

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 20 June 2018 in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.10pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton. **ADMINISTRATION**

**1.1 PRESENT:** Christine Crichton, Alec Solomon, Ross Tipene, Annaliese McEwen (Minute Secretary), Eunice Roberts, Tokararangi Totoro, Alison Faithful, Ian Smith, TeArani Bennett

**1.2 APOLOGIES:** Bev Walding – Tangi  
Hugh Oakley-Browne – Not Present, No Apologies received.

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

## **1.4 MINUTES FROM THE PREVIOUS MEETING:**

Minutes of the May Meeting were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 23<sup>rd</sup> May** are a true and correct record.

**PROPOSED:** Christine

**SECONDED:** Eunice

**CARRIED:** Unanimously

## **1.5 MATTERS ARISING**

Rationalisation - vast majority feedback positive, Kokmiti maori, some nervousness with where been rationalised it could be seen as a trade. Alec went back to staff - next 5ya library. 2 completely separate. Staff concern we were getting rid of library but once explained that it was to be included in B Block plan. All happy. Sent to MOE.

Third party occupancy different - all going ahead MOE architect work on that. From what Alec understands possible that they would open up internal walls. Could use it as a model for B Block change.

No reply to the letter regarding Charter school application.

## **2. POLICY – Nil**

**5.30pm ENGLISH CURRICULUM REPORT** – Angela O’Donnell-King, LOL English joined the meeting.

Report previously circulated and tabled. Angela spoke to her report. Questions from BOT answered. Discussion. Angela thanked for coming along. Angela left meeting at **5.47pm**

## **3. PRINCIPALS REPORT**

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

**Roll** - Breakdown given.

**Middle School Achievement** - Curriculum Levels of 7-10 Students previously circulated and tabled. All students who are under Curriculum level 3 are highlighted, this means that they significantly behind where they should be. This data is to look at cohorts, to see how things are going in general and where we can find places for improvement. All levels discussed. Year 9 and 10 a massive concern and need significant acceleration across all subjects. BOT agreed that this data be included with Alec’s reporting. The Board would like future data to highlight those that come in new at year 9, students with alarmingly low level to be coded in a different colour. **Literacy** - 6 week process to change facilitator. Crystal Hapuku is now our Literacy PLD Facilitator. Started last week.

**SAF** - Emma and Donna are visiting Bream Bay College next week to see how they track students.

**SENCO & RTL** - Next Wednesday we will be hosting a Learning Support Hui, community consultation for new initiative, information tabled. Discussion around how Hui groups have been broken up.

**Tuakana Teina** – Monitoring programme starts this week. Tuakana have been trained. Pilot will run into Term 3.

**Graduate Profile** – Lol and SLT constructing a graduate profile. This is a summation of the characteristics and depositions that we would like our school leavers to have. Alec shared the list that LOL and SLT had put together. BOT shared characteristics. Alec to feedback to our middle leaders. Then to share with students and community as a shared vision/goal.

**ERO** – Alec has met with ERO. School wide leadership, evaluation, teaching and learning and pastoral care – significant improvement in these areas, will remain a focus. MOE and SLT to co-construct an action plan next Tuesday. Monitor progress monthly. Will be included each BOT meeting.

**HR** – report given.

**Kids Can Media** – major fundraiser, Milford sound cruise for a cause, all donations come to us. Media Story highlighting the support given and challenges faced by our tamariki. Alec and BOT wanting to ensure the mana of our students and whanau is protected. Large discussion. Similar story at an Auckland school, BOT suggested that Alec contact other school Principal. Alec to ask if he is able to view prior to release. Principal (or possibly DP) and 1 student to attend cruise.

**Property** - Rationalisation feedback done, plan approved and submitted. Awaiting feedback/approval. Whare wananga - pre contract meeting this week. Cafe roof and flooring out for tender. More complex upgrade as asbestos tiles under carpet has been discovered. Still awaiting approval for Science Block.

Sewer line by gym – major concern as possible broken pipe causing toilets to back up, however blasting pipes seemed to have cleared problem.

**Legislation** – Term 2 Policy scheduled reviews shared with staff. Policy Assurance Digital Tech/Cybersafety, Student attendance, Abuse reporting procedures, Emergency Evacuation/Emergency Kit, SUE Reports and Risk Management.

**Attendance evaluation** – Graph tabled and discussed. Overall positive, median good. BOT/Principal decided attendance goal to be set as: Attendance at or above national average.

**General** - Nga Manu Korero – Alec extremely proud, outstanding. Kapa rohe visit to Kaumatua and kuia in rest homes though out Whangarei, feedback was overwhelmingly positive. Values Voyage – absolute pleasure, great feedback from the crew. Videos supplied for BOT to view.

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

**PROPOSED:** Alec

**SECONDED:** Christine

**CARRIED:** Unanimously

#### 4. FINANCE

##### 4.1 DRAFT BUDGET & AUDITED ACCOUNTS

Audit completed. Auditors gave good verbal feedback.

Draft budget discussed – still a deficit budget, working capital is still above what NZSTA recommends

**Motion:** The Board approves the Tikipunga High School 2018 Budget Draft.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

**4.2 MAY ACCOUNTS** – No May reports supplied by CES, due to injury of staff member who completes reports. Alec to look into.

##### 4.3 OXFORD FUNDING – SKI TRIP

**Motion:** That a request be made to Oxford Sports Trust for a grant of \$5,000.26 (excl GST) to assist the Tikipunga High School Year 9 students with travel, accommodation, lift passes, lessons and gear hire costs at the Whakapapa Skifield, Mount Ruapehu from Thursday, 9<sup>th</sup> August to Saturday, 11<sup>th</sup> August 2018.

**PROPOSED:** Christine

**SECONDED:** Eunice

**CARRIED:** Unanimously

#### 5. DISCUSSION

##### 5.1 NZSTA SURVEY

NZSTA Link - if anyone would like to complete please do so

##### 5.2 PARENT REPORTING

Parent reporting - on policies that we are reviewing and reports have just gone out to whanau

##### 5.3 ROLL RETURN

Sent to MOE.

## 6. GENERAL

**6.1 STUDENT VOICE** – Te Arani mentioned how wonderful it was to stand again for Nga Manu Korero and represent our Kura. Enjoyed working with Skyla who is new this year, praised her korero similar to the Spoken Word. Also a privilege to stand with her sister Erana.

Spoke with some Junior students who mentioned how much they are enjoying the sessions they have with the Services Tutor.

**6.2 DIGITAL LEARNING ARTICLE** – Alec delighted with article “Low Decile Students outperforming higher decile schools”. University of Auckland Woolf Fisher Research Centre Report students in Te Puawai Cluster making faster progress in learning than other average schools. Has been shared with the Minister. Alec believes that this proves that working together was the right thing to do.

**6.3 SCHOOL BALL** – Friday, 29<sup>th</sup> June. Toll Stadium at 7pm. All BOT members welcome to come along. Alec mentioned that the student leaders have been well organised and a pleasure to work with,

**6.4 NZSTA Conference** – 25<sup>th</sup> July. Eunice, Toka, Ross confirmed as attending.

## 7. IN-COMMITTEE

**7.05pm 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.

**7.09pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

## 8. CORRESPONDENCE

### CORRESPONDENCE IN

<b>8.1</b>	NZSTA	-	Membership Applications
<b>8.2</b>	Delilah Edmonds	-	Application for Study Award
<b>8.3</b>	Office of the Auditor General	-	Audit Arrangements 2018-2020
<b>8.4</b>	NZSTA	-	Licensing Invoice 2018-2019
<b>8.5</b>	NZSTA	-	2017 Annual Report
<b>8.6</b>	NZSTA	-	STA News
<b>8.7</b>	MOE	-	Education Gazette

### CORRESPONDENCE OUT

<b>8.8</b>	KPMG	-	Thank you Letter
<b>8.9</b>	Hira Gage, Director of Education	-	Designated Charter School Applications
<b>8.10</b>	To whom it may concern	-	Architect to confirm approval of Rationalisation Plan

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

**PROPOSED:** Ross

**SECONDED:** Toka

**CARRIED:** Unanimously

## 9. MEETING CLOSURE

**9.1 IDENTIFY ITEMS FOR NEXT AGENDA**

**9.2 IDENTIFY TASKS TO BE DONE**

**9.3 CHECK BOT HOURS RECORDED** Shared google doc to be completed by members

**9.4 CONFIRM NEXT MEETING DATE** Wednesday, 25<sup>th</sup> July

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

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.21pm

Signed as a true and correct record

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Christine Crichton  
**BOARD CHAIRPERSON**