

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

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

MEETING OPENED: 5.00pm

RUBICON PRESENTATION: Rob Nordstrand CEO Rubicon, Amber School Counsellor – Verbal presentation. Information flyers tabled.

KARAKIA: Recited by all

WELCOME: Christine Crichton

1. ADMINISTRATION

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

1.2 APOLOGIES: Sharon Hall. Hugh Oakley-Browne (may still be unwell? no apologies received).

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

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the February meeting were previously circulated and tabled.

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

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

1.5 MATTERS ARISING:

Alec will continue to follow up on Police Dog kaupapa.

Date for BOT morning tea with staff Thursday, 13th April, please let Christine know if you are able to attend.

Staff Responsibilities and list staff for all members as requested.

Julian registered as selected member, update of Trustees register given to all members.

NZSTA Conference – Annaliese to organise registration, flights and accommodation for members attending.

Concurrence application confirmed.

Annaliese to check current work plan aligns with School Docs and email Board log in details **ACTION POINT**

2. POLICY GOVERNANCE 1-5

Motion: The governance policies 1-5 are accepted without change.

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

3. STRATEGIC AIM 2 – Connect

Report circulated previous and tabled.

Alec spoke to report.

Social Media will be advertised – once review is completed can allocate units.

Working with current student leaders, they are very keen to help sustainable leadership programme.

Working with feeder school – Tikipunga Primary held swimming qualifier in our school pool.

3.2 PRINCIPALS DASHBOARD

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

Whanau Learning Hui – held on Thursday, 9th March. Whanau teachers sending letter of thanks to those who attended. Teachers have been completing hui on other days that whanau are available. For whanau who did not attend a letter was sent home with all information that is shared and offer of alternative time for hui. Rochelle will have data before the end of this week of percentage of whanau who attend hui.

Charter – follows strategic priorities. Alec has tried to make one page summation to make it easier for people to understand, instead of reading the large charter document. Asked for feedback from BOT. Will ask feedback from students/staff/whanau via school newsletter also. BOT suggested that the value/pou meanings are included - Alec will look at adding.

Attendance rates discussed. Roll currently at 328. Yr 7 level growing. Audits last year went well only missed 1 student.

Personnel – verbal report given. Accounts, PE, Trades, English, Maths, LOL Art, Middle School.

Building works update – Old SSC buildings, Alec negotiated with MOE to pay cost of demolition. Will be fenced around buildings the week before holidays, asbestos in cladding – will be removed by professionals during holidays. Then full demolition after that. Alec was asked Unable to let community to go in and take parts but health and safety unable to do that. Once complete area to be grassed. Minutes from property meeting tabled. Procurement plan for toilet upgrade incl.

Analysis of Variance - report that has to be sent away to MOE.

Discussion around COL.

Powhiri - tomorrow for Debbie Nolan at Raurimu tomorrow if anyone would like to attend.

Leadership review – Larry came in and met with staff. Alec believed that coming at staff meeting and explain prior to staff key to success. Staff Alec has spoken with felt it went well. Staff Surveys will be completed Friday, 24th March.

KPMG interns - 100 graduates complete community project as part of internship, they are coming into school on April, 5th to complete various projects ie. paint swimming pool, café, library, orchard, orchard garden. Will also spend time with student leaders. Massive PR exercise, media come in with them. Alec will be away on this day. Powhiri for graduates 8.30-9.00am if BOT are able to come along.

Motion: That Strategic Aim Report and Principals Dashboard are accepted.

PROPOSED: Alec

SECONDED: Christine

CARRIED: Unanimously

4. FINANCE

CES has taken over accounts. Current accountant, Steve Watene is completing end of year financials. Once received budget will be completed. From here on in we will have a balance sheet each month incl. budget tracking. Will keep pictorial as previous reports. Hoping to have first reports for April meeting.

5. DISCUSSION

5.1 STUDENT VOICE (Student Rep) – Students have asked when the toilet plan upgrade is going to happen – plans explained and changes to SSC. All going well completed by Term 3. Health and safety hazard identified by student on a rainy day mould by library slippery.

Alec to organise all gutters cleaned out through whole school.

ACTION POINT

Sadieux asked for fire evacuation practices needed as there is a new sound. Alec assured Sadieux once Wormald has completed work through out the school we will have a practice.

5.2 Responding disciplinary meeting requests – Christine asked when Val sends out request please respond to this with a yes or no as soon as possible as process is under time restrictions.

Annaliese to ask Val to send out electronic version of template.

ACTION POINT

5.3 EOY Pool Report - Report received for Summer 2016-2017. To Be read by all members and discussed at next meeting.

CORRESPONDENCE IN

NZSTA - PD for Board
NZEI - Notice of Paid Union Meeting
MOE - Application for Concurrence
Education Gazette - Nov, Dec, Jan Issues
NZSTA News - Jan/Feb Issues
NZSTA - 2017 Annual Resource

CORRESPONDENCE OUT

MOE - Application for Concurrence

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

BOT morning tea – confirm date and availability
Pool Report – Discuss recommendations

9.2 IDENTIFY TASKS TO BE DONE

Annaliese to check current work plan aligns with School Docs and email Board log in details
Annaliese to organise conference registration, flights and accommodation for members attending.
Alec to organise all gutters cleaned out through whole school.

9.3 CONFIRM NEXT MEETING DATE

Wednesday, 12th April

9.4 MEETING EVALUATION FORMS

Completed by all.

KARAKIA: Recited by all. Toka supplied closing Karakia, Annaliese to place on back of open Karakia card copy to all at next meeting. ***ACTION POINT***

MEETING CLOSED: 7.26pm

Signed as a true and correct record

Christine Crichton
BOARD CHAIRPERSON

