

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 21st February 2018 in the Tikipunga High School Boardroom

MEETING OPENED: 5.17pm

KARAKIA: Recited by all

WELCOME: Christine Crichton

1. ADMINISTRATION

PRESENT: Alec Solomon, Christine Crichton, Hugh Oakley-Browne, Te Arani Bennett, Ross Tipene, Annaliese McEwen (Secretary)

1.2 APOLOGIES: Tokararangi Totoro

1.3 DECLARATIONS OF INTEREST: Ross – Te Taitokerau Education Trust and Manaia View BOT

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the November meeting and Sub Committee meeting held on 06/12/2017 were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 6th December** and the **Sub Committee meeting held on Monday, 5th February** are a true and correct record.

PROPOSED: Ross

SECONDED: Alec

CARRIED: Unanimously

1.5 MATTERS ARISING

Meet and Greet with TPS coming up Annaliese to get Totara Grove and Otangarei kura BOT email contacts to Christine.

Annaliese to find out if it is possible to co-opt another member.

ACTION POINT

2. BEGINNING OF 2018 PROCESS

At this point normal meeting procedures were suspended and Annaliese McEwen (Secretary) was asked to run the election process for the Board positions.

2.1 BOARD CHAIR AND DEPUTY CHAIR POSITIONS

Nominations are called for the Board of Trustee Chairperson

Ross Tipene nominates Christine Crichton

Seconded by Hugh Oakley-Browne

No other nominees

Christine Crichton accepts position

Nominations are called for the Deputy Board of Trustee Chairperson

Christine Crichton nominates Ross Tipene

Seconded by Alec Solomon

No other nominees

Ross Tipene accepts position

Normal meeting procedure was resumed. Christine to continue.

2.2 2018 BOARD DELEGATIONS

Personnel	Delegated Authority	Term of Delegation
Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee.	See individual Committee Terms of Reference in the board's Governance Manual	Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing
Disciplinary Committee All current trustees bar the principal	That all current trustees bar the principal are delegated authority to be members of the board's Disciplinary Committee acting under the Terms of Reference for this committee.	
Finance Committee	That all current trustees bar the principal are delegated authority to be members of the board's Finance Committee acting under the Terms of Reference for this committee.	
Review Committee	At least 2 trustees not including the Chair or the Principal.	
Deputy Principal Assistant Principal	That the board directs that, except where the board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	

Delegations list discussed. Change Finance Committee to all current trustees bar principal.

Motion: It is moved that the delegations list as above is accepted.

PROPOSED: Christine

SECONDED: Hugh

CARRIED: Unanimously

3. POLICY - School Docs emails sent

4. MONITORING

4.1 PRINCIPALS REPORT AND STRATEGIC PRIORITY ACHIEVE

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

Roll breakdown – 303 current roll, higher than MOE prediction. Breakdown of feeder school numbers also given.

Strategic Priority – Achieve

Middle school – As per ERO recommendations developing Learning Progression Framework.

NCEA data - confirmed march, working with some students to get them across the line.

PLD - March 8, Culturally Responsive Pedagogy for all staff, Surveys to students, Numeracy going well with Dianne, seeing a good shift. Literacy – looking at changing facilitator as haven't got shift we were after still essentially funded. Digital Pedagogy – Te Puawai Principals attending Digital Conference in Australia in August of this Year Alec would like to attend.

SENCO & RTLB - Vinnie Ridgeway has started as our new RTLB, very experienced looking at year 7 in particular, he will take screening over the next couple weeks. Knows systems and supports well.

Middle School Literacy and Numeracy – we are evaluating programmes in middle school. Using Learning Progression Framework. Numeracy with Dianne, We are using book “Learning in the fast lane” to support school literacy pedagogy.

Consultation and Review – Evaluating feedback for whanau and community gained in term 4 2017. This will be added to term 1 2018 feedback. Plan on page provided and

HR – report given. Link provided in report for BOT to view staff responsibilities. New Appointments listed. Academy Director will be filled by Thursday, LTA 1 year. Due to large year 7 roll Middle school position for Term 2-4 to be advertised.

Property Update - Student bathrooms completed to high spec. SSC have medical room and student shower/toilet/bathroom. Skylights that were leaking are replaced. Playground and shade sail completed.

Only one capital works left to go on current 5YA - Whare Wananga. New property plan to be undertaken this year.

Attendance trends – a lot of student not returning until after Waitangi.

After 5 years of service, Alec would like to apply to the board for a sabbatical for Term One of 2019. Current Deputy Emma Leyland would act as Principal in his absence. Has ideas of what he would like to do but nothing confirmed yet.

Motion: That the Principals February report is received and accepted.

PROPOSED: Alec

SECONDED: Te Arani

CARRIED: Unanimously

Motion: That the board supports the Principal attending the Digital Conference held in Australia of this year.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

Motion: That the board grants the Principal sabbatical for Term One of 2019.

PROPOSED: Christine

SECONDED: Hugh

CARRIED: Unanimously

5. FINANCE

5.1 DECEMBER 2017 ACCOUNTS

Motion: The Tikipunga High School Monthly Financial Reports for the **period ending 31 December 2017** are received and accepted.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

6. DISCUSSION

6.1 STUDENT VOICE – Te Arani attended the NZSTA Spirit of Adventure Trip, around 40 students on the boat, Run by Chris France from NZSTA. Re-cap on learning from training that was held in Kensington, lots of groups work and scenarios, Te Arani felt everything was explained really well and she feels confident as a Student Rep. Te Arani was the first girl on the ship to climb the sails!

Te Arani has had feedback from students that they love the toilets and mention that they are always tidy, so the students seem to respect and value them. Also positive feedback for the playground and the shade sail has also been used for classes outside.

6.2 JULIAN – Julian handed his resignation to the Board in January, Christine replied on behalf of the BOT. Alec phoned him, he is in good spirits and new job is full on. Letter of thanks and Taonga similar to what we had for Eunice

ACTION POINT

6.3 CASUAL VACANCY – Due to Julian handing in his resignation it now opens up a vacancy on the board. Alec suggested a mum of a year 9 student that may be a good BOT member, Christine to phone and have a chat. **ACTION**

POINT

Motion: That the board resolves to fill the Casual Vacancy via selection.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

As per NZSTA process a notice will be published in the newspaper circulating the area the school to give notice of the vacancy and the resolution to fill it by selection. Annaliese to organise. **ACTION POINT**

6.4 STAFF TRUSTEE ELECTION –

Motion: That the board agree to hold a staff trustee by election. Returning Officer will be Annaliese McEwen. Voting Date Friday, 30th March.

PROPOSED: Christine

SECONDED: Hugh

CARRIED: Unanimously

Annaliese to organise nomination papers out as soon as possible. **ACTION POINT**

6.5 10 YEAR PROPERTY PLAN

Engaged with Claire Furlong Architect from ARTO ARCHITECTS for the 10 Year Plan. Working well weekly updates with photos etc.

6.6 NZSTA AGM - Letter to nominate Delegate and Notice of Motion

Notice of motion not required. All members present are interested in attending conference this year, Annaliese to get information out as soon as it comes in.

Motion: To board nominate Christine Crichton as a delegate for the NZSTA AGM to be held on Saturday, 21st July.

PROPOSED: Ross

SECONDED: Hugh

CARRIED: Unanimously

6.7 SWIMMING POOL UPDATE – last meeting was cancelled. Next meeting due to take place on 14th March.

Was well used over summer. Pipe failed due to rain when the mortar was not quite set, after the swim season this will be fixed. Annaliese to add to next meeting agenda. **ACTION POINT**

6.8 CARETAKERS HOUSE - DEED OF LEASE

Deed of lease for 'I Have a Dream' to have Third Occupancy of the old caretaker house. No cost to us they complete all maintenance.

Motion: The Board agree to the terms in the Deed of lease between THS and I Have A Dream Trust. Chairperson to sign lease on behalf of the BOT.

PROPOSED: Christine

SECONDED: Alec

CARRIED: Unanimously

7. GENERAL

7.1 Vietnam Visit Report - Hugh understands that Rina has this. Could a copy of this be given to Board. Annaliese to organise. **ACTION POINT**

7.2 Te Matatini – Hugh covert strategic facilitator for Te Matatini this year. New leadership programme in initial stages, schools who place at Te Matatini can win the right to take part. Hugh will keep the BOT

7.2 Effective Conversations – Hugh showed and explained a mental model for effective communications. Suggested the Board consider. Happy to supply the model to the school.

8. 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.

9. CORRESPONDENCE CORRESPONDENCE IN

- 9.1 Julian Blank - Resignation from Board of Trustees
- 9.2 Northland District Health Board - PHN Summary Term 3+4 2017
- 9.3 NZSTA - AGM Delegate Registration
- 9.4 Heart Foundation - Summer 2018 Newsletter
- 9.5 Education Gazette

CORRESPONDENCE OUT

- 9.6 Amiee Marinkovich - In Committee

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Alec

CARRIED: Unanimously

10. MEETING CLOSURE

10.1 IDENTIFY ITEMS FOR NEXT AGENDA

Swimming Pool Update

10.2 IDENTIFY TASKS TO BE DONE

Annaliese to find out if it is possible to co-opt another member to BOT

Letter of thanks and Taonga for Julian

Christine to speak with Year 9 mum who may want to join BOT

Annaliese to organise casual vacancy advertisement

Annaliese to organise Staff Election

Annaliese to find copy of Vietnam Trip report and pass onto BOT

10.3 CHECK BOT HOURS RECORDED

10.4 CONFIRM NEXT MEETING DATE – all agreed to meetings every month of the year. Annaliese to send out proposed dates. Next meeting is confirmed as **Wednesday, 21st March.**

10.5 MEETING EVALUATION FORMS – Shared google form to be completed by members

KARAKIA: Recited by Alec.

MEETING CLOSED: 7.20pm

Signed as a true and correct record

Christine Crichton
BOARD CHAIRPERSON