

**TITAHU BAY INTERMEDIATE SCHOOL BOARD OF TRUSTEES**

**MINUTES OF MEETING HELD TUESDAY 22<sup>ND</sup> MARCH 2016**

**1.1: Present:**

David Stanley, Dairne Kaimoana, Taliaina Itamura, Louise Carter, Lynnda Bouzaid, Chris Edmonds, Jeff Chapman

**1.2: Apologies:**

None

**1.3: Whakatauki/Karakia:**

Louise to do for next meeting

**Administration:**

**2.1: Minutes of Previous Meeting:**

- ≈ David would like the Secretary to replace the term “accepted” with the term “approved” when typing motions
- ≈ Louise explained to Chris the role of Returning Officer/BOT Election process

**Moved Louise Carter that the February minutes are a true and accurate record:**

**Seconded – David Stanley**

**Agreed**

**2.2: Matters Arising from the Minutes:**

- ☒ Staffroom Kitchen – Dairne meeting with MOE tomorrow
- ☒ Staffroom Heat Pump – covered under Principals Report
- ☒ School Fence – no progress. Letter to be re-sent to Porirua City Council CEO, Wendy Walker
- ☒ School Digital Sign – covered under Principals Report
- ☒ Women’s Welfare League Trophy – Dairne has been asked to set criteria
- ☒ Dog Obedience Club – Jeff has spoken to Club, still working on policy documents.  
Obedience Club will be holding an event at TBI (what are Health & Safety issues?). Jeff said Club is happy to write a draft policy and present to board. They would also pay for Lawyer costs if needed
- ☒ Fitness Club – covered under Community Hub Report
- ☒ Maths Whizz – Staff have had PD which went well. Students enjoying using.

**2.3: Correspondence:**

- No inward correspondence
- Louise tabled a draft copy of BOT newsletter. Louise to make changes as discussed

**Moved Louise Carter that Correspondence is approved with changes to BOT newsletter which is to go to school families and contributing schools**

**Agreed**

## **Finance:**

### **3.1: Draft Budget 2016**

- Draft Budget 2016 tabled for Board approval
- \$30,000 deficit
- \$10,000 budget for PD covers the costs of Spirals Of Inquiry, Maths Whizz, PR Conference, NZ Aims Conference etc
- Increase PD budget to \$15,000
- Increase Travel budget to \$2,000
- Increase Meal Allowance budget to \$2,000
- Increase Promotional Budget to \$6,000

**Moved David Stanley that Draft Budget 2016 be approved:**

**Agreed**

## **Reports:**

### **4.1: Principals Report:**

- Kowaiiau – concerns with programme content and delivery
- School Playground – Lynnda to investigate costs of developing playground further
- COL Update – possible Information Evening after BOT Elections have been held
- School Digital Sign – have had a visit from Engineer. Discussing with MOE at meeting tomorrow also, along with guttering and window replacement in Block 3

**Moved David Stanley that Principals Report be Adopted:**

**Agreed**

**Motion that quote from Furnware for purchase of furniture for Media Centre be approved:**

**Agreed**

**Motion that quote from Stewart's for Staffroom Heat Pump be approved:**

**Agreed**

**Motion that quote from PC ABLE for computers and data projectors for Media Centre is approved:**

**Agreed**

**Moved Lynnda Bouzaid that Board approve quote from Hydestor Shelving with the proviso that students/Librarians' have a say re Option 1 refined as needed**

**Agreed**

## **General Business:**





**5.1: Digital Sign** – discussed under Principals Report

**5.2: Board of Trustees MR HOPE Expectations** – Board members need to follow also. Timely reminder to board beware discussing meetings outside of school.

**5.3: Enrolment of Bay Students at TIS** – Board discussed. Leaving in Dairne's hands to pick the right time/opportunity to discuss with TIS Principal. Jeff suggested that the Board approach TIS

(with Denis Slowley as Advisor) as a collective. Decided to wait until after Conference meeting. Chris, however, feels TBI is on the cusp for turning around community perception.

**5.4: TBI Community Hub Update:**

-  Matariki event growing
-  GROW – money to work with
-  Water Tank – awaiting contractors to deliver
-  Grant application – not successful

**5.5: Gifted and Talented** – Jeff still investigating. Discussion around TBI and perception in community

**5.6: Identify Agenda Items for Next Meeting:**

- ❖ Playground Development – Lynnda
- ❖ Leasing of School Van – Lynnda
- ❖ Media Centre Opening
- ❖ Lighting Quotes
- ❖ Policy Reviews

**5.7: Close of Meeting:**

Lynnda – great contribution to meeting; great, good, managed well, good, pleased to spend more money; happy after year, everything coming together;

**There being no further business meeting closed at 7.45pm**

**NEXT MEETING IS SCHEDULED FOR  
TUESDAY 12<sup>TH</sup> APRIL, AT 5.30PM**