

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 23rd June 2021 in the Tikipunga High School Staffroom

MEETING OPENED: 5.25pm

KARAKIA: Recited by all

WELCOME: Ross Tipene

1. ADMINISTRATION:

1.1 PRESENT: Alec Solomon (Principal), Ian Smith, Ross Tipene, Eunice Roberts, Brad Flower, Annaliese McEwen (Minute Secretary)

1.2 APOLOGIES: Tamara Matthews, Bev Walding

Motion: The above apologies are received and accepted by the Board.

PROPOSED: Ross

SECONDED: Eunice

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 May meeting were previously circulated and tabled.

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 26 May** are a true and correct record.

PROPOSED: Ross

SECONDED: Brad

CARRIED: Unanimously

1.5 MATTERS ARISING –

Alec has spoken with Teresa, no further action required.

Response received from MOE regarding Audited Account due dates.

2. MONITORING

2.1 PRINCIPALS REPORT

Principals June report and supporting information previously circulated and tabled.

Roll breakdown – report provided. Junior and middle school numbers looking strong.

Curriculum Development – Discussion regarding priority learners. Looking at a change in thinking of how Priority Learners are supported. Targeted intervention of Reading, Writing and Numeracy.

Informed and defensible data. Intensives during whanau times with LSA's. Alec has met with LSA's.

Emma has met with Leaders of Learning and Teachers. Soft launch in Term 3. Evaluation and changes to kaupapa is needed in Term 4. Alec is hoping it will become a sustainable kaupapa. Alec will report back to the Board after each rotation.

Consultation and review – Areas for improvement review document shared and discussed. Shared with staff. Significant shifts made in several areas. Greater opportunity for student voice and leadership, this will be a focus moving forward.

HR – report provided. Kitchen hand appointed. Current vacancy for SOS teacher.

Finance – Working capital continuing to grow. Alec met with auditor today. Funding report given, recent funding has allowed for updated Outdoor Education equipment. Application to be made to Four Winds for CCTV Equipment.

Property – property report from AVAIL. Alec has met with Pip from AVAIL to value manage project to ensure it comes in on budget. Project has been delayed due to Asbestos, likely to start later in the year, Alec to notify staff. MOE have approved BOT contribution.

General Comments – SLWLH, very successful, this kaupapa has matured in a vital piece of home-kura partnership. All staff meet for shared kai during the day which grows our sense of connection. Written feedback from 75 whanau, very positive overall, feedback has been shared with staff verbatim. Whanau and Staff enjoy and value the feedback.

Alec offered staff the opportunity to further their learning in Te Reo Māori. Vicky-Jean Stephens will be our Kaiako through Te Ataarangi. Both beginner and intermediate classes are full. Begins Term 3. Springboard Trust have started High Performing Leadership Training with our SLT.

Motion: The Principals June Report is received and accepted.
PROPOSED: Alec
SECONDED: Brad
CARRIED: Unanimously

Board requested that whole school attendance and standdown and suspension numbers to be included in reporting.

3. FINANCE

Auditors in school today, report to follow. Annual Accounts due at next BOT meeting.

3.1 MONTHLY REPORT

Motion: The Tikipunga High School Monthly Financial Reports as at 31 May 2021 and Asset Purchases Report are received and accepted by the board.
PROPOSED: Ross
SECONDED: Eunice
CARRIED: Unanimously

4. DISCUSSION

4.1 PAST vs PRESENT

Date set September 3rd 2021. Codes set as Netball, Touch, Basketball and Volleyball. Currently being advertised to the students. Ian is putting together pub charity funding application to ensure we have all equipment required. Charmain has identified students who can run student teams. Librarian is collating old school photos and passing onto Charmain. Annaliese to send a copy of poster to Brad.

ACTION POINT

4.2 STUDENT ELECTIONS

Discussion regarding the Board Student Representative Elections, NZSTA has sent through a recommended date for the election of 22 Sep. Discussion regarding promoting the election, encouragement of students to vote and making the election process to reflect the real-world experience for students, possibility of a polling booth during a whanau time. Annaliese to add to agenda for next meeting.

Motion: The Tikipunga High School Board of Trustees set the Student Rep Election date to be 22 September 2021. Annaliese McEwen will be engaged as the Returning Officer.
PROPOSED: Ross
SECONDED: Eunice
CARRIED: Unanimously

5. GENERAL

5.1 CELLPHONES IN SCHOOL

Discussion regarding cellphone use in school, current kaupapa has 2 options for students to put on silent in bag or in cellphone box during class time. Ian to send out staff reminder to staff Kaupapa and Alec to reiterate at assembly.

5.2 LINEWIZE MONTITORING SOFTWARE

Discussion regarding new Linewize software, currently completing free trail.

Software will monitor student and staff use on all digital devices at school and devices attached to school network at home.

Ability to lockdown content access for students, daily reports to Principal of content accessed.

If inappropriate content is accessed Alec will meet with student and whanau if required.

Alec has notified whanau and students via the school newsletter and will reiterate at assembly.

Staff notified via week ahead and Alec will reiterate in staff meeting.

5.3 ENROLMENT ENGAGEMENT

Discussion regarding engaging with contributing schools to encourage enrolments. Board agreed to promote early enrolment through the gift of a school polo shirt.

Contributing School visits -

Tikipunga Primary – Small visits throughout next term

Totara Grove – First visit will be most of their Year 6 cohort, second visit will be Yr 6 students who signal they are wanting to enrol

Hikurangi – Year 6 visiting for technology, a prospectus to be sent home with them.

Alec to meet with Otangarei.

Discussion regarding transport barrier for Hikurangi students.

Discussion regarding starting up the meet and greet with Tikipunga Primary School Board as we had in previous years. Alec attending hui with Cherise and Donna and will ask if their boards would be interested.

6. IN-COMMITTEE

6.21pm 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.

6.27pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

7. CORRESPONDENCE

CORRESPONDENCE IN -

7.1 NZSTA - May Issue

7.2 Education Gazette - May Issue

CORRESPONDENCE OUT -

7.3 Natasha Hemara - Bus Proposal

7.4 Teresa McCallum - Gym Opening Times Reply

8. MEETING CLOSURE

8.1 IDENTIFY ITEMS FOR NEXT AGENDA

Past Vs Present

Student Elections

8.2 IDENTIFY TASKS TO BE DONE

Annaliese - Send copy Past vs Present Poster to Brad

8.3 BOT HOURS To be recorded on Google Doc

8.4 NEXT MEETING DATE: No July meeting due to term holidays.
Next meeting to be held on Wednesday, 25th August.

8.5 MEETING EVALUATION To be completed via Google Form.

KARAKIA:

Recited by all.

MEETING CLOSED:

7.11pm

Signed as a true and correct record

Ross Tipene

DEPUTY CHAIRPERSON