

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 25 July 2018 in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.14pm

**KARAKIA:** Recited by all

**WELCOME:** Christine Crichton

## 1. ADMINISTRATION:

**1.1 PRESENT:** Alec Solomon, Christine Crichton, Ross Tipene, Annaliese McEwen (Secretary), Hugh Oakley-Browne, Alison Faithfull, Eunice Roberts (late)

**1.2 APOLOGIES:** Tokararangi Totoro, Ian Smith

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

## 1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the June Meeting were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 20<sup>th</sup> June** are a true and correct record.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

## 1.5 MATTERS ARISING

**School Ball** - Massive success, Alec spoke highly of student leaders organisation.

**Kid Can Media Piece** - release given to local papers and South Island papers. The Project picked up the story.

## 2. POLICY – Nil

## 3. PRINCIPALS REPORT

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

**Roll** – Currently at 277. This number does not include the 6 new enrolments started this week

**Middle School Achievement Data** - Graphs tabled and explained. Significant acceleration. Data shared with staff and students. Continued accelerated progress is required to give students the best chance of achieving at NCEA level.

**PLD** – Crystal Hapuku, literacy Facilitator, continuing to work throughout the school on literacy acceleration.

**SENCO** - working with SENCO and RTLB to improve relationships with key operators to support students.

**Curriculum** – Developing a tracking tool for the Middle School. Possibility of creating a Middle School Graduate Profile. Feedback from TEL, LEY, EDW. Draft shared later this term.

**ERO** – Draft action plan soon to be completed. Alec met with MOE regarding this. Alec to email draft Action Plan to BOT. Draft plan to be shared with ERO by end of month. SLT met to document ourselves and our journey.

**ACTION POINT**

**HR** - report given.

**Finance** - still awaiting audited accounts. Disappointed with the delay. THS met all of our statutory deadlines. On target to meet deficit budget.

**Property** - Whare wananga - council has approved, awaiting MOE. Hoping this will happen in the near future.

**Third Party Occupancy** – MOE working with Third party on concept drawings. Large amount of vandalism over the holidays, Playground, Auditorium and back of science. Gym sewage system drains not collapsed as originally thought. H & S – looking at installing section wall across workshop to box in saw dust noise

**Student attendance** – generally positive, tracking above last year. Dip at end of Term 2, common in winter. SLT discussed amount of ‘Q’ absences - school activities (trips etc). Ensure balance for students and teachers.

Options tabled with Lol’s.

**Year 7 MERC Camp** – Year 9’s went on same camp last term, positive feedback. Year 7’s this week. Te Putahitanga joined the Main Stream classes on the camp, all staff very supportive towards this kaupapa.

**Feeder Schools Technology Classes** – Tikipunga Primary to start this term. Totara Grove also keen to attend. Possibility to expand after seniors finish for the year.

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

**PROPOSED:** Alec

**SECONDED:** Eunice

**CARRIED:** Unanimously

#### 4. FINANCE

Accounts not returned from auditors, once back Budget can be confirmed.

##### 4.1 Credit Card Limit – Elliott Longworth

**Motion:** That the limit on the school ASB Credit for staff member Elliott Longworth be raised from \$2000.00 to \$4000.00.

**PROPOSED:** Christine

**SECONDED:** Alec

**CARRIED:** Unanimously

##### 4.2 Monthly Report

**Motion:** The Tikipunga High School Monthly Financial Reports for the **period ending 30 June 2018** are received and accepted.

**PROPOSED:** Christine

**SECONDED:** Ross

**CARRIED:** Unanimously

#### 5. DISCUSSION

##### 5.1 Student Representative Election

**Motion:** The Student Election date is to be set as **Friday, 21<sup>st</sup> September**. Annaliese McEwen to be Returning Officer.

**PROPOSED:** Christine

**SECONDED:** Eunice

**CARRIED:** Unanimously

##### 5.2 2017/18 Pool Report and Funding Applications 2018/19

Report received over the holidays. Christine has read through, similar agreement to last year. Add to agenda for further discussion at the next meeting. Christine to reply to Kathryn and ask for funding update for next meeting.

***ACTION POINT***

#### 6. GENERAL

##### 6.1 Student Voice

Kapa Haka will be performing at the IHAD Parent meeting tomorrow, good to be able to support the IHAD team. Principal spoke about student achievement and shifts at assembly, she felt that it was good to know when we are doing well and celebrate this.

##### 6.2 NZSTA Conference

Ross, Eunice and Christine attended. Toka unable to attend as he was unwell. A lot in attendance 1200 people approx. Next year will be 30th anniversary and to be held in Dunedin. Christine recommended attendance next year. Good representation of BOT and Principals from Whangarei. Ross and Eunice attended Hautu Workshop. Hautu is a Maori Cultural Responsiveness Self Review tool for Boards, this was completed by the previous board. Ross and Eunice felt that it would be good to re-visit this and introduce it to the new members. To be tabled for discussion at the next meeting. Annaliese to find Hautu documents completed by last board and check with NZSTA for any up and coming training.

***ACTION POINT***

**7. IN-COMMITTEE**

**6.35 pm 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.

**7.05pm pm OUT OF IN-COMMITTEE:** After discussion it was proposed that the meeting move out of committee.

**8. CORRESPONDENCE**

**CORRESPONDENCE IN**

- 8.1** Tikipunga Community Trust - School Pool Report and 2018/2019 Funding Applications
- 8.2** NZSTA - STA News
- 8.3** MOE - Education Gazette

**CORRESPONDENCE OUT**

Nil

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

**PROPOSED:** Christine

**SECONDED:** Bev

**CARRIED:** Unanimously

**9. MEETING CLOSURE**

**9.1 IDENTIFY ITEMS FOR NEXT AGENDA**

Swimming Pool Report

Hautu – Maori Cultural Responsiveness Review tool for Boards

**9.2 IDENTIFY TASKS TO BE DONE**

Alec to email draft Action Plan to BOT.

Christine to reply to Kathryn regarding Pool Report and ask for funding update for next meeting.

Annaliese to find completed Hautu documents. Check NZSTA for any up and coming training.

Annaliese to re-share meeting evaluation forms and Doc to record hours

**9.3 CHECK BOT HOURS RECORDED**

Shared google doc to be completed by members

**9.4 CONFIRM NEXT MEETING DATE**

Wednesday, 22nd August - APOLOGIES Alison and Ross

**9.5 MEETING EVALUATION FORMS**

Shared google form to be completed by members

Annaliese to re-share meeting evaluation forms and Doc to record hours

***ACTION POINT***

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.11pm

Signed as a true and correct record

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Christine Crichton

**BOARD CHAIRPERSON**