

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 25<sup>th</sup> November 2020 in the Tikipunga High School Boardroom

**MEETING OPENED:** 5.16pm

**KARAKIA:** Recited by all

**WELCOME:** Bev Walding

## 1. ADMINISTRATION:

**1.1 PRESENT:** Alec Solomon (Principal), Beverly Walding, Ross Tipene, Eunice Roberts, Brad Flower, Tamara Matthews, Tokararangi Totoro, Annaliese McEwen (Minute Secretary)

**1.2 APOLOGIES:** Ian Smith

**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 October meeting were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 21<sup>st</sup> October** are a true and correct record.

**PROPOSED:** Alec

**SECONDED:** Bev

**CARRIED:** Unanimously

**1.5 MATTERS ARISING** – Annaliese, Bev and Alec to draft letter to Hira Gage, email to board for feedback prior to sending. **ACTION POINT**

## 2. MONITORING

### 2.1 PRINCIPALS REPORT

Principals November report and supporting information previously circulated and tabled.

**Roll report** – Roll holding above MOE predictions.

**NCEA** – Update and predications discussed. Alec acknowledged the mahi of Emma Leyland and Kylie Adams. 2020 Analysis document supplied, Alec asked Board to feedback on the format of the data.

**Strategic Priorities** – SLT team strategic priorities reports provided and discussed. Documents include steps for next year. BOT to read and feedback to Alec any questions. Discussion regarding BOT considering strategic priorities for next year.

Discussion regarding BOT funded LSA's for Junior School in 2020, fixed term positions now coming to an end.

**Motion:** The Board of Trustees agree to fund 2 Learning Support Assistants for the Junior School, fixed term for 2021.

**PROPOSED:** Ross

**SECONDED:** Bev

**CARRIED:** Unanimously

**Human Resources** – report given. URF fund appointed Sherly Poutai as Kaiawhina of Attendance. Discussion regarding LSA funding distribution and vacancies. Discussion regarding Te Putahitanga LSA's allocation, Board supports Principal to allocate 10 LSA positions with no relief fund.

**Finance** – finance reports provided. Remain in a strong position. Alec to continue to report to Board on funded project as they progress. URF funding included in 2020 accounts. Funding application

report supplied. Draft budget to be presented at next meeting. Enrolment numbers are at a level where we may require an additional staff member. Alec asked that staffing be considered when reviewing strategic plan.

**Property update** – LINZ are processing surplus land for disposal, updated map provided. Property report from AVAIL provided and discussed.

**Health and Safety** – Nil to report

**Final comments** – Alec very proud of the immense progress made, which was identified and shared by ERO. Feedback very positive regarding our significant shift. ERO still to call feeder schools for feedback. Acknowledgement of mahi of Emma and Kylie for their support of senior students.

Alec intending to enrol in a Masters of Education Leadership, asked for the support of the board.

Principal to bring costs of papers to Board for consideration.

Alec thanked the board for their ongoing support.

**Motion:** The Tikipunga High School Board of Trustees approves the Year 10 Camp and the Te Putahitanga and Leadership Values Voyage EOTC events.

**PROPOSED:** Alec

**SECONDED:** Eunice

**CARRIED:** Unanimously

**Motion:** The Principals November Report is received and accepted.

**PROPOSED:** Alec

**SECONDED:** Brad

**CARRIED:** Unanimously

#### **MATTERS ARISING:**

Discussion regarding previous year 12 & 13 leadership camp and plans for leadership camp or other in 2021, Alec will ask Ian to speak to this at next meeting.

## **2.2 HEALTH AND PHYSICAL EDUCATION CURRICULUM REPORT**

Curriculum report previously circulated and tabled. Any matters arising to be brought to next meeting.

## **2.3 REVIEW STRATEGIC PLAN**

Review Strategic Plan in early 2021. Discussion regarding off site wananga, possibly facilitated and NZSTA Board training.

## **3. FINANCE**

### **3.1 MONTHLY REPORT**

**Motion:** The Tikipunga High School Monthly Financial Reports for the **period ending 31 October 2020** are received and accepted by the board.

**PROPOSED:** Alec

**SECONDED:** Brad

**CARRIED:** Unanimously

**3.2 STAFF FUNDING 2021** – Discussion regarding staff funding for 2021, board gave support to Principal to fund staffing at 1 FTE over for 2021.

## **4. DISCUSSION**

### **4.1 ERO**

ERO has completed visit, attended Senior Praisegiving to speak with parents, draft report will possibly available February 2021.

### **4.2 BOARD APPROVED EOTC**

All board approved EOTC to be included in Principal's report.

#### **4.3 BUS ACCESS TO SCHOOL SITE**

Letter to Hira Gage, question existence of agreement and understanding of how agreement came to be.

#### **4.4 SCHOOL POOL MOU**

Same agreement as previous years, all agreed for Bev to sign on behalf of the board with amendment to agreement with CLM that Tikipunga High School will not fund the cost of the pool to be refilled if water quality is not maintained.

### **5. GENERAL**

#### **5.1 STUDENT VOICE**

Looking forward to year 10 camp next week, held at Whangaruru.

#### **5.2 FUNDING EOY STAFF FUNCTION**

Invitation to the Board, Staff EOY function Thursday, 10<sup>th</sup> December from 11.00am in school staffroom.

**Motion:** The Tikipunga High School Board agrees to fund \$500 for the purchase of food and \$200.00 of beverages for the staff function. \$200 funds to be allocated for staff refreshments such as iceblocks or non-alcoholic drinks at the end of EOTC week.

**PROPOSED:** Bev

**SECONDED:** Ross

**CARRIED:** Unanimously

#### **5.3 POLICIES RELATING TO DIGITAL DEVICES**

Discussion regarding school policy on digital devices and conditions regarding devices set at disciplinary meetings.

#### **5.4 2021 NZSTA CONFERENCE**

Registrations open for NZSTA Conference 16<sup>th</sup> April – 18<sup>th</sup> April, Rotorua.

Members to confirm with Annaliese if they would like to attend, flights from Whangarei to Rotorua to be booked now to save cost.

#### **5.5 JUNIOR PRASIEGIVING**

Invitation to Board to attend Junior Praisegiving to be held on Wednesday, 9<sup>th</sup> December in School Auditorium at 6.00pm.

### **6. IN-COMMITTEE**

**6.58pm 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.

### **7. CORRESPONDENCE**

#### **CORRESPONDENCE IN -**

**7.1** Margaret Curnow

Speak Up for Women

**7.2** Education Gazette

**7.3** STA News

**MATTER ARISING** – Nil

### **8. MEETING CLOSURE**

#### **8.1 IDENTIFY ITEMS FOR NEXT AGENDA**

Draft Budget  
Buses

**8.2 IDENTIFY TASKS TO BE DONE**

Annaliese/Bev/Alec - Letter to Hira Gage

**8.3 BOT HOURS** To be recorded on Google Doc

**8.4 NEXT MEETING DATE:** Thursday, 10<sup>th</sup> December – previous chair invited to EOY dinner to follow meeting and has confirmed attendance, Toka to lead kaupapa for presenting gift.

**8.5 MEETING EVALUATION** To be completed via Google Form.

**KARAKIA:** Recited by all.

**MEETING CLOSED:** 7.30pm

Signed as a true and correct record

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Bev Walding  
**CHAIRPERSON**