

**MINUTES OF TITAHI BAY INTERMEDIATE SCHOOL
BOARD OF TRUSTEES MEETING HELD TUESDAY 12th APRIL 2016**

1.1: Present: Chris Edmonds, David Stanley, Lynnda Bouzaid, Dairne Kaimoana, Talia Itamura, Louise Carter, Jeff Chapman (late)

1.2: Apologies: None

1.3: Whakatauki/Karakia – given by Louise

Administration

2.1: Minutes of Previous Meeting:

Moved David Stanley that the Minutes dated 22nd March, 2016 are a true and accurate record:

Agreed

2.2: Correspondence: Tabled.

*Moved Louise Carter that Inward and Outward Correspondence be approved:
Seconded – David Stanley*

2.3: Matters Arising:

- Most items covered under Principals Report
- Kowaiiau Programme: Dairne yet to catch up with teachers
- School Playground: Covered under General Business

Finances

3.1: Finance Report:

- March 2016 Finance Report tabled
- Literacy Resources: Not yet ready to purchase SRA boxes. Teacher Observations being done this week

*Moved Louise Carter that March 2016 Finance Report be approved:
Seconded – Lynnda Bouzaid
Agreed*

Reports

4.1: Principals Report

Health & Safety: Will be good to work alongside Titahi Bay School. David feels that Health and Safety Policy should be reviewed as soon as possible.

Maths/Reading Programmes: Still work in progress. Staff professional development on Linear Scales today. Basic Facts are not known by students so this makes it more challenging for students to work through the other Strands. Maths knowledge of our new students is of a very low standard.

School Lockdown: Dairne informed the Board on the developments with the school lockdown that occurred during Parent/Teacher conferences. Two ex-students were involved in coming on to school grounds during Parent Interview Evening and verbally abusing and threatening a parent and staff. Dairne has been in contact with Colin Tarr, Principal from Titahi Bay North School re this. Board discussed the restorative process.

Ballroom BaSIX: Looks like an exciting programme for our students for 2017. Possible cost should be minimum.

Property: Dairne has met with MOE with the following discussed:

- awaiting email from MOE for the school to uplift required consents from the Porirua City Council to go ahead with LED School Sign
- Staffroom Kitchen: Board could have just proceeded and MOE would have signed off. We are still waiting to get the official 'go ahead' from the Finance Advisor of the MOE. The Board have agreed to just proceed with Staffroom Kitchen.
- 5YPP: Admin carpet has been measured up and flooring in Changing Rooms also included in this project.
- Classroom Modernisation: On hold.
- Replacement of Windows: Approval to proceed to replace all windows on the south side of Blocks 2 and 3.
- Media Centre Windows: we may be able to include them under 5YPP if they have not been made yet.
- Mahinawa Room: Toilets on hold as Mahinawa are only using the room for an hour and a half 3 days a week.
- Modernisation of Tech Rooms: this may be on the plan if we do not need to modernize the last two rooms.
- Decommissioning of Toilets as we are paying \$345.00 per pan even when we are not using them. We will need to use property maintenance budget for this.
- Wellington Intermediate School Principals Mini-Conference: Worthwhile. No interaction with TIS Principal but everyone is aware of the situation.
- Marketing of TBI: Board discussed ways and means of how this could be done. A small PR committee has been set up with Chris, Jeff and David to meet to discuss options and create a plan to bring to the Board.

***Moved Louise Carter that herself, David Stanley, Chris Edmonds, Lynnda Bouzaid and Jeff Chapman attend COL Meeting at Mahinawa School on Thursday 5th May, 2016:
Agreed***

***Recommendation from Lynnda Bouzaid that Board pass and approve the following:
- Funding Application to Trust House
- Cultural Exchange with Masterton Intermediate
- Purchase of 20 new chrome books through PC ABLE
Seconded – David Stanley
Agreed***

Self-Review

5.1: Curriculum Delivery Policy: Board discussed and made changes.

5.2: Assessment and Reporting Policy: Board discussed and made changes.

General Business

6.1: Playground Development: Lynnda has contacted two companies for ideas. Information obtained suggests Lynnda go ahead and make a proposal for five targets within five years and table at next meeting for Board to look at. Lynnda will also contact Raroa Intermediate regarding their playground equipment.

6.2: School Van: Lease costs would be \$500 - \$600 per month. Lynnda has asked for two quotes but has had no response.

6.3: BOT Election Date: The Board have approved and set the date for the 2016 School Trustees Elections to be held Friday 3rd June 2016.

6.4: Data Release: Look at developing way of putting 'out in the community' ie, Facebook etc. Jeff to develop and email to Board for approval. Working Group, consisting of Jeff, David and Chris, to be involved in promotional material for Open Evening and report back to Board.

6.5: TIS Discussions: Board decided to look at protocol for working in unity with other intermediate schools (agenda item for next meeting).

6.6: Media Centre Update: Benches are being finished off; awaiting furniture; shelving be put in April; Flat Screen Monitors (second-hand) have been received from Plimmerton School; Data Projector going in during term break; Windows on hold; Blinds need to be purchased; Security Cameras – Dairne has received an email with two options – Board discussed.

Moved Louise Carter that Board approve Option One for the installation of security camera in the Media Centre.
Agreed

6.7: Lighting Quotes: Not yet received. Agenda item for next meeting.

6.8: Community Hub Update: Jeff meeting with Dog Agility tomorrow regarding developing draft policy further; GROW Fund has received a donation from Regional Public Health; Jeff working in Community Garden on Wednesday's and Sunday's. The Board have agreed to find a space within school that Jeff can work from; Art Enrichment: Jeff meeting with an Artist re murals. This could be used as an Enrichment Programme; Matariki – Thursday 16th June with postponement date 23rd June. Kapa Siva Group to perform.

6.9: Identify Agenda Items for Next Meeting:

- Playground Development
- Principals Appraisal Report
- Lighting Quotes
- Marketing Working Group Report

Motion from Lynnda Bouzaid that Travel Rate is increased to 78 cents per kilometre:
Agreed

Meeting Review:

Apologies for lateness; positive; heading in same direction; consensus; feel it coming together; excited to see it come to fruition; refreshed; promote TBI not negatives; product we can sell; Dairne & Tali – great work; really good discussions; Review – nice going through; good understanding of working document; working collectively. There being no further business meeting closed at 7.57pm.

**NEXT MEETING IS SCHEDULED FOR
24TH MAY AT 5.30PM**