

TITAHI BAY SCHOOL BOARD
Minutes of the Board meeting held on
21 February 2022 at 5.45pm

ADMINISTRATION**1.1 Present**

Sarah Campbell, Jodene Gooch (Minute Secretary), Abby Keplar, Duncan Emo, Kerry Delaney, Gaby Wesley-Smith, Nadia Collins, Kumeroa Brown, Anna McGavin

1.2 Apologies

Steve Barnes will be present at the next Board Meeting as an observer.

1.3 Declaration of interests

nil

1.6 KURA Board Contract

The Code of Conduct for 2022 was signed by all present Board Members. Jodene Gooch will get any absent Board members to sign.

2. STRATEGIC DISCUSSION**2.1 Structured Literacy**

Tanya King, Miranda McMahon and Fiona Fitzgerald went to some Professional development with Liz Kane towards the end of 2021. They shared what the Structured Literacy programme looks like and how it will be delivered at school across the different Hubs. This programme encompasses spelling, reading and writing and has very clear programme guidelines to follow to ensure gaps in literacy are filled.

The board were impressed with the positive feedback from these teachers about the implementation of structured literacy and the anecdotal evidence of the impact the programme is having. The board looks forward to receiving regular updates about the programme and the impact it is having on achievement.

2.2 Maths

Both Kerry and the Board would like to acknowledge all of the work Candis Wood has put into leading the maths programme since coming back after her leave last year. Candis has and will continue to work alongside Julie Roberts from NZ Maths.

Candis shared the change in ways the maths curriculum will be taught across Titahi Bay School in 2022. The new programme allows teachers to have a greater depth of teaching the curriculum. The overall Leadership team will be able to clearly show evidence for judgements on where our tamariki are at.

2.3 RED SETTING - COVID

The Board wants to acknowledge Kerry, Miranda and Jamie for all the time and work that has gone into the planning required to be prepared for being in this setting. The communication that has gone out to our community has allowed our whānau to feel confident and calm, there is a clear understanding of what our community needs to ensure this.

2.4 YMCA

The YMCA have clear protocols to cover Covid levels. The school has a plan in place to move YMCA from the hall to another area in the school should the space be needed.

2.5 Transition meetings - Kerry Delaney and Matt Tilley

The Board would like to thank Kerry Delaney for continuing as Principal in term 1 2022 and for working alongside Matt Tilley in his transition to Principal at the beginning of term 2 2022. This should ensure a smooth transition happens for all involved.

3. STRATEGIC DECISIONS

3.1 ERO Compliance

Kerry and Sarah met with Jan Coleman towards the end of 2021 and the compliance has all been met and signed off. Jan will come in to meet with Matt Tilley before he starts in Term 2.

3.2 Draft Privacy Policy

Sarah Campbell will share the draft policy with the Board members and once all agreed upon a resolution will be made and then the policy will be passed and added to our current policies and procedures,

3.3 MoE Targets 2022

These targets are set at the end of the previous year and reported on in Term 4 of the current year.

3.4 Cyclical Maintenance

Sarah Campbell moved that Jim Delaney will work 2 days a week for 12 hours in Term 1 2021 doing cyclical maintenance work including lawns, ensuring all the garden areas are tidy and any new planting completed, he will chop back as many overgrown trees as he can during the term PLUS all the other work he does for teachers, **seconded by Duncan Emo. Motion was passed. Kerry Delaney abstained from voting.**

4. MONITORING

4.1 Accounts

Kerry Delaney moved that the Board pass the **January 2022 accounts, seconded by Gaby Wesley-Smith . The motion was passed.**

The December 2021 accounts are not closed off until all 2021 accounts are finalised.

4.2 Property

Lucy Ross from Ministry of Education came out to scan the school in preparation for the new 10 yr plan. She also looked at the school ventilation and Kerry talked her through what she thought needed work. This will be presented to the Board in June 2022.

6. Administration

6.1 Confirmation of last minutes

On the motion of Sarah Campbell, seconded by Kerry Delaney, it was resolved that the minutes of the meeting held on **Monday 9 December 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.

Kerry discussed the new staffing appointments due to various reasons for staff changes. Titahi Bay School has employed Cheryl Naylor and Leah Merewater both for fixed term positions.

The school has installed an outdoor electrical plug so that Goodtime Music can continue their lessons on their mobile bus. This outlet will also allow the Dental Bus to operate

should it need to while the Dental Hub is getting repaired after the damage caused by flooding over the summer break.

Kerry Delaney moved that the Board pass the Delegations list and approval for **2022** as per Principals report, **seconded by Sarah Campbell. Motion was passed.**

2- Delegation Lists and matters for approval for 2022

Approval for delegation of power to both Chairperson Sarah Campbell and Principal Kerry Delaney to sign the statement of responsibility for 2021 and the 2021 finalized statements in the audit.

Approval needs to be given for the finance BoT member Gaby Wesley Smith to be delegated authority to review a copy of reasonableness before submitting to the MoE and Auditor.

Approval for the end of the year Liability report to be signed by Sarah Campbell for 2021.

Approval for the end of the year SUE report to be signed by Sarah Campbell for 2021.

Approval for the Annual Accrual report for 2021 is signed off by Sarah Campbell and sent to auditors after our first BoT meeting.

“For 2022 all staff including relievers will be charged to TS and any overuse which cannot be managed with banked staffing entitlements will be managed by the cheapest salary either regular or relievers to BG for sufficient time to clear the overview PP 22 or PP 26 at the latest”.

Approval to confirm the balance sheet budget for 2021 will be moved by Gaby Wesley Smith.

Approval to confirm the cash budget for 2022 will be moved by Gaby Wesley Smith.

The 2022 Budget has already been moved by Gaby Wesley Smith as discussed at the last meeting for 2021.

The 2021 Policy review - all our policies Sarah Campbell has looked at and we will roll these over to 2022. Draft Privacy Policy to be discussed at this meeting

Titahi Bay Delegation List for February 2022

Date of minuted Delegation	Personnel Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom is a trustee.	Delegated Authority See individual Committee terms Reference in the Board’s Governance Manual	Term of Delegation Delegation ceases at the date below, by earlier resolution of the BoT, or if no date, is ongoing.

February 2022	Disciplinary Committee At least 2 trustees bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.	February 2022 to February 2023
February 2022 Sarah Campbell	Finance Committee Gaby Wesley-Smith (T) Kerry Delaney (P) Sarah Campbell (Chair)	That the Finance Committee members aforementioned are delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the Board's Governance Manual	February 2022 to February 2023
February 2022	Jamie Merrick Miranda McMahon	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	February 2022 to February 2023
February 2022	Property Duncan Emo Sarah Campbell	That the Board directs these two BOT members to have the authority to talk on behalf of the school property matters.	February 2022 to February 2023
February 2022	Appointment Team Sarah Campbell (Chair) (T) Kerry Delaney (P) Jamie Merrick (DP)	That the Board directs these members to have the authority to be the reps on the appointment panel	February 2022 to February 2023
February 2022	Policies/Procedures Sarah Campbell (Chair) Kerry Delaney	That the Board directs this BOT member to oversee policy requirements for Titahi Bay School.	February 2022 to February 2023

February 2022	Maori Strategy Pasifika Strategy Kumeroa Anita Brown	That the Board directs these BOT members to have the authority to talk on behalf of the school Maori strategy	February 2022 to February 2023
February 2022	Health & Safety Abby Keplar	That the Board directs this BOT member to have the authority to talk on behalf of the school Health & Safety team.	February 2022 to February 2023

7. Meeting closed at 7.30pm.

MINUTES READ AND CONFIRMED

CHAIRPERSON *Sarah Campbell*

DATE *4/4/22*