

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 23 May 2018 in the Tikipunga High School Boardroom

MEETING OPENED: 5.10pm

KARAKIA: Recited by all

WELCOME: Christine Crichton. Welcome to Bev Walding, Selected Trustee and Alison Faithful joining meeting

1. ADMINISTRATION

1.1 PRESENT: Christine Crichton, Alec Solomon, Ross Tipene, Annaliese McEwen (Minute Secretary), Eunice Roberts, Tokarangi Totoro, Bev Walding, Alison Faithful

1.2 APOLOGIES: Hugh - Overseas

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

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the April meeting and the Sub Committee meetings were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 11th April** and the **Electronic Minute Tuesday, 2nd May** are a true and correct record.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

1.5 MATTERS ARISING

KPMG - Thank you letter to go out tomorrow

Swimming Pool - Christine has tried on several occasions, however has not been able to make contact to request report, will update at next meeting Alec went to Tiki pride meeting, we are due an up grade to pump, conflict to suggest at the time, but Alec will speak with him.

H&S - Alec contacted NZTSA in regards to this, they do not have a template as long as we are recording it in some way.

2. POLICY

School Docs email sent, please review if not yet done so. Annaliese to send copy to Bev and Alison.

3. PRINCIPALS REPORT

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

Roll Breakdown – Breakdown given. Growth in Year 7 & 8. Continue to strength relationships with feeder schools.

Student Achievement – 2017 NCEA achievement Data provided and discussed. Discussion around the difference of Roll Based and Participation based data. If students leave before July 1st they will be on our roll based data. Roll based disappointing. Alec believes transience, course design and attendance influenced results. Improvements to course design and attendance have been made this year.

Professional Development – CRRP – Ngaire King continues to support, meeting with departments this term. Department members meet in the morning, complete observations through the day, then at the end of the day another hui to share learning. Data shared with report.

Numeracy – Exceptionally happy with Numeracy PLD. Transferred 50 hours from literacy.

Huge increase, still a lot of work to go. Alec included extracts from the PLD Journal made by Dianne and Rochelle.

Literacy – PLD not meeting needs of staff or students. Changed facilitator Team Solutions to Cognition. Hoping change will get traction we need. 50 hours given to numeracy.

SENCO & RTLB – still struggling to get an accurate picture of when students arrive as they come with so little documentation. MOE Psychologist working with one of our students

Tuakana Teina – Pilot Mentoring Programme overseen by Mike Bell. Rolling out this term with 2 classes. Kaupapa shared via link. Rochelle overseeing baseline testing and initial evaluation.

ERO – THS Action plan shared. Rosie Solomon (no relation to Principal) is overseeing review. Good hui with MOE yesterday to go over action plan, all suggested next steps, we have done or are doing.

Continue to work alongside NZSTA and MOE. Share more at next meeting.

Charter – doc updated with progress to date.

HR Report given

Property - Third party occupancy still progressing, will be signed off in near future. Tenders have closed for Whare, hoping to be finalised by end of May, Alec to meet with Claire tomorrow.

Re-development/Rationalisation plan – all options discussed, walk around blocks so BOT could get an idea of what would change. Only one option seemed viable for us.

Alec to put to staff at Mondays hui for input.

ACTION POINT

Allow staff a week for input back to Alec or Annaliese. Decision needs to be back with MOE as soon as possible.

Board agreed in principle with the 10YPP Rationalisation plan as per drawing number A100, full approval given once consultation has taken place with the school staff.

Health and Safety - Audit of workshop took place in the holidays, this highlighted several areas that needed to be addressed (list tabled). Some recommendations actioned immediately. Looking at long term solutions for the noise and dust. One solution was a large door and soundproofing, the cost would be approx. 10k to be added to the budget with the Boards approval. **All agreed that for Alec to include in the budget.** LOL has given strict instructions to teacher if machinery is operating they **MUST** wear ear protection.

One serious accident this month, staff member cut leg badly when entering school van. Investigated and deemed a freak accident. All staff made aware of the incident.

Attendance – Trend reports tabled, positive shift from 2017 to 2018. Term 1 sitting just above 80% - Alec believes this is due to better relationships and quality of teaching and through student voice.

Kapa haerenga - approx 400 students from feeder schools and community attended performance here at THS, then Kapa performed at Manaia View and WIS. Unbelievably well received and this will now be an annual event. Te Arani was a part of the Kapa, she felt that it was a fantastic opportunity to show other students and the community what our kaupapa and Mahi. Ross received wonderful feedback from staff and students at Manaia View. Great for them to see previous students grown. Very proud.

Toka also received feedback in regards to the high standard of our Kapa performance at the Tai Tokerau festival.

We have the opportunity to purchase a class set of desktop computers (current in Tech Department) that are currently leased, Alec has spoken Delilah and she recommended purchase.

Motion: The board support the purchase of the current leased Desktops to the cost of \$4275.00.

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

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

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

4. FINANCE

4.1 March financial reports were previously circulated and tabled.

EOY Accounts were submitted to CES by March deadline, due to be returned in June. Alec not happy with timeframe, he may look at other options. Once Accounts are in we will be able to confirm budget. Alec to look at other options as he is not happy at the timeframe.

Motion: The Tikipunga High School Monthly Financial Reports for the **period ending 31 March 2018** are received and accepted.

PROPOSED: Christine

SECONDED: Eunice
CARRIED: Unanimously

4.2 Motion: To increase the spending limits on the Tikipunga High School ASB Credit Cards held by Valerie Severinsen and Elliott Longworth from \$1000.00 to \$2000.00.

PROPOSED: Christine

SECONDED: Ross

CARRIED: Unanimously

5. DISCUSSION

5.1 Waiting for audited accounts, likely to be June.

5.2 English - Defer to next meeting. Annaliese to add to Agenda.

5.3 Designated charter school application. Asked for BOT comments to be sent by 1st June. Discussion around this would effect our school.

Board felt like they needed more information before they could comment. Annaliese to draft a letter and to ask the following: **ACTION POINT**

- What is the schools current student roll
- Are we able to view a funding and staffing model
- What role will the Charitable Trust play within the organisation?
- Will the site base change from where it is currently based?
- What was the mission of the school (Te Kapehu Whetu) when it was originally established and has that changed?
- Have feeder schools been identified?

5.3 Co-Opt Trustee

Alison Faithful has previous Board experience as a Board Chair at Kamo High School. Her son Adam Faithfull is a student here at Te Putahitanga.

Motion: To Co-opt Alison Faithful as a member of the Tikipunga High School Board of Trustees

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

6. GENERAL

6.1 Ross - Tai tokerau education trust, THS whanau are steadily taking up opportunity of chromebooks

6.2 NZSTA Conference – Christine, Ross, Eunice and Toka registered and attending. Opportunity offered to new members.

6.3 New members to email bank details to Annaliese to pass on for BOT payments.

7. IN-COMMITTEE

In-Committee Process Explained to new members.

Te Arani Bennett decided to withdraw from In-committee. Left meeting room.

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.

7.07pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

Te Arani Bennett returned to the room.

8. CORRESPONDENCE

CORRESPONDENCE IN

- | | | | |
|------------|----------------------------|---|-----------------------------------------------------------|
| 8.1 | Ministry of Education | - | Banking staffing Balance |
| 8.2 | Heart Foundation | - | Newsletter Autumn 2018 |
| 8.3 | NZSTA | - | Conference Invoice – Christine Crichton |
| 8.4 | NZSTA | - | Notice of Motion AGM & Appointment of Delegate |
| 8.5 | Te Kapehu Whetu | - | Designated Charter School Application |
| 8.6 | NZSTA | - | Membership Matters |
| 8.7 | Whangarei District Council | - | Notice of Proposed Plan Change – Notable and Public Trees |

- 8.8 PPTA - Paid Union Meeting & Revised Timing
- 8.9 NZSTA - Advice regarding OIA Request
- 8.10 NZSTA - STA News April
- 8.11 MOE - Education Gazette, Volume 97, Number 6, 7 & 8
- 8.12 NZEI - Paid Union Meeting

Discussion around OIA Request and NZSTA Survey. Add Survey to next meeting agenda.

CORRESPONDENCE OUT

- 8.13 Kendyll Peters - Personnel

Motion: That all correspondence is received and accepted

PROPOSED: Christine

SECONDED: Eunice

CARRIED: Unanimously

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

NZSTA Survey

9.2 IDENTIFY TASKS TO BE DONE

Alec to take Rationalisation plan to Staff Hui Monday for feedback.

Annaliese to draft a letter regarding Charter School Applications

Annaliese to add new members to FTE tracking doc

9.3 CHECK BOT HOURS RECORDED

Shared google doc to be completed by members

Annaliese to add new members to doc

ACTION POINT

9.4 CONFIRM NEXT MEETING DATE

Wednesday, 20th June

9.5 MEETING EVALUATION FORMS

Shared google form to be completed by members

KARAKIA: Recited by all.

MEETING CLOSED: 7.30pm

Signed as a true and correct record

Christine Crichton

BOARD CHAIRPERSON