

# TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 25<sup>th</sup> August via Zoom.

**MEETING OPENED:** 5.35pm

**KARAKIA:** Recited by Alec Solomon

**WELCOME:** Bev Walding

## 1. ADMINISTRATION

**1.1 PRESENT:** Alec Solomon, Beverly Walding, Ross Tipene, Eunice Roberts, Brad Flower, Ian Smith, Aamea Walding King, Annaliese McEwen (Minute Secretary)

**1.2 APOLOGIES:** Tokararangi Totoro

**1.3 DECLARATIONS OF INTEREST:** Ross Tipene – Employed by Te Taitokerau Education Trust and Member of Manaia View School BOT, Eunice Roberts – Member of Te Ora Hau Board of Trustees. Brad Flower removed previous declaration of interest.

### 1.4 MINUTES FROM THE PREVIOUS MEETING:

The electronic funding minutes below:

21 June 2021	-	Four Winds - CCTV
1 July 2021	-	Oxford – Tough Guy & Gal and Ski Trip
5 July 2021	-	Oxford – Sports Uniforms
4 August 2021	-	Oxford - CCTV

and June Board meeting minutes were previously circulated and tabled.

**Motion:** The Minutes of the Board of Trustees meeting held on **Wednesday, 23<sup>rd</sup> June** and the electronic funding minutes listed 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 August report and supporting information previously circulated and tabled.

Alec spoke to his report, the main points are as follows:

**COVID Response** – Alec assured the Board all protocols are being strictly followed. Online learning started Monday. Whanau teachers have contacted whanau. Since penning his report, we were able to meet the conditions for whanau to collect device and hard packs. Devices have been issued to Seniors and Te Putahitanga, hard packs have gone out to year 7-10's. Alec has applied to MOE for device for Year 9 and 10 Students, he will find out more later in the week. The staff are doing well, Alec is communicating a panui update each day and staff hui are scheduled 3 mornings a week. Examples of communications shared in the report.

**Student Roll** – report given.

**Student Learning** – links shared to NCEA achievement data from last year. Delighted with levels of improvement in achievement especially Māori Achievement. Future focus on the quality of achievement. Prior to COVID our current seniors were tracking well.

**Consultation and Review** – undertaking a review of non-teaching timetable, focus on whanau time and lunch. Feedback from year 7 & 8 students has been completed, prior to COVID feedback from year 9 & 10 had started.

**HR** – report given. Advertising Te Putantanga LSA and Teacher in Charge. Combined English and SOS as Leader of Learning Humanities position.

**Finance** – we continue to be tracking well, COVID tends to positively affect finance. Annual accounts at the next meeting.

**Funding** - report given, due to COVID we may need to return some funding for Ski Trip etc

**Health and Safety** – assured Board that all MOE and DHB protocols and guidelines are being strictly followed.

**Property** – Very disappointed that Hatea will be pushed back due to COVID, depending on when work is able to start, completion will now not be until possibly term 2 next year.

**Final Comments** – Alec was delighted with the success of the Mana Orite Teacher Only day earlier this term, mihi to Te Aomihia for her leadership and mahi. Staff have started Te Ataarangi Te Reo Maori Courses. Feeder school visited started this term. We are also supporting a combined Te Ao Maori Teacher only day in January of 2022. Members of THS, TPS and TGS will oversee the organisation of the day.

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

**PROPOSED:** Alec

**SECONDED:** Ian

**CARRIED:** Unanimously

### 3. FINANCE

#### 3.1 APRIL FINANCIAL REPORT

**Motion:** The Tikipunga High School Monthly Financial Reports for the **period ending 31 July 2021** are received and accepted.

**PROPOSED:** Alec

**SECONDED:** Ross

**CARRIED:** Unanimously

#### 3.2 ANNUAL ACCOUNTS

Required documentation have been signed by Principal and Board Chair and returned to the Auditors. Accounts will be available at September meeting.

### 4. DISCUSSION

#### 4.1 COVID-19 RESPONSE

Schools' response covered in Principals report. Discussion regarding Kai parcels to whanau, Alec informed Board that MOE has yet to give an exemption for this, currently the exemption to be onsite is only for learning resources.

Discussion regarding COVID vaccinations. Alec has been advocating vaccinations to staff. Discussion regarding the Boards view on the school being used vaccination site. Alec expressed that he is happy to support anything that encourages our Maori whanau to vaccinate, he has been informed by MOE that schools would not be used as vaccination sites.

#### 4.2 CLASSROOM RATIONALISATION

Avail have requested a letter from the Board confirming the previously discussed rationalisation of the classroom attached to the rear of the gym.

**Motion:** The Tikipunga High School Board of Trustees approve the rationalisation of the classroom at the rear of the Gymnasium.

**PROPOSED:** Alec

**SECONDED:** Ross

**CARRIED:** Unanimously

Annaliese to draft a letter on behalf of the Board and forward it through to Avail.

***ACTION POINT***

#### 4.3 PAST VS PRESENT

All agreed to the postponement of this event due to COVID lock down levels. Due to the numbers attending there will not be a possibility of setting another date until a minimum of Level 2.

Sports Co-ordinator Charmaine and Brad to get the message out of the postponement.

#### 4.4 STUDENT ELECTIONS

Nominations closed with only one nominee; Aamea Walding-King was duly elected.

Welcome to Aamea from the Board. Annaliese has supplied Aamea with the student handbook and will register her for the NZSTA Student Representative training as soon as it becomes available.

Annaliese to invite Tamara to join the next onsite Board meeting to be farewelled and to organise a gift on behalf of the Board.

**ACTION POINT**

#### 5. GENERAL

##### 5.1 CCNZ - Northland Branch Meeting

Brad is a member of the executive, they are wanting to connect with youth interested in the industry. Brad suggested that they hold their next meeting at a school and extend an invitation to Gateway and Trades Co-ordinators from local schools to attend.

The Board agreed that they are happy to support this kaupapa and for the meeting to be hosted at the school. The next meeting is due to take place on the 29 September, Brad will notify the Board in advance with a plan.

#### 6. IN COMMITTEE

Due to the meeting being held via Zoom all In-Committee items deferred to the next Board meeting.

#### 7. CORRESPONDENCE

##### CORRESPONDENCE IN -

- 7.1 Office of Auditor General - Audit of Schools 2020 Accounts  
7.2 AVAIL - Classroom Rationalisation

##### CORRESPONDENCE OUT - Nil

#### 8. MEETING CLOSURE

##### 8.1 IDENTIFY ITEMS FOR NEXT AGENDA

Past vs Present

Farewell to Student Representative

##### 8.2 IDENTIFY TASKS TO BE DONE

Annaliese – Gift for out-going Student Representative.  
Letter to MOE/Avail regarding Classroom Rationalisation

8.3 BOT HOURS RECORDED - to be completed via Google Doc.

8.4 NEXT MEETING DATE - Wednesday, 22<sup>nd</sup> September.

8.5 MEETING EVALUATION - to be completed via Google Form.

KARAKIA: Recited by Ross Tipene.

MEETING CLOSED: 6.16pm

Signed as a true and correct record

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Beverly Walding  
BOARD CHAIRPERSON