

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 17th May in the Tikipunga High School Boardroom

MEETING OPENED: 5.15pm

KARAKIA: Recited by all

WELCOME: Christine Crichton

PRESENTATION ONLY: **Larry Forbes – Leadership Review 5.15 – 5.35pm**

Larry thanked the Board for allowing him to complete review. Acknowledge the time pit on by staff to prepare. 31 took part in interviews and a total of 43 staff completed surveys.

Report stays in draft until confirmed by the Board of Trustees.

Larry spoke to the themes identified in the report. Larry pointed out that staff had noticed a definite shift to a more positive culture. He also felt that the Board should consider sharing (some if not all) recommendations with the staff, as they felt that historically they have not received feedback from this type of review. He feels that the staff will contribute positively to any opportunity to improve the school.

Hard copy of report to be emailed to Annaliese and she will pass on the all the board, all agreed to agenda for the next meeting. **ACTION POINT**

1. ADMINISTRATION

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

1.2 APOLOGIES: Hugh Oakley-Browne, Eunice Roberts

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 April meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 12th April** are a true and correct record.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

1.5 MATTERS ARISING:

Annaliese to purchase phone for Disciplinary Meeting.

2. POLICY
Nil

3. MONITORING

3.1 STATEGIC AIM 3

3.2 PRINCIPALS DASHBOARD

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

Student Achievement Middle School - data of real concern, acceleration required to reach expected curriculum level. Alec has met with Ian Pritchard, new MOE advisor. Submitting a request for PLD journal for Numeracy, Literacy and Reading, hoping this will gain hours for facilitators. Discussions around finding the resource to fund a teacher trained in accelerating learning for the middle school.

NCEA Data – Finalised NCEA Data has been published. Delighted with progress. Continue with high expectations.

Teaching as Inquiry – Delilah and Kylie (Team Leaders) have been leading TAI with staff. Fine tuned resources and supporting staff. Depth of inquiry has improved due to better understanding and confidence from staff. Agreed to send a letter to Delilah and Kylie on behalf of BOT thanking them for their work **ACTION POINT**

Students with Special Needs - a Special Needs Register has been set up. An example of this was shown and explained to BOT. Tony Hassen from MOE attended SENCOM hui to gain better understanding of MOE Support. Regular hui to be held with SLT, Team Leaders, RTLB and SENCOM.

Strategic Plan – Single page created to try to make it easier to understand and shared with staff/student/community. Could do better feeding back on how we are tracking.

ERO – 22nd – 24th May. ERO Whakatau 11.30am on Monday, Board welcome to attend. Will meet with representatives of the board on Wednesday, 24th May at 4.00pm to give initial findings. 4.00pm. Annaliese to email whakatau and meeting time to BOT **ACTION POINT**

HR - Break down of leave given and discussed. Education solutions contracted to complete Principal Appraisal.

Personal - as per report. Christine Allen has developed a media plan, circulated previously and tabled. Already articles in local papers. Phillippa Mannagh from Liked Media is overseeing social media. Our face book has had more views and shares than in the last 5 years.

Property – as per report. SSC relocatables demolished. Cafeteria and library painted. Confident by the end of this term The Centre will be finished.

Health and Safety – All contractors vetted. Arco have confirmed our procedures are the tightest in their experience and they are pleased with the process.

Attendance – attendance trends previously circulated and tabled.

Media Plan – Previously circulated and tabled. This has been huge learning for Alec. Everything in the plan has been started by Christine. Has been communicated with staff.

Motion: The Principals report is received and accepted.

PROPOSED: Alec

SECONDED: Toka

CARRIED: Unanimously

3.3 CURRICULUM – English Monitoring Report Tabled. Annaliese to agenda for discussion at next meeting.

3.4 MIDDLE SCHOOL DATA RECOMMENDATIONS – needs significant resource to turn this around.

Discussions around what actions the Board could take to improve. Possible a teacher who is trained in accelerating learning. The Board agreed that we are in a good financial space to make educated decisions on how to help. Alec will look into what he thinks is the best plan and bring recommendation to the Board next term.

4. FINANCE

4.1 2016 Financial Statements have been sent for audit. Audited Accounts should be available to be tabled at the beginning of term 2. Alec encouraging Leaders of Learning to spend budgets for the year intended, not stockpile for future. Wayne Facer from Education Enterprises to assist bank staffing management.

Still operating in surplus. Discussion around how much working capital we would be happy with. STA have formula working capital per student – Christine has this.

Motion: The Tikipunga High School Monthly Financial Reports for the **period ending 30th April 2017** are received and accepted.

PROPOSED: Alec

SECONDED: Christine

CARRIED: Unanimously

4.2 GRANT APPLICATIONS

Motion: It was agreed by the Tikipunga High School Board of Trustees on the 17 May 2017, to apply to Pub Charity Limited for \$10,000.00 (Ten Thousand Dollars) to assist in the total costs of development of a new playground.

PROPOSED: Julian
SECONDED: Toka
CARRIED: Unanimously

Motion: It was agreed by the Tikipunga High School Board of Trustees on the 17 May 2017, to apply to the Trillian Trust for \$10,000 (Ten Thousand Dollars) to assist in the total costs of development of a new playground.

PROPOSED: Ross
SECONDED: Toka
CARRIED: Unanimously

4.3 YEAR 9 SKI TRIP FUNDING

Motion: That a request be made to Oxford Sports Trust for a grant of \$4,062.00 (incl GST) to assist the Tikipunga High School Year 9 students with travel, accommodation, lift passes, lessons and gear hire costs at the Whakapapa Ski field, Mount Ruapehu from Thursday, 10th August to Saturday, 12th August 2017.

PROPOSED: Christine
SECONDED: Sadiuex
CARRIED: Unanimously

5. DISCUSSION

5.1 Student Voice - Sadiuex mention that the student are really liking that we are getting more into our values, the challenges that are being held at the moment, getting everyone knowing and learning in a fun way. This is giving students a better understanding and that they are not just words. Student Leader have planning and working hard on the ball, this will take place on Friday, 30th June, feels this has been really good learning for student leaders.

5.2 Election Update – Staff representative By- Election, 2 nominees, Ian Smith and Sean Scanlen. Voting papers have gone out to staff. Last day for voting is Friday, then a wait for postal votes. Count on Thursday, 25th May and new board to take office on 26th Mat. This will give plenty of time for new rep to prepare for next meeting.

5.3 Pool Recommendations - last meeting we sent minute to Kathryn to agree in principle so that she can start applying for funding, this allows her plenty of time. Pool not in great shape bottom needs repair, changing room roof etc. We are happy for the pool as long that it is understood as last year that the Board will not supply any additional funding/financial support for the project. We will wait for updates from Kathryn on how funding applications are progressing.

6. GENERAL

6.1 Pou will be ready this term. We need to discuss a kaupapa on how we bring them in. Plan celebration and try to tie in the work that has been done around school also? Mayor external media. Toka check on process for pou. Also discussion on where to place. Annaliese to agenda for the next meeting.

6.2 Ross gave update on chromebooks.

6.3 Culturally safe with naming of the buildings

7. IN-COMMITTEE

7.00pm 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 | MOE | - | Banking Staffing Balance |
| 8.2 | Joanna Smith | - | Personnel |
| 8.3 | NZSTA | - | Registering Delegate for NZSTA AGM |
| 8.4 | Heart Foundation | - | Winter Newsletter |
| 8.5 | Naomi Neumann | - | Personnel |
| 8.6 | Electoral Commission | - | Use of Auditorium |

8.7 Education Gazette - May Issue

8.8 NZSTA - STA News

CORRESPONDENCE OUT - Nil

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

Leadership Review Report
English Monitoring Report
Pou placement and celebration.

9.2 IDENTIFY TASKS TO BE DONE

Annaliese to email Leadership Review Report to BOT
Annaliese/Christine - to send a letter to Delilah and Kylie thanking them for their work on TAI
Annaliese to email ERO whakatau and meeting time to BOT

9.4 CHECK BOT HOURS RECORDED

Annaliese has sent out a google doc that you are able to record any BOT hours on, monthly and disciplinary will be taken from the minutes, just needing all others to be added. Will check each meeting to remind all members.

9.4 CONFIRM NEXT MEETING DATE

Wednesday, 21st June.

9.5 MEETING EVALUATION FORMS

Completed by all members.

KARAKIA: Recited by all.

MEETING CLOSED: 7.36pm

Signed as a true and correct record

Christine Crichton
BOARD CHAIRPERSON