

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 26th May 2021 in the Tikipunga High School Staffroom

MEETING OPENED: 5.22pm

KARAKIA: Recited by all

WELCOME: Bev Walding

1. ADMINISTRATION:

1.1 PRESENT: Alec Solomon (Principal), Beverly Walding, Tamara Matthews, Ian Smith, Ross Tipene, Brad Flower, Annaliese McEwen (Minute Secretary), Eunice Roberts (joined meeting 5.33pm)

1.2 APOLOGIES:

Tokarangī Totoro

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 MEETINGS:

Minutes of the following meetings were previously circulated and tabled:

Board of Trustees Meeting held on Wednesday, 24th March 2021

04/04/2021 Electronic Minute – CCTV Funding

04/05/2021 Electronic Minute – Transport Funding

All agreed that an amendment is required to both funding minutes held on 04/05/2021 to include Bev Walding under present members.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 24th March 2021** and the two electronic funding minutes held on Tuesday, 4th May 2021, including amendments to the funding minutes, as mentioned above are a true and correct record.

PROPOSED: Brad

SECONDED: Alec

CARRIED: Unanimously

1.5 MATTERS ARISING – Nil

2. MONITORING

2.1 PRINCIPALS REPORT

Principals May report and supporting information previously circulated and tabled.

Roll breakdown – report provided.

Student Learning – data provided categorising learners and highlighted areas where support is required. Principal feels that there is a need to address the high number of priority learners and SWANS. Discussion regarding current supports, resourcing, and intensive supports. Currently working on the development of a kaupapa for targeted interventions to be implemented in terms 3 and 4.

ERO – confirmed ERO report provided. Incredibly positive report that highlights progress made. Alec is disappointed at the omission of our Maori achievement as he feels this achievement should be celebrated, he has spoken with the CEO of ERO Nick Pole regarding this.

HR – report provided. New Appointments discussed. Current vacancies for a Social Studies Teacher and Kitchen Hand.

Finance – reports discussed. We remain in a positive position, working capital is still above what it should be. Annual accounts sent to auditor by required March deadline.

Concern expressed by the board, due to circumstances out of our control that the annual accounts will not be presented to MOE by the due date of 31st May. Annaliese to check deadline and contact MOE to inform them that we are unable to meet the deadline due to awaiting accounts to be returned by the auditors.

ACTION POINT

Funding report provided. Science Department grateful for the funding to purchase equipment.

Property – AVAIL property report provided.

Hatea - tenders have closed. Tenders are largely above estimated costs. Board previously committed 100K to the project. Avail has recommended a 15% contingency allowance. This would now require a larger investment by the board to cover costs.

Discussion regarding investment from the Board and value engineering of the project. This is a time sensitive project that has a large contribution in the design from staff. The board agreed the investment of current excess working capital will improve the education outcomes of our students.

Motion: The Tikipunga High School Board of Trustees agree to seek approval from MOE to invest in the refurbishment of B Block, leaving \$300,000.00 working capital.

PROPOSED: Brad

SECONDED: Ross

CARRIED: Unanimously

Alec will contact AVAIL tomorrow to inform them of the Boards decision.

Disposal of surplus land – Discussion regarding surplus land on the eastern boundary previously declared for disposal by the Board of Trustees. Proposed disposal received from Land Information New Zealand requires approval by the board. The school is entitled to 50% of the disposal proceeds.

Motion: The Tikipunga High School Board of Trustees approve the placement of the subject land into the disposal process as per the Land Information New Zealand Proposed Disposal Ref. 3797158.

PROPOSED: Alec

SECONDED: Bev

CARRIED: Unanimously

Final Comments – Alec was very proud of our Kapa at Regionals. Mihi to our tamariki, tutors and staff who supported this kaupapa. Alec felt the boards commitment to learning was evident by the attendance at the conference in Rotorua, this was a worthwhile learning experience. Alec joined student leaders and Te Putahitanga on the Values Voyage at the beginning of term one. Our students were outstanding. This trip was sponsored by the Auckland Maritime Foundation, a thank you letter including stories from our students will be sent. Alec recognised the recent mahi of Emma Leyland and Kylie Adams supporting our senior students with positive transitions.

Motion: The Principals May Report is received and accepted.

PROPOSED: Alec

SECONDED: Bev

CARRIED: Unanimously

3. FINANCE

3.1 FINANCIAL REPORT JANUARY – APRIL 2021

Motion: The Tikipunga High School Financial Report for the **period ending 30 April 2021** is received and accepted by the board.

PROPOSED: Brad

SECONDED: Ross

CARRIED: Unanimously

4. DISCUSSION

4.1 NZSTA CONFERENCE FEEDBACK

General discussion regarding NZSTA Annual Conference attended by the Board in April. Great to have such a large contingent of the board and the Principal attend. Valuable time spent together allowed for positive relationship building. Workshops and keynote speakers enjoyable and valuable overall. Recognised need for items specific to student representatives to be included in the conference programme. Bev also attended NZSTA breakfast held in Whangarei and spoke with NZSTA CEO Elise regarding this.

4.2 PAST vs PRESENT

Date set - Friday, 3rd September. Ian will work alongside Charmain to decide on main sports and present at the next meeting. **ACTION POINT**
Brad has engaged with Sonny Shelford who has agreed to organise past students. Design of registration form required, this will help to build a database of Alumni. Past vs Present to be included in next meeting agenda.

4.3 BUSES

Bus proposal received from KHS, WBHS, KIS, WGHS. Trial arrangement for students of other local schools to be dropped off and collected from Tikipunga Sports grounds seems to be working well, although THS students' bus is arriving later for pick up from our school grounds in the afternoon. Annaliese to draft letter of reply conveying the boards satisfaction with the current arrangement, while reserving the right to review this annually. MOE Regional Transport advisor to be copied into letter. **ACTION POINT**

5. GENERAL DISCUSSION

5.1 STUDENT VOICE

Highlights so far this term have been Kapa Haka and trip to Ngunguru for a History Cemetery Study.

5.2 GENERAL COMMENTS

Current student Jordan Henare and previous student Brandy Henare have been accepted into the NZ Maori Girls Under 20 development camp. Discussion regarding Kapa Haka performance at Regionals, Ross received very positive comments from the judges. Bev expressed the need to encourage student participation in Kapa as she believes this helps students uphold our values. Eunice mentioned hearing of positive comments about our school within the community.

6. IN-COMMITTEE

6.53pm 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.

6.59pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

7. CORRESPONDENCE

CORRESPONDENCE IN -

- | | | | |
|------------|----------------------|---|---------------------------|
| 7.1 | NZSTA | - | March & April Issues |
| 7.2 | Education Gazette | - | March, April & May Issues |
| 7.3 | Teresa McCallum | - | Gym Opening Times |
| 7.4 | KHS, WBHS, KIS, WGHS | - | Bus Proposal |

MATTER ARISING –

Correspondence from Teresa McCallum regarding school gym opening times discussed. Alec informed the board that there was a previous issue with gym opening times earlier in the year.

The gym is currently open every lunchtime on a continuing roster created by the Leader of Learning of PE, this roster includes a variation of activities that ensures fair use for all and has proved popular with the majority of students.

The Board agreed that this is an operations concern and task the Principal to make contact with Teresa regarding this matter.

Annaliese to draft a reply letter to Teresa from the board thanking her for her correspondence and informing her of the board's decision to task this operations matter to the Principal.

8. MEETING CLOSURE

8.1 IDENTIFY ITEMS FOR NEXT AGENDA

Past vs Present

8.2 IDENTIFY TASKS TO BE DONE

Ian – Confirm Past vs Present sports and present at June Meeting

Annaliese – Draft letter of reply to Bus proposal

Annaliese – Draft letter of reply to Teresa McCallum

Annaliese – notify MOE of missed deadline for Audited Annual Accounts

Alec – Contact Teresa McCallum regarding her correspondence

8.3 BOT HOURS To be recorded on Google Doc.

8.4 NEXT MEETING DATE: Wednesday, 23rd June

8.5 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 – TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES