

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 21st September 2016 in the Tikipunga High School Boardroom

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

1. ADMINISTRATION

1.1 PRESENT: Alec Solomon, Christine Crichton, Ross Tipene, Eunice Roberts (late, Sharon Hall, Toka Totoro, Julian Blank, Annaliese Storey (Secretary)

1.2 APOLOGIES: Hugh Oakley-Browne- operation Monday, recovery 6 weeks, return Nov

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 August meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 17th August** are a true and correct record.

PROPOSED: Ross

SECONDED: Christine

CARRIED: Unanimously

Minutes of the **Sub Committee meetings** held on **01/09/2016 & 13/09/2016** were previously circulated and tabled.

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

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

1.5 MATTERS ARISING:

SCHEDULE OF DELEGATIONS – Previous Schedule of Delegations adopted by the BOT on 23/03/2016, circulated and tabled. Discussion around this schedule and the need to raise the transfer rate due to lead school for Tai Tokerau Trades.

Motion: To increase the transfer rate and the Goods and Services up to \$5,000

PROPOSED: Alec

SECONDED: Christine

CARRIED: Unanimously

Annaliese to edit schedule and principal and BOT Chairperson to sign.

ACTION POINT

CURRICULUM ART – Deferred until next meeting as we have yet to complete the reporting and monitoring template, a draft has been completed and Alec to take to Leaders of Learning for feedback.

TE OTUIHAU POOL PROPOSAL – Christine meet with Kathryn McKenzie to discuss BOT concerns. Discussion around proposal: All agreed that 1 lifeguard if not enough to have pool open, BOT would like a minimum of 2 volunteers to support lifeguard when pool if open. Alec to check liability with lawyer

ACTION POINT

All agreed for Christine to go back to Kathryn and inform her that in principal the BOT are happy to go ahead once lawyers have checked liability. Pump expenses - possible contribution from Okau swim club and Te Otuihau Trust

- Christine to check with Kathryn. Happy to have open if funding allows

ACTION POINT

VANS – All vans are now sign written – still looking at shelter options.

I HAVE DREAM – Third Occupancy Application sent to MOE for house, Alec spoke to MOE confident it will go ahead.

Congratulations to Christine on the regional NZSTA Board. Whangarei office NZSTA opening 3rd October – any would like to go – Christine forwarded email.

2. WELCOME TO NEW MEMBERS

Welcome to new members – all introduced existing members introduced.

3. POLICY

3.1 Part 3 Operational Policy, 2. PERSONNEL POLICY (page 40)

Read by all and discussion.

Motion: To accept the above policy with the following changes; **5, c.** *Board approval is sought for any requests for discretionary leave without pay of longer than 3 days* and **8.** *The requirements of the Health and safety in the Workplace Act 2015 are met*

Moved: Christine

Second: Julian

CARRIED: Unanimously

Annaliese to update personnel policy and copy to all members at next meeting.

ACTION POINT

4. MONITORING

4.1 PRINCIPALS DASHBOARD

Principals Dashboard and Supporting information was previously circulated and tabled.

Alec spoke to his report, discussion points as follows:

- **Kia Eke panuku** – observations of teachers taken place, action plan to be developed from raw data, Alec will be able to share action plan at next meeting.
- **Policies School Docs** - Once accepted will be shared with staff initially and then wider community. Contract paid up until March. In future any policy updates, where appropriate, will be emailed to staff, BOT and Community.

Motion: To accept the School Docs policies as Tikipunga High School Policies

Moved: Alec

Second: Christine

CARRIED: Unanimously

- **NCEA achievement** – as requested at last meeting incl. only previous and current year on report and added current roll number to report. Data explained and discussed.
- **Attendance rates** – reports supplied in format as requested at last meeting. Data explained and discussed.
- **Personnel Report** given and discussed
- **PROPERTY**

Whare Wananga - Consultation hui last week at Pehiwaweri Marae – Kaumatua and kuia very supportive and delighted with invitation to be involved in process. First draft supplied and tabled. Initial price on draft, adjust from there in consultation with Komiti Maori. Restraints fire regulations – has to sleep less than 40.

Student Support Centre – May contain asbestos this will increase removal costs..

Plans for modernisation toilets in B Block tabled and discussed.

WSUP Upgrade – Plan tabled and discussed. MOE do not cover cost of over code buildings. Cost per access points with installation approx. 850 plus gst. Discussion around BOT funding extra access points to give complete coverage throughout school.

Motion: The board supports the wireless SNUP to be funded up to \$15,000.

Moved: Alec

Second: Ross

CARRIED: Unanimously

- **ERO Review and Development Plan**

ERO May Milestone Report tabled and discussed.

Section D of report - Building Governance Capacity - Discussion on response to ERO.

No evidence of consultation hui stated to ERO by last chairperson.

Annaliese to find Self Review Hautu documents and forward to Christine, Ross to find out if analysis was completed.

ACTION POINT

Christine/Alec/Annaliese to draft response to report what has taken place historically, recently, moving forward.

ACTION POINT

Christine presses the importance of ALL members attending Governance essential training.

Discussion around reporting to national standards as requested in Report – Alec to add to middle school assessment and reporting to ERO.

ACTION POINT

Discussion around Leadership Review – Agreed by all to keep current team until Term 2, Alec to check legalities with NZSTA. Date to be set for the review – agenda next meeting.

ACTION POINT

Discussion regarding MOE predictive roll as under 300, puts into surplus staffing, .9FTTE in staffing. BOT in financial position to cover units. All agreed to appeal staffing decision, Alec to contact MOE regarding this decision.

ACTION POINT

General discussion around enrolments - Actively gone out and sourced enrolments for next year. Working with feeder schools. 7, 8, 9 numbers have gone up from beginning of year.

Ross suggested the possibility of a bus for Manaia Veiw Whanau, BOT would need to fund this. Approx. \$7000.00 per year. Continue building relationships with feeder schools. Community consultation.

4.2 STRATEGIC AIM 3 – CELEBRATE

Information sheet previously circulated and tabled. Alec spoke to this.

Motion: That the Principals dashboard and Strategic Aim 3 are received and accepted.

PROPOSED: Alec

SECONDED: Christine

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 Health Curriculum Consultation –completed last year

6.2 Whangarei Police Drug Dogs – would require kaupapa around informing and educating whanau/students/community. Alec to bring info back to next BOT meeting, rubicon figures and Student Welfare decisions. Annaliese to out on agenda for next meeting. **ACTION POINT**

6.3 BOT/Staff morning Tea – wait until Hugh has returned after operation recovery.

6.4 Christine signing up for governance essentials, would like all other trustees to complete this training also. Julian has just completed. Registration on NZSTA website.

7. GENERAL

NZSTA Regional meeting deferred.

Student Election update. Two candidates, has gone to vote. Will have new student rep at the next meeting.

8. IN COMMITTEE

8.39pm 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.

8.48pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

9. CORRESPONDENCE

CORRESPONDENCE IN

- | | | | |
|------------|----------------------|---|---|
| 9.1 | NZQA | - | 2016 Managing National Assessment Report |
| 9.2 | Bennett & Associates | - | Audit of Financial Statements Year ended 31 December |
| 9.3 | Margaret Inder | - | Supernumerary Intentions |
| 9.4 | Heart Foundation | - | Spring Newsletter |
| 9.5 | Faye McMillian | - | Leave Request |
| 9.6 | NZSTA | - | July Issue STA News, Secondary Principals' Collective Agreement |
| 9.7 | Education Gazette | - | Volume 95, Number 15 & 16 |
| 9.8 | I Have a Dream | - | Milestone Report |
| 9.9 | Eila McLean | | |

CORRESPONDENCE OUT

- | | | | |
|-------------|----------------|---|---------------------------|
| 9.10 | Faye McMillian | - | Response to Leave Request |
|-------------|----------------|---|---------------------------|

Motion: That all correspondence is received and accepted

PROPOSED: Toka

SECONDED: Ross

CARRIED: Unanimously

10. MEETING CLOSURE

10.1 IDENTIFY ITEMS FOR NEXT AGENDA

Whangarei Police Drug Dogs
Leadership Review

10.2 IDENTIFY TASKS TO BE DONE

- Annaliese to edit schedule of delegations and Principal and Chairperson to sign.
- Christine to speak with Kathryn regarding pool proposal
- Alec to check pool liability with lawyer
- Annaliese to update personnel policy and copy to all members at next meeting.
- Alec to bring info to next meeting - Rubicon figures and Student Welfare decisions.
- Annaliese to find Self Review Hautu documents and forward to Christine.
- Ross to find out if Hautu analysis was completed.
- Alec to add National Standards to middle school assessment and reporting to ERO.
- Alec to check Leadership review legalities with NZSTA.
- Alec to contact MOE regarding staffing decision

10.3 CONFIRM NEXT MEETING DATE

Wednesday, 26th October

10.4 MEETING EVALUATION FORMS

Completed by all members.

KARAKIA: Recited by Toka.

MEETING CLOSED: 8.55pm

Signed as a true and correct record

Christine Crichton

BOARD CHAIRPERSON