

TITAHI BAY SCHOOL BOARD OF TRUSTEES
Minutes of the Board of Trustees meeting held on
Monday 28 June 2021 at 5.45pm
At Titahi Bay School

ADMINISTRATION

1.1 Present

Sarah Campbell, Jodene Gooch (Minute Secretary), Abby Keplar, Anna McGavin, Duncan Emo, Kerry Delaney, Kumeroa Brown.

1.2 Apologies

Gaby Wesley-Smith, Vanepale Sopoaga (Tangi), Sharon Thompson

1.3 Declaration of interests

Duncan works for the Ministry of Education.

1.4 Welcome

Kerry welcomed Jamie Merrick.

2. STRATEGIC DISCUSSION

2.1 Term 1 and 2 data

Jamie shared the term 1 and 2 data.

Working from the guidelines above our whole school data reads like this:

Reading: At expected curriculum levels 90.3%

Writing: At expected curriculum levels 82.7%

Maths: At expected curriculum levels 80.4%

Areas of focus across the year groups that have been identified in Maths, Reading and Writing will have target groups set.

We have teacher aides that run SPRING programs, do daily reading and various other programs to help support these. Jamie shared what is currently in plan for term 3 and how the data will be in our rewritten annual plan for term 3 and 4 and shared at the next Board meeting.

2.2 - School Lunches

Kerry shared some information as to how school lunches were working in our school and will be meeting with the providers next week.

2.3 Vaccinations for staff

Kerry shared that the plan for staff that want to get the Covid-19 vaccination when available is that it will most likely be done on a roll out basis to ensure that if any staff have adverse reactions or feel unwell that it will not have a negative impact on the running of the school.

2.4 Staff rep election

Sarah Campbell moved that Jodene Gooch be appointed as the Returning Officer for the Staff Rep By-Election, **seconded by Kerry Delaney. Motion was passed.** The date for this election will be 27 October 2021 if more than one nomination is received.

3. STRATEGIC DECISIONS

3.1 Privacy Policy for Board/school

Sarah Campbell will write a draft policy and present to the board at the next meeting for approval. Kerry will document any breaches of privacy ensuring Titahi Bay School will accurately self report these.

3.2 Extra Spend

After meeting with our school accounts advisor, **Kerry moved** that the board approve the extra spend for the following projects -Completing the Oticon System across the school, drains at the start of Te Manawa, re-roofing of Te Manawa area, the findings from the Playground Audit, Honours Board for School Hall, new appliances for kitchen once upgrade is completed, replace sliding doors in staffroom and possibly the doors at the entrance to the school hall, **seconded by Anna McGavin. Motion was passed.**

3.3 Tender for Admin Block

The tender for the Admin block has been submitted to the Ministry of Education for approval. This will be the last of our SIP money.

3.4 Jim Contract

Sarah Campbell moved that Jim Delaney will be contracted to work 2 days a week for 12 hours in Term 3 2021 doing cyclical maintenance work as necessary including garden maintenance, all lawns PLUS all the other work he does for teachers, **seconded by Duncan Emo. Motion was passed. Kerry Delaney abstained from voting.**

3.5 Term Dates 2022

Kerry moved that the board pass the term dates as stated below for 2022 , **seconded by Duncan Emo.Motion was passed.**

Term 1 98 ½ days

3 February - 14 April

Public Holidays - 7 Feb Waitangi Day (observed), 15 April Good Friday

Teacher Only Day - 14 April

Term 2 94 ½ days

2 May - 8 July

Public Holidays 6 June Queen's Birthday, 24 June Matariki

Teacher Only Day 3 June

Term 3 100 ½ days

25 July - 30 September

Term 4 92 ½ days

17 October - 16 December 92 ½ days

Public Holidays 24 Oct Labour Day

Total 384 ½ days

3.6 SCHOOL DONATION SCHEME 2022

On the motion of Sarah ,seconded by Kerry Delaney it was resolved that the Titahi Bay School Board opt into the Ministry of Education School Donation Scheme for 2022.**Motion was passed.**

4. MONITORING

4.1 Accounts

Kerry Delaney moved that the Board pass the **April and May accounts, seconded by Sarah Campbell. The motion was passed.**

4.2 2020 Accounts Finalised

The 2020 school accounts have been finalised by the auditors and are up on the school website.

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 3 May 2021**, be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

6.2 Correspondence - Principal's Report

Kerry shared and discussed her report.

7. Meeting closed at 7.15pm

MINUTES READ AND CONFIRMED

CHAIRPERSON *Sarah Campbell*

DATE *21/9/21*