

Meeting: **Thursday, 12 September 2024**

Location: **Staff Room**

Time: **5.30 pm**

Present: Heather Richardson, Catherine Burrage, Malcolm Davidson, Sophia Jaskinki, H MacDonald, Nadia Te Huia

Apologies: Sarah Stevens

In attendance: Carol Walter, Iain Westphall

1. Karakia

2. Whakataukī

He rau ringa e oti ai

Many hands make light work

Agenda

3. Conflicts of Interest

There were no conflicts of interest to declare.

4. Minutes

* Moved to accept the minutes of 8 August 2024 - H Richardson / N Te Huia. All in favour. Carried

5. Register of motions 2024

Accepted as read.

6. Correspondence

NZSBA will hold a special general meeting via zoom on 12 Oct.

* Moved to register H Richardson as delegate - H Richardson / P MacDonald All in favour. Carried.

The letter to Ngāti Toa was noted.

* Moved to accept the correspondence - H Richardson / N Te Huia. All in favour. Carried.

7. Ngāti Toa.

Standing item - no business.

8. Enrolments

P MacDonald spoke to memo. The roll will drop to 480 (16 classes) in 2025. This has implications for staffing and finance; there will need to be some care taken to make it all fit. It was noted that TIS is not funded for all management positions or the Senco. There was discussion around how long it would take to reverse, in case we wanted the roll to rise again. P MacDonald advised that she was working with Tawa College to have a community-wide approach over enrolments. It was noted that there is still a question over Ngāti Toa enrolments.

The Board acknowledge and support the decision.

9. Board self audit checklist

The self-audit checklist was tabled., It was agreed to review and complete at the October meeting.

It was also noted that there a new code of conduct plus a review of board strategic goals.

10. Term 3 Policies

The following policies were reviewed and agreed upon.

- Concerns and Complaints Policy
- Media Performance Management
- Professional Development
- Protected Disclosure
- Staff Conduct Staff Leave

* Moved to accept policies H Richardson / M Davidson. All in favour. Carried.

11. Uniform

The sample provided by Argyle was viewed and agreed upon. There was a need to find out current stock of jerseys to aid the transition.

* Moved to accept the sample and roll out as part of new uniform. N Te Huia/ S Jaskinki. All in favour. Carried.

12. Board election 2025.

There was a need to actively engage the community to get a good field. The Board would spearhead this campaign and start shoulder tapping. It was suggested a flyer be developed to hand out at events e.g. parent interviews.

13. TIS 50 anniversary

It was agreed to form a sub-committee to look at celebrations & events. Currently 2 staff + 3 parents have indicated interest. C Burrage & N Te Huia will form the sub-committee.

14. Reports

14.1 Principal's report

P MacDonald presented the principal's report.

There was discussion about managing change - especially in light of current government initiatives - and needing to ensure teachers feel confident. This is a good time to look at good practice. The new board priorities will centre around achievement and attendance.

SLT is undergoing a leadership exercise with Neil O'Reilly to help inform practice and teamwork.

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

14.2 Finance report

M Davidson presented the finance report for June.

There were no material changes. There is a build-up of uncommitted funds; there was a need to think about its strategic use.

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

The auditors report from Moore Markham for 2023 was tabled and discussed. Recommendations included not setting a deficit budget and the review of relievers hours.

* Moved to accept report recommendations - M Davidson / H Richardson. All in favour. Carried

14.3 Property report

H Richardson presented the property report

Progress is slowly being made, and the hall is almost finished.

We require new cleaners from term 4; H Richardson/N Te Huia/M Davidson to form sub-committee.

* Moved to form sub-committee to award cleaners contract. H Richardson / P MacDonald. All in favour. Carried

Move to accept property report - H Richardson / C Burrage. All in favour. Carried

14.4. Health and Safety report

P MacDonald presented the Health & Safety report.

Move to accept Health & Safety report. N Te Huia/C Burrage. All in favour. Carried

15. General business

H Richardson will be out of the country 24 Sept to 26 Oct. M Davidson will be acting Presiding Member in her absence.

16. 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. H Richardson / P MacDonald. All in favour. Carried.

There being no further business the meeting concluded at 19.02 with a closing karakia.

Next meeting is scheduled for Thursday, 31 October 2024

Signed:  _____

Heather Richardson (Presiding Member)

Date: _____