

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 6<sup>th</sup> December in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.01pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton

## 1. ADMINISTRATION

**PRESENT:** Alec Solomon, Christine Crichton, Julian Blank, Tokararangi Totoro, 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

### 1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the November meeting and Sub Committee meeting held on 29/11/2017 were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 1<sup>st</sup> November** and the **Sub Committee meeting held on Wednesday, 29<sup>th</sup> November** are a true and correct record.

**PROPOSED:** Christine

**SECONDED:** Alec

**CARRIED:** Unanimously

### 1.5 MATTERS ARISING

- **Eunice** will be attending the dinner tonight so that we are able to farewell her.
- **Meet and greet with the TPS** board went well, Toka, Ross Christine and Alec attended. Christine is going to make contact with Totara Grove and Te Kura o Otangarei Board to invite them to have regular meetings (6<sup>th</sup> week of every term). Christine to email. **ACTION POINT**
- **Swimming pool** hui tomorrow. Alec has electricity cost. Christine to relay on behalf of the BOT put forward that we must be contacted if the pool needs to be emptied and that we do not pay for the electricity to run the pool. New keys to be issued as the keys (x10) from last year were not returned. Alec mention that we have been working on the policies and procedures for the pool. Current Staff are able to have a pool key that can be used outside of school hours and when the pool is open to the community. An agreement to be signed and a bond of \$50.00 paid, with \$30.00 refunded when the key is returned. Staff key will only enter through the External gate (Kiripaka Road side). New key for CLM will not have access to the shed that is now used for PE/Outdoor Ed department to store Kayaks etc. Key available to BOT and their whanau please let Annaliese know if you would like one.

## 2. FINANCE

### 2.1 OCTOBER ACCOUNTS

Once journaling was completed we are looking at finishing at the forecasted budget. Reviewing coding. Working capital tracking over what it should be. If funding for playground does not come through this has been allocated to this project. Christine asked if we could keep it to around 1800 per student.

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

**PROPOSED:** Christine

**SECONDED:** Julian

**CARRIED:** Unanimously

## 2.2 2018 DRAFT BUDGET

Draft budget shared and tabled.

Very much draft, CES require it to be approved in principal, similar to last year, no deficit at this stage. Working on codes to ensure they are fit for purpose.

**Motion:** The Tikipunga High School 2018 Draft budget is approved in principal by the Board of Trustees.

**PROPOSED:** Christine

**SECONDED:** Te Arani

**CARRIED:** Unanimously

## 3. DISCUSSION

**3.1 BOT Casual Vacancy** – as per NZSTA guidelines we have advertised in the local paper that we wish to fill the vacancy by selection, the 28 day notice period was up yesterday and we did not receive any replies requesting that we hold a by-election.

**Motion:** The Tikipunga High School Board of Trustees move that Tokararangi Totoro fill the casual vacancy position by selection.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

NZSTA state that a board cannot fill a vacancy if the effect would be that the number of elected parent representatives would be less than or equal to the number of parent representatives who are selected. As we may want to look at co-opting other members, Annaliese to find out if this is still possible due to the fact that this will make the number equal to elected Parent Reps.

**ACTION POINT**

Annaliese to register Toka with NZSTA and to for Toka to complete new application form for our records.

**ACTION POINT**

**3.2 Swimming Pool** – covered in matters arising

## 4 GENERAL

### 4.1 THS Staff end of year lunch

This will take place on Wednesday, 13th Dec at 11.30, all BOT invited to attend.

**Motion:** The Tikipunga High School Board of Trustees will fund the end of year staff lunch up to the amount of \$500.00. It is to be noted that this is not used for the cost of alcohol.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

**4.2** New Deputy Principal for 2018, Emma Leyland.

**4.3** Christine would like it noted that Hugh did not attend meeting today, no apologies received.

## 5. IN-COMMITTEE

**5.25pm 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.

**5.38pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

## 6. CORRESPONDENCE

### CORRESPONDENCE IN

**6.1** NZSTA - Subscription Invoice  
- STA News

**6.2** Education Gazette

**6.3** Aimee Marinkovich - Personnel

## **CORRESPONDENCE OUT**

- 6.4 Stephanie Fourie - Personnel
- 6.5 Sylvia Lomax - Personnel
- 6.6 Kirsten Holtz
- 6.7 TiaTia Lotoahea

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

**PROPOSED:** Christine

**SECONDED:** Te Arani

**CARRIED:** Unanimously

## **7. MEETING CLOSURE**

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

Nil

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

Christine to email Totara Grove and Te Kura o Otangarei Board to invite them to have regular meetings with us and TPS.

Annaliese to find out if this is still possible to co-opt BOT members

Annaliese to register Toka with NZSTA and to for Toka to complete new application form for our records.

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

### **9.4 CONFIRM NEXT MEETING DATE – to be advised in the New Year**

### **9.5 MEETING EVALUATION FORMS – Shared google form to be completed by members**

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 5.41pm

Signed as a true and correct record

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Christine Crichton

**BOARD CHAIRPERSON**