

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 1st November in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.17pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton

## 1. ADMINISTRATION

**PRESENT:** Alec Solomon, Christine Crichton, Julian Blank, Sean Scanlen, Tokararangi Totoro, Sadieux Tua, Te Arani Bennett, Annaliese McEwen (Secretary), Ross Tipene

**1.2 APOLOGIES:** Nil

**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 previously passed by electronic motion.

**2. POLICY -** School Docs Term 4 Review Advisory sent out to BOT

## 3. MONITORING

### 3.1 PRINCIPALS REPORT

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

**Roll report** – Student Roll 281. Lost seniors, gained 2 middle school.

**Middle School Achievement** – Dianne and Ruth are continuing to work with Middle School teachers.

**NCEA Achievement Data** – circulated and tabled. Student Achievement tracking below 2016. Variation 5-7%, still have some work to do. Students without literacy and numeracy ie. Trades giving support.

**Departmental Traffic lights** - Traffic light system in place for students. Alec feels that we have tracked students well, but not courses and departments, next year traffic lights for these so that we can ensure support and resources are going to those classes.

**Kahui Ako** – Still awaiting an update from MOE, should be any day now.

**Students with Special Needs** - We have Brenda overseeing applications for more students for ORRS funding. Three students transitioned into Alt. Education.

**Middle school curriculum** – in process of re-designing. Team going out to a couple schools in our area to see how others tracks middle school data.

**Consultation and Review** – Plan on a page produced with Springboard Trust. This has been shared with Lol and staff for feedback. Plan explained and discussion. Asked BOT if there is anything that they felt should be added? Bot felt that a possible bench mark / measure for the strategic programmes to evaluate success. Explaining values/add meanings.

Next step - this is what ako is and what ako is for us here at school (what it means for staff and students) Toka sit down with committee maori and look at this.

**General** – At the trades dinner Alec asked community and students – “do our students achieve”. Interesting feedback, will share with BOT.

**Personnel report** - Most positions filled for next year. LOL Science position filled, James Johnson will replace Ken in Services. Still to fill trades manager, Auto and Te Putahitanga.

**Finance** – Correction to journals have been made on course to meet 2017 budget. Still fundraising for playground.

**Property** - Issue with toilet upgrade, floors were to be polished concrete, when ground out turned it to dust, looking at options, will have solution today. Extra funding has come in for leaking skylights. Sewer pipe at gym has collapsed, if not fixed, backs up every couple weeks, cost of approx. \$500 for someone to come in and clear. MOE are aware of issue. Clare is completing a report for MOE, could get additional funding as H&S concern.

Alec nervous that all pipes through the school.

**Attendance trends** - tail of reluctant attenders, small numbers have had a big effect on our data. No answer yet. Students who have not got over 80% attendance unable to attend school trips etc. having an effect.

**IHAD charity single** - link incl for BOT.

**Swimming Pool** – Kathryn has put in agreements for this year, we underestimated last years cost for electricity for pumps and cost for water. BOT to consider this. Alec met with MOE, Mayor and sport northland about pool. MOE agreed with possibility of Third Party agreement for pool. Council unable to fund as this may be seen as a precedent and it would open up for requests to fund other pools in the district and Sport northland do not have the money to run it.

**Thank you Eunice and Sadieux** - from Alec. Eunice for the work while has been apart of the BOT, especially with the Student Welfare, her manner and skills as social worker will be sorely missed. Also a thank you to Sadieux for all of his helpful input and mahi as student rep.

**Cyber insurance** - Currently we do not have Cyper attack insurance - quite a real risk in this climate now. Elliot is in the process of getting quotes from new era and our current insurance company. Current NEw Ers support would not cover an attack.

**Motion:** That the Principal is to instruct Elliot to move forward with the purchase of Cyper insurance cover.

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

**Asset Register** - Currently items are added to register from \$500.00 and above, suggestion to increase.

**Motion:** The Board agrees to increase the value of the asset register items to \$750.00.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

**School Uniforms** - School Tex based out of warehouse, whanau could save 25% Alec suggested that we go to school tex, BOT happy with anything to make uniforms cheaper for our whanau.

**Motion:** That the Principals October report is received and accepted.

**PROPOSED:** Alec

**SECONDED:** Christine

**CARRIED:** Unanimously

#### 4. FINANCE

##### 4.1 SEPTEMBER ACCOUNTS

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

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

#### 5. DISCUSSION

**5.1 STUDENT VIOCE** – Sadieux, has come along to support Te Arani for her first meeting, he has now finished his term as student rep. Farewell and Thankyou from all the BOT. Gift presented. Welcome to new student rep. Te Arani.

Te Arani attended NZSTA student workshop on 27/10. Found this extremely useful as it helped her to understand BOT processes, in committee etc. Met student reps from other schools.

**5.2 SWIMMING POOL AGREEMENT** – email from Kathryn McKenzie which includes agreement was previously circulated and tabled. Discussion around agreement and community expectations of pool been open again, cost of blown jet due to high usage, possibility of council to help fund or third party, not able to be opened yet as maintenance taking a lot longer than expected due to weather.

Agreement similar to last year. Agreed that the following needs to be put to Kathryn:

Board had stated that there needs to be 2 lifeguards on duty at the pool, agreement currently only includes one life guard.

Needs to be stated in the agreement that they must contact us before decision is made to empty the pool.

Alec check difference in electricity over the period that it was open.

**ACTION POINT**

Christine to meet with Kathryn and discuss. Deferred until next meeting.

**ACTION POINT**

**5.3 TPS & THS BOT MEETING** – Christine received an email from Tikipunga Primary School BOT proposing that we get together for an informal meeting to introduce members, discuss collaboration and strategies for transition students. All agreed to be held here in the Staffroom on Tuesday, 21<sup>st</sup> November. Christine to reply to TPS. Annaliese to organise food and email BOT closer to time with reminder.

**ACTION POINT**

**5.4 CASUAL VACANCY BOT** - Motion To move for with

Eunice has resigned from her position in the BOT. Taonga for gift. Annaliese to organise flowers also. Christine to meet with Eunice and pass on.

**ACTION POINT**

**Motion:** All agreed to fill the casual vacancy via selection.

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

As per NZSTA procedure, Annaliese will organise a notice of the vacancy to be published in the local newspaper. If within 28 days of the notice being published fewer than 10 percent of eligible voters have asked the BOT not to make a selection and hold a by-election the board may fill the vacancy by selecting someone.

This will be put on the agenda for the next meeting.

**ACTION POINT**

**5.5 STAFF TRUSTEE POSITION**

Sean has handed in his resignation as Staff trustee due to his contract been completed. All agreed to wait until the new school year to hold election for new trustee as this will give new staff the opportunity to stand if they wish.

**6. GENERAL**

**6.1 NZSTA Spirit of Adventure Trust** – Expression of interest for Te Arani to attend all agreed for BOT to fund transport to and from Auckland.

**7. IN-COMMITTEE**

**6.56pm 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.

**7.21pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

During In-Committee the Board would like it known that they held a discussion about bullying. The Board had previously made a clear statement in the June minutes of this year that bullying within the school would not be tolerated and would be dealt with urgently. Normal school process is to initiate a restorative meeting with the parties involved in an attempt to remedy the situation. If this process is not successful, or is deemed to be serious misconduct, a disciplinary meeting with the BOT is held and may result in the student being excluded or expelled from the school.

## **8. CORRESPONDENCE**

### **CORRESPONDENCE IN**

<b>8.1</b>	MOE	-	Resourcing Audit and Review of Attendance Management
<b>8.2</b>	Jacob Davey	-	Personnel
<b>8.3</b>	Sylvia Lomax	-	Personnel
<b>8.4</b>	Eunice Roberts	-	Resignation from THS BOT
<b>8.5</b>	Stephanie Fourie	-	Personnel
<b>8.6</b>	Electoral Commission	-	Thank you for Election Day Support
<b>8.7</b>	NZSTA	-	STA News September Edition
<b>8.8</b>	Education Gazette	-	September/October Issues

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

**PROPOSED:** Ross

**SECONDED:** Christine

**CARRIED:** Unanimously

## **9. MEETING CLOSURE**

### **9.1 IDENTIFY ITEMS FOR NEXT AGENDA**

Swimming Pool

### **9.2 IDENTIFY TASKS TO BE DONE**

Christine to contact Kathryn McKenzie regarding pool

Alec to find out electricity cost of pool

Annaliese to Organise flowers for Eunice

Christine to meet with Eunice to pass on flowers and gift

Christine to reply to TPS regarding meet and greet.

Annaliese to organise food and email BOT closer to time with reminder.

### **9.4 CHECK BOT HOURS RECORDED**

### **9.4 CONFIRM NEXT MEETING DATE**

Wednesday, 6<sup>th</sup> December – Korean BBQ (TBC)

### **9.5 MEETING EVALUATION FORMS**

Completed by all members.

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.32pm

Signed as a true and correct record

---

Christine Crichton

**BOARD CHAIRPERSON**