

**TITAHI BAY SCHOOL BOARD**  
**Minutes of the Board meeting held on**  
**Monday 26 February 2024 at 5.45pm**

**ADMINISTRATION**

**1.1 Present**

Jodene Gooch (Minute Secretary), Matt Tilley (Principal), Nadia Collins, Megan Williams, Nelson Sheridan, Anna McGavin, Joanne Dow.

**1.2 Apologies**

Kaela Harrison, Jodi Watene

**1.3 Declaration of interests**

Josh Twaddle is continuing to work with Titahi Bay School on their website.

**1.5 Principal's Report**

Matt shared and discussed his report.

We have started the year doing the Internal delivery of Lunches in Schools( Ka ora, Ka ako) and have seen a vast reduction in food waste. The feedback from tamariki and whānau has been really positive.

Year 6 camp was a huge success with all tamariki attending and immersing themselves in all the activities.

The school bike track was sealed over the summer holidays making it usable all year round.

**1.6 Code of conduct**

All present board members signed a new code of conduct for 2024.

All other members will sign at the next meeting.

**3.Strategic Decision**

**3.1 Board Chair appointment 2024**

**Matthew Tilley nominated Anna McGavin as board chair for 2024,seconded by Megan Twaddle. Motion was passed.**

### 3.2 Delegation list

Matthew moved that the delegation list below be passed by the board for 2024, seconded by Nadia Collins. Motion was passed.

#### Titahi Bay Delegation List for 2024

| <b>Date of minuted Delegation</b> | <b>Personnel</b><br>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. | <b>Delegated Authority</b><br>See individual Committee terms Reference in the Board's Governance Manual  | <b>Term of Delegation</b><br>Delegation ceases at the date below, by earlier resolution of the BoT, or if no date, is ongoing. |
|-----------------------------------|--|--|--|
| February 2024                     | <b>Disciplinary Committee</b><br>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.   | Feb 2024 to February 2025  |
| February 2024                     | <b>Finance Committee</b><br>Matt Tilley (P)<br>Nelson Sheridan   | 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  | Feb 2024 to February 2025  |
| February 2024                     | 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. | Feb 2024 to February 2025  |
| February 2024                     | <b>Property</b><br>Matt Tilley   | That the Board directs these two BOT members   | Feb 2024 to February 2025  |

|               |   |  |                           |
|---------------|---|--|---------------------------|
|               | Joanne Dow  | to have the authority to talk on behalf of the school property matters.  |                           |
| February 2024 | <b>Appointment Team</b><br>Matt Tilley (P)<br>Miranda McMahon (DP)        | That the Board directs these members to have the authority to be the reps on the appointment panel                   | Feb 2024 to February 2025 |
| February 2024 | <b>Policies/Procedures</b><br>Matt Tilley ( P)                            | That the Board directs this Board member to oversee policy requirements for Titahi Bay School.                       | Feb 2024 to February 2025 |
| February 2024 | <b>Maori Strategy</b><br><b>Pasifika Strategy</b><br><b>NAdia Collins</b> | That the Board directs these Board members to have the authority to talk on behalf of the school Maori strategy      | Feb 2024 to February 2025 |
| February 2024 | <b>Health &amp; Safety</b><br>Matt Tilley<br>Megan Twaddle                | That the Board directs this Board member to have the authority to talk on behalf of the school Health & Safety team. | Feb 2024 to February 2025 |

### 3.3 Annual Plan 2024

**Matthew moved** that the board pass the Annual Plan for 2024, **seconded by Anna McGavin. Motion was passed.**

### 3.4 Budget 2024

**Matt moved** that the board approve the 2024 budget, **seconded by Nelson Sheridan. Motion was passed.**

### 3.5 Carpet in Rooms 14 and 15

**Matt moved** that the Board approve new carpet being laid in Rooms 14 and 15. This will be done at the same time as the upgrades to Rooms 17,18 and 19 as part of the modernisation fund.

The quote for this is \$13000.00 that has not been budgeted for in the 2024 budget.

**Anna McGavin seconded this. Motion was passed.**

**4. Monitoring**

**Matt Tilley** moved that the board pass the **December/January** accounts, **seconded** by **Nelson Sheridan**. **Motion was passed.**

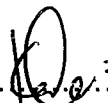
**6. Administration**

**6.1 Confirmation of last minutes**

**On the motion of Matthew Tilley, seconded by Kaela Harrison** , it was resolved that the minutes of the meeting held on **Monday 4 December 2023**, be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

**7. Meeting closed at 7.30pm.**

**MINUTES READ AND CONFIRMED**

**CHAIRPERSON** :.....

**DATE** 8/4/24.....