



TAURANGA INTERMEDIATE SCHOOL

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MINUTES OF A MEETING OF THE TAURANGA INTERMEDIATE SCHOOL BOARD OF TRUSTEES HELD ON THURSDAY 25 FEBRUARY 2015 AT 5.30 PM IN THE BOARDROOM IN THE TAURANGA ENERGY CONSUMER TRUST GYMNASIUM AND SPORTS CENTRE AT TAURANGA INTERMEDIATE SCHOOL IN TAURANGA

Kiri welcomed everyone to the February meeting

PRESENT: Kiri Diamond, Brian Diver, Dean Thompson, Dickie Burman, Kyle Denize, Subha Cable, Jack Te Moana, Kelvin Trask
Sabrina Jackson (Minutes Secretary).

APOLOGIES: Nil

M/S Brian/Dickie/Agreed

APPROVAL OF MINUTES OF PREVIOUS MEETING:

* **MOVE** the Minutes of the meeting held on Thursday 26 November 2015 at 5.30 pm be approved as a true and correct record.

M/S Brian/Dickie/Agreed

BUSINESS ARISING: Nil

CORRESPONDENCE: * **MOVE** that the inwards hardcopy correspondence for the months of December/January/February be received and the outwards hardcopy correspondence be approved.

M/S Kiri/Subha/Agreed

Note: There is no hard copy outwards correspondence or inwards/outwards electronic correspondence for the month of February

FINANCE:

FINANCES AS AT 30 NOVEMBER 2015

* **MOVE** the approval of all expenditure as at 30 November 2015 at \$170,127 GST exclusive.

M/S Subha/Dean/Agreed

* **MOVE** the acceptance of the financial report showing a net surplus position as at 30 November 2015 of \$557,236. **M/S Subha/Dean/Agreed**

NOTE: There is no budget change worksheet for the month of November

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 September - 26 October 2015 for the School VISA ICTFaculty (Lynden Ransley) as follows:

Opening Balance			0.00
Date			
25.09.15	Dropbox	IT Subscription	157.25
25.09.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	3.30
26.10.15	ASB	Visa Card Fee	15.00
TOTAL			\$175.55

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 September - 26 October 2015 for the School VISA account (Brian Diver) as follows:

Opening Balance			176.73
Date			
15.10.15	Music Notes	Music scores - choir	16.23
15.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.34
16.10.15	Payment - credit	Credit	-176.73
18.10.15	Musicnotes	Music scores - choir	8.11
18.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.17
10.09.15	Vistaprint NZ	Credit - non delivery	-9.00
21.10.15	Country Trading Co	Ultimate Relay - sacks	144.00
26.10.15	ASB	Visa Card Fee	15.00
TOTAL			\$174.85

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 September - 26 October 2015 for the School VISA International Students (Annemieke Hart) as follows:

Opening Balance			\$907.26
Date			
29.09.15	Vodafone	Int - mobile phone charges	97.95
27.09.15	Cape House	Marketing trip - Seoul	846.48
27.09.15	OffShore Service Margins	Convertedn NZ \$ amount on overseas transaction	17.78
27.09.15	Coffee Bean & Tea	Marketing trip Seoul	10.55
27.09.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.22
03.10.15	Rebel Tauranga	Portugal trip - gifts	42.49
08.10.15	Carter Photographics	Portugal trip - Photographs	14.99
12.10.15	Copper kettle	Portugal trip	26.40
12.10.15	Copper kettle	Portugal trip	13.50
12.10.15	Emirates	Portugal trip - luggage	150.00
12.10.15	Relay Auckland Airport	Portugal trip - gifts	54.74
13.10.15	Giraffe	Portugal trip - meals	52.25
13.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	1.10
12.10.15	Coffee Club	Portugal trip - meals	10.44
12.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.22
13.10.15	Giraffe	Portugal trip	10.29
13.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.22
16.10.15	Payment - credit	Credit	-907.26
17.10.15	Maria Pia	Portugal trip - meals	377.96
17.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	7.94

19.10.15	Grande Real Villa Hotel	Portugal trip - accommodation	3,531.11
19.10.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	74.15
26.10.15	ASB	Visa card Fee	15.00
TOTAL			\$5,355.78

M/S Subha/Dean/Agreed

FINANCES AS AT 31 DECEMBER 2015

* **MOVE** the approval of all expenditure as at 31 December 2015 at \$213,861 GST exclusive.
M/S Subha/Dean/Agreed

* **MOVE** the acceptance of the financial report showing a net surplus position as at 31 December 2015 of \$376,413.
M/S Subha/Dean/Agreed

Note: There is no budget change worksheet for the month of December

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 October - 26 November 2015 for the School VISA ICT Faculty (Lynden Ransley) as follows:

Opening Balance			\$175.55
Date			
12.11.15	sales@AirSquirrels.com	IT Computer Licence	23.07
12.11.15	Offshore service margins	Converted NZ \$ amount on overseas transaction	0.48
15.11.15	Payment - credit	Credit	-175.55
25.11.15	Trademe	USB Cable - trial pin	5.98
TOTAL			\$29.53

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 October - 26 November 2015 for the School VISA account (Brian Diver) as follows:

Opening Balance			174.85
Date			
04.11.15	Pharmacy Direct	Epipens / first aid	269.00
15.11.15	Payment - credit	Credit	-174.85
19.11.15	offtheback.co.nz	First aid kit / sport	108.95
18.11.15	NZ Transport Agency	Toll Road, Te Puke	8.00
TOTAL			\$385.95

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 October - 26 November 2015 for the School VISA International Students (Annemieke Hart) as follows:

Opening Balance			\$5,355.78
Date			
29.10.15	Vodafone	Int - mobile phone charges	214.55
28.10.15	Kareem Trading llc	M-tea / Dubai - Portugal trip	48.84
29.10.15	The Coffee Club	Coffee -Portuga trip	28.39
29.10.15	ASB	Offshore service margin	0.60
11.11.15	The Orchard Bethlehem	Seri Christopher - dinner	452.80
15.11.15	Payment - credit	Credit	-5,355.78
17.11.15	Immerse Beauty Therapy	Leaving gifts - J Clark / A Parkin	170.00
18.11.15	Option Living	Leaving Gift - A Hawke	65.40
23.11.15	Books A Plenty	Leaving Gift - S Theunissen	80.00
24.11.15	Baby City Fraser Cove	Leaving Gift - Oliver/Workman	54.96
24.11.15	Countdown Fraser Cove	Int Lang - staff morning tea	344.08
		Leaving gifts Parkin / Scholes / Grey (split from statement 344.08 + 75.98 = \$420.06)	75.98
TOTAL			\$1,535.60

M/S Subha/Dean/Agreed

FINANCES AS AT 31 JANUARY 2016

* **MOVE** the approval of all expenditure as at 31 January 2016 at \$86,923 GST exclusive.

M/S Subha/Dean/Agreed

* **MOVE** the acceptance of the financial report showing a net surplus position as at 31 January 2016 of \$368,955.

M/S Subha/Dean/Agreed

* **MOVE** the approval of the draft budget presented on 26 November 2015 as follows

On a roll of 1138 mainstream

Income	\$1,882,626
Expenditure	\$1,974,385
Cash deficit	\$90,759

Note: Cash flow surplus as at 31.12.15 = \$376,413

Banking staffing deficit	22.12.15	\$40,690
	05.01.16	\$31,129
	19.01.16	\$20,770
	01.02.16	\$12,962

M/S Subha/Dean/Agreed

Note: There is no budget change worksheet for the month of January.

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 November - 26 December 2015 for the School VISA ICT Faculty (Lynden Ransley) as follows:

Opening Balance			\$29.93
Date			
16.12.15	Payment - Credit	Credit	-29.93
TOTAL			0.00

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 November - 26 December 2015 for the School VISA account (Brian Diver) as follows:

Opening Balance			385.95
Date			
09.12.15	Vistaprint	PB4L STAR cards	88.98
16.12.15	Payment - credit	Credit	-385.95
17.12.15	lxl	Maths site licence - multimedia	972.52
17.12.15	ANZ	Offshore service margins - lxl	20.42
TOTAL			\$1,081.92

M/S Subha/Dean/Agreed

* **MOVE** the approval of the ASB Visa Business Card Statement for the month of 27 November - 26 December 2015 for the School VISA International Students (Annemieke Hart) as per the attached statement as follows:

Opening Balance			\$1,535.60
Date			
29.11.15	Vodafone	Int - mobile phone charges	137.95
30.11.15	Countdown F/Cove	Int - phone cards - A Worthington	100.00
	Countdown F/Cove	Groceries - Int students farewell evening	665.03
03.12.15	Countdown F/Cove	Kyoto shortstay - farewell evening	118.98
07.12.15	Luxury Airport Shuttles	Kenny Cheung - Auckland Airport	95.00
09.12.15	Vodafone on line	Iphone - international	699.00
11.12.15	Warehouse F/Cove	Chocolates / agents	62.48
11.12.15	Vodafone NZ	Iphone case	49.80
16.12.15	Payment - credit	Credit	-1535.60
TOTAL			\$1,928.24

M/S Subha/Dean/Agreed

- * **MOVE** that investment 0073 \$102,693.68 plus compounded interest of \$870.50 (total \$103,564.18) plus \$35,680 (cyclical maintenance 2016), plus working account No 51- Cyclical Maintenance at \$20,762.84 be rolled over for three months at the most attractive rate:

Investment 0073	\$103,564.18
Cyclical Maintenance 2016	35,680.00
Working Account 51 - Cyclical Maintenance	20,762.84

TOTAL **\$161,217.02**

M/S Subha/Dean/Agreed

- * **MOVE** that investment 0075 (MLE) at \$350,731.27 plus compounded interest of \$2,973.01 (total \$353,704.28) plus second instalment of \$147,234 - a total investment of \$500,938.82, be rolled over for a period of three months at the most attractive rate.

M/S Subha/Dean/Agreed

- * **MOVE** that investment 80 at \$200,000 plus compounded interest of \$937 - total investment \$200,936.98, be rolled over for a further 60 days.

M/S Subha/Dean/Agreed

- * **MOVE** that the Tauranga Intermediate School Board of Trustees applies to the North and South Trust Limited for a grant \$3,395.00 GST Exclusive to replace existing netball goals. Applicant : Sports Department

M/S Subha/Dean/Agreed

- * **MOVE** that the Tauranga Intermediate School Board of Trustees applies to Trillion Trust for \$4,329.90 GST Exclusive to purchase six road bikes. Applicant: Sports Department

M/S Subha/Dean/Agreed

- * **MOVE** the adoption of the financial position of Ngamuwahine Lodge as at 30 November 2015:

Operating Account	\$106,892.25	Inc GST
Investment	\$ 50,000.00	(First Mortgage Trust)

M/S Dickie/Brian/Agreed

- * **MOVE** the payment of Ngamuwahine accounts as at 30 November 2015 at \$7,420.34 Inc GST.

M/S Dickie/Brian/Agreed

Income for the month of November 2015 \$29,591.91

- * **MOVE** the adoption of the financial position of Ngamuwahine Lodge as at 31 December 2015:

Operating Account	\$41,588.87	Inc GST
Investment	\$ 50,000.00	(First Mortgage Trust)

M/S Dickie/Brian/Agreed

- * **MOVE** the payment of Ngamuwahine accounts as at 31 December 2015 at \$111,832.27 Inc GST.

Income for the month of December 2015 \$46,528.89

It is noted the Ngamuwahine Trust as at 31 December 2015 had an Annual income of \$391,815 with annual expenditure at \$213,932 and cash flow surplus of \$177,883.

M/S Dickie/Brian/Agreed

- * **MOVE** the adoption of the financial position of Ngamuwahine Lodge as at 31 January 2016:

Operating Account	\$ 38,984.79	Inc GST
Investment	\$ 50,000.00	(First Mortgage Trust)

M/S Dickie/Brian/Agreed

- * **MOVE** the payment of Ngamuwahine accounts as at 31 January 2016 at \$7,234.34 Inc GST.

M/S Dickie/Brian/Agreed

. Income for the month of January 2016 \$4,630.26

PERSONNEL

- * **MOVE** that the Tauranga Intermediate School Board of Trustees moves into Committee. **M/S Kiri/Brian/Agreed**
- * **MOVE** that the Tauranga intermediate School Board of Trustees moves out of Committee. **M/S Kiri/Brian/Agreed**

PROPERTY

- * Kyle talked to property
- * Brian to go ahead and get quotes for fence at the front of the school.

NEW ZEALAND CURRICULUM

- * **MOVE** the adoption of the 2016 Analysis of Variance and approval for DP Scholes to forward to the MOE. **M/S Brian/Dickie/Agreed**
- * **MOVE** the adoption of the 2016 Charter with major strategic goals in Engagement and Shift in Achievement for Maori - to be approved for forwarding by DP Scholes to MOE. **M/S Brian/Subha/Agreed**

STATUTORY OBLIGATIONS

- * **MOVE** that the Tauranga Intermediate School Board of Trustees approves a group of seven students plus Kathy Colville (Deputy Principal) travel on a Mayoral Delegation to Yangtai, China from 5 April 2016 to 13 April 2016.

M/S Brian/Kyle/Agreed

- * **MOVE** the adoption of the Principal’s report inclusive of the Academic, ICT, Pastoral and Special Education reports.

M/S Brian/Dickie/Agreed

STAFF REPRESENTATIVE’S REPORT

- * Jack tabled his report.

- * **MOVE** the adoption of the Staff Representative’s report.

M/S Jack/Subha/Agreed

GENERAL BUSINESS:

- * **PTA meeting Tuesday 22 March BOT representation** - Subha to attend.
- * **Hautu Training** - Brian to respond yes Tauranga Intermediate School will have representation
- * Brian tabled NZSTA AGM Constitutional Notice

MEETING CLOSED AT 7.09 PM

**NEXT MEETING: 4.30 PM THURSDAY 31 MARCH 2016 IN THE GYMNASIUM/
INTERNATIONAL CENTRE AT TAURANGA INTERMEDIATE
SCHOOL**

**5.30 PM THURSDAY 31 MARCH 2016 FULL BOARD
MEETING IN THE BOARDROOM IN THE GYMNASIUM/
INTERNATIONAL CENTRE AT TAURANGA INTERMEDIATE
SCHOOL**

CHAIRPERSON: DATE: