

**TITAHI BAY SCHOOL BOARD**  
**Minutes of the Board meeting held on**  
**Monday 27 June 2022 at 5.45pm**

**ADMINISTRATION**

**1.1 Present**

Sarah Campbell, Jodene Gooch (Minute Secretary), Duncan Emo, Kumeroa Brown, Anna McGavin, Matt Tilley, Nadia Collins, Abby Keplar, Gaby Wesley Smith, Holona Van Iddekinge

**1.2 Apologies**

nil

**1.3 Declaration of interests**

nil

**1.6 Welcome**

Sarah Campbell welcomed Megan Williams. The board agreed that Megan would have speaking rights at this meeting.

**2. STRATEGIC DISCUSSION**

**2.1 Board Election Update**

The Election process is underway and nominations will be called for by July 15 2022. Nominations need to be back to the Returning Officer by noon 3 August.

**2.2 Structured Literacy**

After a visit to a Martinborough School which is also on the Structured Literacy journey by some of our teachers and senior leadership team, Titahi Bay School would like to explore switching to a platform called iDeal. Plimmerton School is another school using this platform so some of the team will visit and talk to them also. This is something that Titahi Bay School is looking at moving towards in 2023.

**2.3 Normal School**

The Board is happy for Matt Tilley to write a letter to the Minister of Education, Chris Hipkins to explore the possibility of there being Normal Schools in the Porirua area.

**3. STRATEGIC DECISIONS**

Matt shared the staffing changes for Term 3 2022.

Cheryl Naylor will move into Room 4 with a Year 1 class and Tanya King will continue in

Room 5 and 6. Titahi Bay School is in the process of exploring the available options to employ an extra teacher when the roll grows in the New Entrant Class.

Leah Merewater has requested to go to 0.6 , Jamie Merrick will share the teaching in Room 10 to ensure consistency.

### **3.1 School Donation Scheme2023**

**On the motion of Sarah ,seconded by Matt Tilley** it was resolved that the Titahi Bay School Board opt into the Ministry of Education School Donation Scheme for 2023.**Motion was passed.**

## **4. MONITORING**

### **4.1 Accounts**

**Sarah Campbell** moved that the Board pass the **May 2022 accounts, seconded by Anna McGavin. The motion was passed.**

### **4.2 Property**

The school is purchasing a second container to hold the PE gear as the current shed is too small. This will be a Home and School fundraiser with the Board agreeing to contribute the difference if not enough is raised. **The Board agreed unanimously with this. Motion was passed.**

The application for the new opening windows in Rooms 5 and 6 are with the Ministry of Education awaiting approval.

## **6. Administration**

### **6.1 Confirmation of last minutes**

**On the motion of Sarah Campbell, seconded by Anna McGavin,** it was resolved that the minutes of the meeting held on **Monday 30 May 2022,** be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

### **6.2 Correspondence - Principal's Report**

Matt discussed and shared his report.

The Matariki breakfast was a huge success with over 200 whānau coming and sharing kai in our hall. A huge thank you to the Māori team for making this such a success.

Matt shared how challenging it is at the moment with staff illness and the lack of relievers available but wants to acknowledge all the teaching staff for all the extra work they are taking on to ensure the school continues to run as smoothly as possible.

7. Meeting closed at 7.15pm.

**MINUTES READ AND CONFIRMED**

CHAIRPERSON.....*Norah Campbell*.....

DATE *1/8/22*.....