

TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES MEETING

held on Wednesday, 22nd September 2021 in the Tikipunga High School Staffroom

MEETING OPENED: 5.24pm

KARAKIA: Recited by all

WELCOME: Bev Walding - Welcomed Aamea to her first post COVID meeting.
Acknowledgement of the passing of Board Member Matua Toka.
Discussion regarding delegation to tangi – Bev and Eunice to attend.

1. ADMINISTRATION:

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

1.2 APOLOGIES: Nil

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.

1.4 MINUTES FROM THE PREVIOUS MEETINGS:

Minutes of the following meetings were previously circulated and tabled:
Board of Trustees Meeting held on Wednesday, 25th August 2021
03/09/2021 Electronic Minute – CCTV Funding
05/09/2021 Electronic Minute – Staging Funding

Motion: The Minutes of the Board of Trustees meeting held on **Wednesday, 25th August 2021** and the two electronic funding minutes held on **3rd and 5th September 2021**.

PROPOSED: Brad

SECONDED: Ross

CARRIED: Unanimously

1.5 MATTERS ARISING – Classroom rationalisation letter sent to MOE.

2. MONITORING

2.1 PRINCIPALS REPORT

The Principals September report and supporting information was previously circulated and tabled. Alec spoke to his report, the main points are as follows:

COVID 19 Response – delighted with response, staff have been extremely professional during lockdown and the transition back to kura, students are returning in higher numbers than previous lockdown. Some students unable to log in remotely over lockdown for several reasons. Focus is now on safety protocols, reconnecting and learning.

Roll breakdown – report given, above MOE prediction.

Student Learning – Lockdown has impacted our students learning, many will need support with NCEA. Plan to set up individualised programmes of support. Traffic light system to identify those that require support, and a whanau engagement letter has been sent to all orange and red. For those that are close to completing NCEA, applications to be granted study leave will be available from October 25th, those who have completed all course requirements will be released early, this will hopefully motivate other students. Preliminary NCEA Analysis discussed, Alec is very happy with how the Senior school is tracking. Significant amount of year 12 leavers this year, several of these are supported transitions into apprenticeships.

Curriculum development - Intensive support has restarted. LSA's are working with priority learners in whanau time, with a full-term coming up we will be able to get an indication of success.

Consultation and Review - SLT undertook 4 session kaupapa with the Springboard Trust, Alec and Emma to attend strategic planning day tomorrow. SLT have committed to at least one day per term off site to plan strategically.

Personal – report given, Vacancies Lol English (re-advertised), TIC Te Putahitanga, Junior School, TPT LSA's and Trades.

Finance – August report discussed, Furniture and Equipment budget closed. Grant received for CCTV upgrade. Finances tracking well. LOL expenditure frozen without SLT sign off. Annual reports have come in, Management letter discussed, and assurance given by Principal for issues indicated to be addressed. Positive overall, finance governed effectively and active controls in place.

Healthy School Lunch Programme – invoice paid in full, ready to submit next terms, funding amount for next year will go increase slightly, wonderful feedback on food, management of staffing on-going.

Property – Work on Hatea has begun. Classrooms have been re-homed to Waimirangi and Te Puna Marama construction work takes place. Avail have been wonderful to work with on this project. Acknowledgement of the mahi that Garth and Ian completed during level 3. Waimirangi to have Air Con fitted over the holidays.

Health and safety – MOE and DHB COVID protocols are being followed, staff supportive.

Final Comments – Alec was delighted with professionalism of the staff during lockdown and on return. Acknowledgement of Bev's support and great for staff to have her present during lockdown hui. In process of advertising TP LSA position. Report regarding 2021 BOT funded LSA's at next meeting. At this stage we are still planning for the ball to go ahead, ticket sales slow.

Motion: The Principals September Report is received and accepted.

PROPOSED: Alec

SECONDED: Brad

CARRIED: Unanimously

3. FINANCE

3.1 MONTHLY FINANCE REPORT

Motion: The Tikipunga High School Financial Report for the **period ending 31 August 2021** is received and accepted by the board.

PROPOSED: Alec

SECONDED: Eunice

CARRIED: Unanimously

3.2 ANNUAL ACCOUNTS

Motion: The Tikipunga High School Annual Report for the **year ending 31 December 2020** are received and accepted by the board.

PROPOSED: Eunice

SECONDED: Brad

CARRIED: Unanimously

Annaliese to upload annual accounts to MOE portal.

ACTION POINT

Discussion regarding IHAD Annual report, this is tabled to the board each year and they are offered the opportunity to speak to it at the meeting.

4. DISCUSSION

4.1 COVID RESPONSE

Covered in the Principals Report. Board happy with the communications over lockdown. Discussion regarding the possibility of having a stock of masks if it ever becomes a requirement as in Auckland at Level 3.

5. GENERAL DISCUSSION

5.1 STUDENT VOICE

Aamea introduced herself as the new Student Representative. Unfortunately, due to COVID, events such as Koroneihana and the Ski Trip have been cancelled, which was disappointing. It was good to maintain connections through online learning over lockdown. Kapa Haka has resumed today.

5.2 KOROWAI FOR PREVIOUS BOARD CHAIR

Alec to contact Christine for a suitable time and will put invitation out to anyone else who would like to attend. Ropata to bless korowai. **ACTION POINT**

5.3 CCNZ NORTHLAND BRANCH MEETING – Brad confirmed this will take place on Wednesday, 29th September at 5.30pm in Waimirirangi and staffroom. 20-40 people. Invitation sent to North CATE.

6. IN-COMMITTEE

6.17pm 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.

6.51pm OUT OF IN-COMMITTEE: After discussion it was proposed that the meeting move out of committee.

7. CORRESPONDENCE

CORRESPONDENCE IN -

- | | | | |
|-----|-------------------|---|------------------------|
| 7.1 | NZSTA | - | June and July Issues |
| 7.2 | Education Gazette | - | July and August Issues |

CORRESPONDENCE OUT -

- | | | | |
|-----|-----|---|---|
| 7.3 | MOE | - | Confirmation of Gym Classroom Rationalisation |
|-----|-----|---|---|

8. MEETING CLOSURE

8.1 IDENTIFY ITEMS FOR NEXT AGENDA

Staff End of Year Function
Date and Venue for BOT End of Year Dinner

8.2 IDENTIFY TASKS TO BE DONE

Annaliese - upload annual accounts to MOE portal.
Alec to contact Christine for a suitable time to present Korowai.

8.3	BOT HOURS	To be recorded on Google Doc.
-----	------------------	-------------------------------

8.4	NEXT MEETING DATE:	Wednesday, 24 th November
-----	---------------------------	--------------------------------------

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

KARAKIA:	Recited by all.
-----------------	-----------------

MEETING CLOSED:	7.06pm
------------------------	--------

Signed as a true and correct record

Bev Walding

CHAIRPERSON – TIKIPUNGA HIGH SCHOOL BOARD OF TRUSTEES