Whare has heating installed, department very happy about this. Jet on pool has blown out, if not fixed the pool will be unusable. Quote to be fixed included in correspondence.

Vandalism has been up some issues with emergency lighting, incident on Saturday with the Centre Van.

Alec meeting with Komiti Maori to discuss renaming of the centre. In process of organising reopening ceremony, possibility of getting in local Olympian.

Applying to MOE for additional funding for skylights.

Bathroom tender has closed came in over price, only one tender from ARCO - Alec working with architect on this. As soon as bathrooms are signed off will put Whare Wananga to be put to tender. Draft plan tabled.

Security upgrade – higher cost than expected due to doors structure, B Block should be completed in first 2 weeks of Term 3.

**School ball** - next Friday, 30<sup>th</sup> June if BOT would like to attend.

**Youth week** - huge success, Letter from BOT to congratulate RAW leadership group on success of day, also letter to police from BOT to thank them for their support on the day. **ACTION POINT**

**Motion:** That the board supports the migration to cloud hosting and the purchase of software so support be approved up to the value of \$36000.00.

**PROPOSED:** Christine

**SECONDED:** Sadieux

**CARRIED:** Unanimously

**Motion:** That the board agrees to fund the William Pike Challenge Award for the Middle School to the value of \$5,500.00 a year for 3 Years.  
**PROPOSED:** Christine  
**SECONDED:** Hugh  
**CARRIED:** Unanimously

**Motion:** That supports the quote for the Deep End pool to fix the pool vents to the value of \$4,500.00.  
**PROPOSED:** Christine  
**SECONDED:** Ross  
**CARRIED:** Unanimously

**Attendance** – reports tabled. Trending down. Alec met with AE (alt Ed) – for students excluded or 50% less attendance. Evaluation processes – this was one of the concerns shared by ERO, happening within school but needs to be recorded. Working with SLT on this, Learner Focused Evaluation Template tabled, will share result once complete.

**Rubicon and Disciplinary meetings** – asked if BOT could complete x3 Rubicon and disciplinary. Christine and Sean, Hugh as back up. Annaliese to inform Val date Tuesday, 27<sup>th</sup> June start 4.15pm.

**Motion:** That the Principals June report and Strategic Aim 1 are received and accepted.  
**PROPOSED:** Alec  
**SECONDED:** Sean  
**CARRIED:** Unanimously

### **3.3 ENGLISH MONITORING REPORT – *nothing arising.***

#### **4. FINANCE**

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

**PROPOSED:** Christine  
**SECONDED:** Julian  
**CARRIED:** Unanimously

**Motion:** The Tikipunga High School Board of Trustees request that the School Visa in the name of Eila McLean be cancelled as of today's date and a new school Credit Card be issued in the name of Elliott Longworth with the limit of \$2000.00.

**PROPOSED:** Christine  
**SECONDED:** Julian  
**CARRIED:** Unanimously

**Motion:** That the request be made to Oxford sports Trust for a grant of \$4,675.00 (incl GST) to assist the Tikipunga High School Intermediate Netball and Rugby Sevens Teams with accommodation costs to the AIMS Games to be held in Tauranga from 11<sup>th</sup> September to 15<sup>th</sup> September 2017.

**PROPOSED:** Ross  
**SECONDED:** Christine  
**CARRIED:** Unanimously

**Motion:** That the request be made to Pub Charity for a grant of \$2,380.00 (incl GST) to assist the Tikipunga High School Intermediate Netball and Rugby Sevens Teams with travel and entry costs to the AIMS Games to be held in Tauranga from 11<sup>th</sup> September to 15<sup>th</sup> September 2017.

**PROPOSED:** Christine  
**SECONDED:** Ross  
**CARRIED:** Unanimously

## 5. DISCUSSION

### 5.1 STUDENT VOICE – Sadieux

Feels that our new students are not grasping the school values and kaupapa quick enough.

Raised student concern over outside people coming into school. Discussion - Current processes in place for signing in etc. Unfortunately where our school is situated it can be a through fare, should help with IHAD going into house at back gate. If all students are in uniform, outsiders are more visible. Suggestions of a text number or specific place for students to report outsiders.

Board asked Sadieux to meet with the Student Leaders and Alec to come up with ideas of what else we could do. Report back at the next meeting.

### Sean Scanlen left meeting 6.51pm

**5.2 LEADERSHIP REVIEW –** Final report circulated and tabled. Christine asked change to be made to draft to include very positive comments that he made when he reported to us.

It is understood that Sean Scanlen shared parts of the DRAFT report during a PPTA meeting. Board feels this may have jeopardised integrity. Information sharing should be discussed prior. Christine noted that she had spoken with Sean prior to his first BOT meeting and they had discussed various things including staff access to BOT information. Christine had confirmed that most information was available to staff, excluding any In Committee items and discussions. She also noted that the report may have not been discussed or made clear to Sean that the draft report was not to be shared until accepted by the BOT as final.

Some members felt that the report seemed 'vague' and would like to see the back up data or notes that we could utilise etc – Christine to request from Larry.

**ACTION POINT**

Alec and Christine to draft a letter to staff stating that the Board have received the finalised report and once recommendations have been discussed they will then share with staff.

**ACTION POINT**

All agreed that a separate meeting be held to discuss the recommendations of the report to be held on Monday, 10<sup>th</sup> July at 5.00pm in the Boardroom. Annaliese to email BOT confirmed date.

**ACTION POINT**

**5.3 Po placement and celebration –** Alec received an email as to how we want it be placed, this means they must be close to arriving. Deferred to next meeting when Toka is present. Annaliese to Agenda.

**5.4 PPTA guidelines –** Christine thought it was highly inappropriate that family first sent email out to schools (incl. correspondence). This has not come from MOE, believes that it could be interpreted as what could be done or not be done.

## 4. IN-COMMITTEE

**7.16 pm 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.

**7.27pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

### GENERAL –

Hugh – attended a Conference on Maori Economic Development – booklet available for all that interested. Had interesting vocational pathways, can get extra copies if you would like.

Ross - Digital learning, couple signups, meet with Alec and Liz to discuss processes for next term, will be here and available for parents at whanau hui.

Julian – mentioned at last meeting, shared a document similar to the strategic plan one page that tertiaries use. To be included in discussion at next meeting. Julian to email a copy to Annaliese to be included with Agenda.

Alec – Staff will be informed tomorrow that The Block NZ will be onsite July 3-5<sup>th</sup> working on providing student friendly outdoor areas at Dream HQ. This will involve substantial building works and tree felling.

Discussion around setting up a Google classroom for our BOT to hold documents. Annaliese to investigate.

**ACTION POINT**

**8. CORRESPONDENCE  
CORRESPONDENCE IN**

- 8.1 Deep End - Recirculation Pipe for the Swimming Pool
- 8.2 Family First - LEGAL OPINION – PPTA Guidelines on Gender Identity and policies on Toilets
- 8.3 Education Gazette - May Issues
- 8.4 NZSTA - STA News
- 8.5 Carol Wilson - Personnel

**CORRESPONDENCE OUT**

- 8.6 Joanna Smith - Personnel
- 8.7 Naomi Neumann - Personnel

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

**PROPOSED:** Ross

**SECONDED:** Hugh

**CARRIED:** Unanimously

**MEETING CLOSURE**

**9.1 IDENTIFY ITEMS FOR NEXT AGENDA**

Pou Placement and Celebrations  
Tertiary Plan – Julian

**9.2 IDENTIFY TASKS TO BE DONE**

- Annaliese**
- Thank you Letters to Delilah and Kylie
  - Thank you letter to RAW Leadership Group and Police for support
  - Email Confirm date of Leadership Review Meeting to all BOT
  - Letter Carol Wilson (personnel)
  - Investigate setting up a google classroom for BOT

- Christine**
- Request review form Larry for meeting Monday, 10<sup>th</sup> July
  - Reply letter to Joanna Smith (personnel)

**Christine and Alec** – Draft letter to staff, Leadership Review

**9.4 CHECK BOT HOURS RECORDED**

Annaliese to make up a sheet for any extra hours (not incl. BOT/Disciplinary meetings)

**9.4 CONFIRM NEXT MEETING DATE**

Wednesday, 26<sup>th</sup> July

**9.5 MEETING EVALUATION FORMS**

Completed by all members.

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.36

Signed as a true and correct record

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Christine Crichton  
**BOARD CHAIRPERSON**