

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 26th October 2016 in the Tikipunga High School Boardroom

MEETING OPENED: 5.15pm
KARAKIA: Recited by all
WELCOME: Christine Crichton

1. ADMINISTRATION

- 1.1 PRESENT:** Alec Solomon, Christine Crichton, Ross Tipene, Eunice Roberts, Sharon Hall, Toka Totoro, Julian Blank, Sadieux Tua, Annaliese McEwen (Secretary)
- 1.2 APOLOGIES:** Hugh Oakley-Browne- operation recovery 6 weeks
- 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 September meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 21st September** are a true and correct record.

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

Minutes of the **Sub Committee meetings** held on **21/09/2016 & 29/09/2016** were previously circulated and tabled.

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

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

1.5 MATTERS ARISING:

POOL PROPOSAL - Alec gave feedback from lawyer.

Third Party Occupancy Agreement approved (5yr), 'I have a dream' to move in next year, Alec spoke to them about having working bee.

ERO - BOT and Alec meet with ERO. Alec added middle school assessment to report to ERO.

Staffing decision has been appealed, should know outcome by the end of the week.

2. WELCOME to the Saideux Tua our new Student Rep.

3. POLICY

- 3.1** Trustee Code of Behaviour Policy – Signed by all members, apart from Hugh due to his absence. Annaliese to have sign and copy to all members. **ACTION POINT**

4. MONITORING

Principals Dashboard and supporting information tabled.

- 4.1 ATTENDANCE TRENDS** – Unable to produce as the SMS system was down. Will have at next meeting.

4.2 PRINCIPALS DASHBOARD –

Principals Dashboard and Supporting information was previously circulated and tabled.

Alec spoke to his report, discussion points as follows:

- **Personnel Report given**
- **Property Health and Safety**

5YA – Tender process soon to be complete. Alec to meet with Roger come back with recommendations to the BOT.

Whare wanaga - initial consultation, delegation from THS, Kaumatua and Kuia attended hui with Ngawha carving school. Alec has sent copy of initial plans. No kitchen and toilets as put project over budget.

Toilet upgrade - Over budget. Discussion on BOT contribution.

Motion: The Board of Trustees agree to contribute up to the amount of \$15,000.00 to be used for hardware on the Toilet Upgrade Project.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

WSNUP Upgrade - will proceed in November.

Motion: The Board of Trustees agree to contribute up to the amount \$5000.00 for the VLAN Engineering.

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

Green Gables Contracting – Health and Safety issues with pathways. Whare and exterior admin gardens.

Motion: The Board of Trustees agree to contribute up to the amount of \$12,500.00 for the garden and path works as recommended.

PROPOSED: Christine

SECONDED: Julian

CARRIED: Unanimously

Professional Fund Raiser - Alec meeting with professional fund raiser next week, cost to use this service, has been successful in other schools. Possibility of sourcing funds for upgrade of courtyard (library) – shade sail and possibly seating and playground.

NCEA – Reports tabled and discussed.

ERO – feedback very positive. Happy that BOT are attending essentials training and using NZSTA for guidance. General improvement overall. Annaliese to email to go to Hugh to book into essential governance this term or next year.

ACTION POINT

Motion: That the Principals Dashboard is received and accepted.

PROPOSED: Alec

SECONDED: Julian

CARRIED: Unanimously

5. FINANCE

Profit and Loss and Statement of Financial position for period ending 31 August 2016 was previously circulated and tabled. Alec spoke to the reports.

Motion: The Profit and Loss and Statement of Financial position for the **period ending 31 August 2016** is received and accepted.

PROPOSED: Alec

SECONDED: Christine

CARRIED: Unanimously

6. DISCUSSION

- 6.1 **Pool Proposal** – Currently with lawyer to check through. Memorandum of understanding to be run past lawyer as well. Christine to check Number 2 with Kathryn on clarification of meaning.
- 6.2 **Governance Essentials Training** – only Hugh to complete. Student trustee workshop for Sadiuex available in Term 1, 2017.
- 6.3 **Whangarei Police drug dogs** – Alec still waiting for procedures from Whangarei Police, will bring to next meeting. **ACTION POINT**
- 6.4 **Leadership Review** - Discussed In Committee.

7. GENERAL

- 7.1 Gifts for Veronica and Tracey gifts (Glass platter and Maori Flute) are in Alec's office if you would like to view them before you.
- 7.2 BOT Morning tea with staff – waiting till Hugh is back on board. Annaliese to email and ask when he will be able to return. **ACTION POINT**
- 7.3 Computers in Homes Graduation, Monday, 31st Oct – all invited to attend.

8. IN COMMITTEE

6.25pm 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.

6.52pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

9. CORRESPONDENCE

CORRESPONDENCE IN

- | | | | |
|-----|--|---|------------------------------|
| 9.1 | ERO | - | Partners in Learning booklet |
| 9.2 | Northland Primary Health Organisations | - | Youth Health Databases |
| 9.3 | MOE | - | Third Occupancy Agreement |
| 9.4 | Kathryn McKenzie | - | Pool Proposal |
| 9.5 | HP | - | Windows 10 Brochure |
| 9.6 | STA News | - | August and September Issues |
| 9.7 | Education Gazette | - | September and October Issues |

CORRESPONDENCE OUT

- 9.8 Faye McMillian

Motion: That all correspondence is received and accepted

PROPOSED: Julian

SECONDED: Alec

CARRIED: Unanimously

10. MEETING CLOSURE

10.1 IDENTIFY ITEMS FOR NEXT AGENDA

10.2 IDENTIFY TASKS TO BE DONE

Annaliese to email Hugh regarding Governance Essentials Training and return date.

Alec to bring procedure for Whangarei Police Drug Dogs to next meeting.

10.3 CONFIRM NEXT MEETING DATE

Wednesday, 23rd November

10.4 MEETING EVALUATION FORMS

Completed by all members.

KARAKIA: Recited by all

MEETING CLOSED: 6.57pm

Signed as a true and correct record

Christine Crichton

BOARD CHAIRPERSON