

Meeting: **Thursday, 13 February 2025**

Location: **Staff Room**

Time: **5.30 pm**

Present: Malcolm Davidson, Catherine Burrage, Prisca MacDonald, Sarah Stevens, Nadia Te Huia, Iain Westphall

In attendance: Carol Walter

1. **Karakia**
2. **Whakataukī**

He waka eke noa.

We are all in this together

Agenda

3. **Apologies**
4. **Election of Presiding Member**

This is required at the first meeting each calendar year and again after the triennial election.

P MacDonald confirmed that board members wished to conduct the election via a show of hands.

P MacDonald called for nominations. M Davidson was nominated by M Davidson and seconded by C Burrage. As there were no further nominations, M Davidson was duly elected.

5. **Conflicts of Interest**

There were no conflicts of interest to declare.

6. **Minutes**

* Moved to accept the minutes of 5 December 2024 - N Te Huia / S Stephens All in favour. Carried

7. **Register of Motions 2025**

Accepted as read.

8. **Correspondence**

* Moved to accept the correspondence - M Davidson / C Burrage. All in favour. Carried.

9. Ngāti Toa.

I Westphall reported that Dr Te Taku Parai visited and spoke with students. Dr Parai is a member of the Te Rūnanga o Toa Rangatira's Senior Leadership team; his focus is guidance on cultural matters, including Ngāti Toa's values, caring for visitors, support for elders, preparing future generations to inherit their cultural legacy.

It was agreed to re-issue an invitation to Ngāti Toa to join the Board.

10. Board self-audit checklist

The ERO self-audit checklist for the Board (Health & Safety) was tabled and worked through item by item.

M Davidson asked if policies were in place; how can the board carry out due diligence? P MacDonald advised School Docs was about to come online and all policies would be reviewed as part of an agreed cycle.

Points of note:

- P MacDonald advised there are regular operations meetings that oversee H&S.
- Onboarding needs to include more child protection information and procedures
- The board would benefit from professional learning about dealing with complaints
- Staff needed reminders about the core principles of privacy

11. 50th anniversary

P MacDonald gave an update on planned events to celebrate 50 years of TIS. A small committee of staff members are working on the events. A picnic will be held this term with a reunion planned for either term 2 or 3. The annual Showcase will have a 50th-anniversary theme. In term 4, a legacy celebration is planned to acknowledge those who have contributed to the history of the school.

* Moved to proceed with these events - P MacDonald / S Stephens

12. Leadership

P MacDonald tabled data gathered from a staff survey conducted as part of the leadership programme facilitated by Neil O'Reilly.

The 3 areas to focus on were:

1. communications,
2. behaviour management,
3. policies

The physical environment also proved challenging given the lengthy building work; the board should be aware of the impact on staff.

M Davidson to send a letter to staff acknowledging the difficult circumstances and thanking them for their patience and resilience.

13. Draft annual plan

P MacDonald went through the annual plan in detail. Thought was being given to how to display school values around the campus.

The 3 strategic strands remain:

1. Enhancing student well-being
2. A learning-focused culture
3. Shaping and delivering a high-quality curriculum

The Annual Plan has a focus on (under each of these areas):

1. Deliberate and planned approach to Social Emotional Literacy
Developing engagement through quality learning tasks
2. Enhancing teaching practice through a focus on feedback, Learning intentions and success criteria (through the math lens)
3. Continuing the development of the school's curriculum
Developing the international students programme.

It was agreed that this is a live plan reported against each meeting via the principal's report.

* Moved to adopt the annual plan for 2025. S Stephens / I Westphall

14. Election

P MacDonald reported that three nominations had been received for the two positions and were now going to a vote. The election date is 24 March, votes are counted on 25 March and the new Board members will take up their roles on 26 March.

15. Reports

15.1 Principal's report

P MacDonald presented the principal's report. She noted that students were generally settled despite the building works. Staff were very collegial and working to maintain a positive learning environment.

The updated Etap app had experienced a few teething issues but it was felt to be a good move overall. There had been a little resistance to the new app but it is more efficient and quicker.

* Moved to accept the principal's report - P MacDonald / N Te Huia. All in favour. Carried.

15.2 Finance report

M Davidson presented the finance report for December 2024. The main points were:

- budget had been based on a student roll of 500 but there had been an average of 515, which increases government grants and staffing
- the banked staffing has settled at an overspend of \$1,563.
- investment income was up

The annual accounts were not yet finalised. It was noted that there are a reasonable amount of uncommitted funds plus a lot of deferred maintenance due to the ongoing building work.

It was agreed that a sub-committee that looks at fund-raising be established. This would have a broader view of what we need to fundraise for rather than how to fundraise. It was agreed to hold a Board hui around brainstorming initiatives; C Walter to send out potential dates.

* Moved to accept the finance report - M Davidson / P MacDonald . All in favour. Carried.

15.3 Property report

P MacDonald presented the property report. S Stephens agreed to take on the role of board representative for this area.

P MacDonald flagged that, towards the end of this year work needed to commence on the next 10-year property plan.

Current projects included the provision of hot water (\$18k). The board felt hot water in bathrooms was important and asked the principal to find out the MoE's stand on this matter. The property advisor to be contacted to explore options.

P MacDonald advised that the AMS project was over budget for what we wanted to do; following discussion it was felt that the structural work was the priority. TIS would need to provide additional funding to complete the structural aspects and also stage any modernisation work. The Board agreed to this in principle but this was dependent on receipt of the final drawings.

P MacDonald recommended the focus of the project be to complete the structural works in classrooms 2-12, focussing all of the funding on the central wall/entry areas, with only minimal make-good works.

* Moved to

1. approve the contribution of up to \$110,000 board funds towards stage one of this project (this will require MoEd approval)
2. develop a management plan for stage two; the upgrade of all classrooms in the main block.

M Davidson / C Burrage All in favour. Carried

* Moved to accept property report - P MacDonald / M Davidson All in favour. Carried

15.4. Health and Safety report

P MacDonald presented the health & safety report.

Move to accept H&S report. P MacDonald / C Burrage All in favour. Carried

General business

Following her long service to the board it was agreed to organise a farewell dinner & present for H Richardson.

* Moved to extend the meeting - M Davidson C Burrage

18. Public excluded business

* Moved that the public be excluded from the following part/s of the proceedings of this meeting on the grounds that the matters are of personnel and students and the reason is to protect the privacy of the individual/s. This motion is proposed to comply with Sec 48 of the LGOI & M Act 1987 and the special requirements when moving to exclude the public. HR/Ht All in favour. Carried.

There being no further business the meeting concluded at 7:35 pm with a closing karakia.

Next meeting is scheduled for Thursday, 20 March 2025

Signed: _____



Malcolm Davidson (Presiding Member)

Date: _____

