

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

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

MEETING OPENED: 5.23pm

KARAKIA: Recited by all

WELCOME: Bev Walding – Welcome to new Student Representative, Tamara Matthews.

1. ADMINISTRATION:

1.1 PRESENT: Alec Solomon (Principal), Beverly Walding, Ross Tipene, Eunice Roberts, Ian Smith, Annaliese McEwen (Minute Secretary), Brad Flower, Tamara Matthews, Brandy Henare

1.2 APOLOGIES: Tokararangi Totoro

Motion: The apologies are received and accepted.

PROPOSED: Bev

SECONDED: Ross

CARRIED: Unanimously

1.3 DECLARATIONS OF INTEREST: Ross Tipene – Employed by Te Taitokerau Education Trust and member of Manaia View BOT. Eunice Roberts – member of Te Ora Hau Board of Trustees. Brad Flower – noted to refrain from any discussions or decisions involving Oxford Sports Trust due to possible conflict through business ownership.

1.4 MINUTES FROM THE PREVIOUS MEETING:

Minutes of the September meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 23rd September** are a true and correct record.

PROPOSED: Alec

SECONDED: Bev

CARRIED: Unanimously

1.5 MATTERS ARISING – Student leader photos will be adjusted next year to either side of the painting between the carvings main office area.

Previous chairperson gift organised, Alec has sought advice from Matua Ropata regarding tikanga of gift, will seek further advice from Te Aomihia and Matua Toka. Annaliese to send invitation to Christine to join our BOT end of year dinner.

ACTION POINT

Whare Wananga opening successful, Ross suggested a Board photo to be taken at the front of Tauira for the school website.

2. MONITORING

2.1 PRINCIPALS REPORT

Roll report - remaining constant, above MOE prediction, new enrolments coming in this term.

Student learning and Strategic Priorities – full report and breakdown to be presented at next meeting.

COVID-19 – COVID URF training has begun, Karina Schreurs has begun her first sessions with students, feedback is that small groups have been more effective. “Peaceful Ninja” resilience sessions have begun, Tuesdays and Thursdays. Kaiawhina position readvertised, may have a possible candidate.

HR Report given – remains constant. Congratulations to Ian Smith who has been appointed in Assistant Principal position.

Finance – We remain in a strong financial position. COVID has had a positive effect on finances. Working capital above where we want to be. Previous agreement by the Board to invest to reduce working capital. Principals suggestions for Board investment. Quotes for Whare Ramp and Te Putahitanga Deck tabled. Board to consider agreement of Fixed Asset depreciation rates required, Panui from CES tabled.

Funding report – Results of 2020 funding applications provided.

Property – Discussions held regarding Principals suggestions for Board investment in the following areas: Staff areas – upgrade kitchen, flooring and furnishings, quotes included in property report, Decking and ramps – Whare and Te Putahitanga, Front of house – Upgrade flooring and front entrance to similar design as Tauira, Back gate – Upgrade to fencing. Principal in discussions with IHAD regarding their fence, Tauira – requires new seating and technology items, Cafeteria – requires plumbing, paint and gas hot water. Property Report from AVAIL tabled and discussed.

School land marked for disposal – LINZ are undertaking feasibility study, additional area of land required for access ways to be considered by the Board for disposal, this will prevent the original piece of land from being land locked – maps tabled with additional land areas marked in red.

Health and Safety– Principal currently looking into the Health and Safety requirements for our involvement in the school lunch programme.

Final Comments – The opening of Tauira was a success, this was a wonderful day that showed how our community values our kura. Thank you to Board, Komiti Maori and Matua Toka for their guidance.

ERO will visit scheduled during week five, awaiting confirmation of dates, Principal is confident with the progress made.

Lesly Hoskin, CEO Teaching Council visited our kura on Monday, hui held with tumuaki of rohe and THS staff, this was a valuable opportunity for staff to korero regarding Teachers Council matters at a national level.

Incident in our school grounds at the end of last term between students from other schools, no THS students were involved. Principal notified tumuaki of kura of students involved and trespass notices were served. Some parents are upset and have questioned legality. Principal has confirmed the process with MOE and received legal advice. Suggested the board consider students from other kura being onsite for buses.

School ball took place last Friday, it was a wonderful night enjoyed by all staff and students, change in timing of this years ball provided less disruption to learning. To ensure smooth running next year, Alec and Val will oversee the mahi and budget, organisation roles will be advertised to students, those successful will become the ball committee. Ball theme to be decided in Week 2 of Term One.

Motion: The Principals October Report is received and accepted.

PROPOSED: Alec

SECONDED: Eunice

CARRIED: Unanimously

MATTERS ARISING FROM PRINCIPALS REPORT -

Brad suggested before moving forward with Board funding of property projects to ensure compliance with the FISH (Financial Information for Schools Handbook) document.

Motion: The Board of Trustees agree to fund the replacement of the Te Putahitanga decking and Whare Ramp up to the amount of \$70,000.00.

PROPOSED: Alec

SECONDED: Bev

CARRIED: Unanimously

Discussion regarding other board funded property projects, request for Principal to present costings of furnishings for administration/front of house area at next meeting.

Motion: The Board of Trustees agree to fund the following property projects:
Upgrade to staff areas including kitchen up to the total value of \$75,000.00.
Upgrade of the front of house area up to the total value of \$50,000.00
Upgrade to the school back gate area to the total value of \$35,000.00
Seating and Technology for use in Tauira to the total value of \$20,000.00
Completion of the cafeteria project to the total value of \$20,000.00

PROPOSED: Bev
SECONDED: Ian
CARRIED: Unanimously

Motion: The Tikipunga High School Board of Trustees agree to declare the additional area of land, marked in red on the LINZ report, for disposal.

PROPOSED: Alec
SECONDED: Ross
CARRIED: Unanimously

Discussion – discussion held regarding students from other schools accessing our site for the purpose of bus transport. Alec spoke to MOE and it seems that Whangarei is the only area that does not enforce ministry transport legislation. Possible agreement preceding this board. Discussion regarding the safety of our students and the effects on property such as decline of the car park asphalt from bus use. All agreed to draft a letter to be sent to Hira Gage, Director of Education for Tai Tokerau. Annaliese to set up a draft letter in a google doc format to be shared with all board members for additions and comment. **ACTION POINT**

3. FINANCE

3.1 MONTHLY REPORT

Motion: The Tikipunga High School Monthly Financial Reports for the **period ending 30 September 2020** are received and accepted by the board.

PROPOSED: Alec
SECONDED: Ross
CARRIED: Unanimously

3.2 DEPRECIATION RATES

Motion: The Tikipunga High School Board of Trustees hereby confirm that we have reviewed the useful lives of the school's asset categories, and that they are still considered to be 'fair and reasonable' for the current year (2019).

PROPOSED: Alec
SECONDED: Ross
CARRIED: Unanimously

4. DISCUSSION

4.1 CASUAL VACANCY

As per NZSTA required process, a notice to eligible voters was circulated in local papers requesting notice if there was a preference for the position to be filled by election. As of today no replies have been received. The Board of Trustees is able to fill the position by selection.

Motion: The Tikipunga High School Board hereby confirm that the casual vacancy position be filled by Brad Flower.

PROPOSED: Ian
SECONDED: Eunice
CARRIED: Unanimously

4.2 ERO VISIT

Principal believes at this stage ERO visit will be scheduled to take place in week 5 of this term, however he has not yet received confirmation of dates and requirements, this will be passed onto

the board as soon as it is received. As with previous ERO visits the board to need to be available to meet.

5. GENERAL

5.1 STUDENT VOICE

Brandy welcomed to Tamara, here in support for her first meeting. Thank you to the board for their support, she has enjoyed the experience of school governance and has learned useful skills that she can use in the future. Mentioned the success of the school ball and thanked Mr Solomon and the staff involved for their guidance and support. Matua Fred from Te Kura Kaupapa Maori o Te Rawhiti Roa has asked that they be allowed to perform at assembly for the school as a thank you for releasing Brandy, Te Arani and Jordan to support their kapa, Principal and board agreed. Thank you and gift to Brandy for her contribution given by Bev on behalf of the Board.

5.2 STUDENT REPRESENTATIVE VOTING

Discussion regarding low voting numbers in Student Representative election. This has historically been the case. Currently requirement by NZSTA for postal election to be held. Annaliese to contact NZSTA to see if there is an option available for voting to take place at school. Encouragement to students in 2021 election to campaign and vote.

5.3 2021 NZSTA CONFERENCE

2021 NZSTA Conference has been announced, will take place in Rotorua from Friday, 16th July – Sunday 18th July 2021. Discussion regarding travel, booking early will ensure costs are travel is available and costs are minimised. Annaliese to email Board for those wanting to attend and to research flight availability and flight costs.

ACTION POINT

7. IN-COMMITTEE

7.01pm 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.

7.18pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

8. CORRESPONDENCE

CORRESPONDENCE IN -

8.1 Education Gazette - Issues – 29 Sep, 12 Oct

8.2 STA News - September Issue

MATTER ARISING – Nil

9. MEETING CLOSURE

9.1 IDENTIFY ITEMS FOR NEXT AGENDA

ERO

Bus Transport – Access to school site

9.2 IDENTIFY TASKS TO BE DONE

Annaliese -

Invitation to Christine Crichton to attend end of year Board dinner
Contact NZSTA for possible option for student representative voting to take place at school.

Email Board for those wanting to attend NZSTA 2021 Conference and to research flight availability and flight costs.

Set up draft letter to Hira Gaga in google document and share with all members.

9.3 BOT HOURS

To be recorded on Google Doc

9.4 NEXT MEETING DATE: Wednesday, 25th November
December meeting – Annaliese and Alec to source options for end of year
Board Dinner

9.5 MEETING EVALUATION To be completed via Google Form.

KARAKIA: Recited by all.

MEETING CLOSED: 7.27pm

Signed as a true and correct record

Bev Walding
CHAIRPERSON