



## TAURANGA INTERMEDIATE SCHOOL

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### MINUTES OF A MEETING OF THE TAURANGA INTERMEDIATE SCHOOL BOARD OF TRUSTEES HELD ON WEDNESDAY 29 MAY 2013 AT 5.30 PM IN THE BOARDROOM IN THE TAURANGA ENERGY CONSUMER TRUST GYMNASIUM AND SPORTS CENTRE AT TAURANGA INTERMEDIATE SCHOOL IN TAURANGA

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**PRESENT:** Pippa Smith, Brian Diver, Kiri Diamond, Megan Taylor, Dean Thompson, Dickie Burman, Kyle Denize, Mike Bibby, Kelvin Trask (new trustee), Subha Cable (visitor), Sabrina Jackson (Minutes Secretary).

**APOLOGIES:** There are no apologies.

**APPROVAL OF MINUTES OF**

**PREVIOUS MEETING:** \* **MOVE** the Minutes of the meeting held on Wednesday 8 May 2013 be approved as a true and correct record

**M/S Mike/Kyle/Agreed**

**BUSINESS ARISING:** There have been no issues re the disciplinary matter which arose in 2011.

**CORRESPONDENCE:** \* **MOVE** that the inwards hardcopy correspondence and inwards electronic correspondence be received and the outwards hardcopy correspondence and outwards electronic correspondence be approved.

**M/S Brian/Dean/Agreed**

**FINANCE:**

\* **MOVE** “The Tauranga Intermediate School Board of Trustees has taken all reasonable and practical steps to ensure that all deviations from standard financial practice authorised as a result of incorrect salary payments arising from the introduction of Novopay has been limited to the current financial year.”

In addition Pippa Smith (Chairperson) and Brian Diver (Principal) have signed the following disclaimer on behalf of the Board:

“The school’s Personnel Officer and I (Brian Diver) have scrutinised the 2012 Payroll Accrual Report and have reported six cases of overpayment/discrepancies greater than \$500.”

**M/S Megan/Dickie/Agreed**

\* **MOVE** the approval of the payment of accounts as at 30 April 2013 as follows:

EFT	\$ 56,727.20
Cheques	\$ 144.00
<b>TOTAL</b>	<b>\$ 56,871.20</b>

\* **MOVE** the acceptance of the financial report showing a net cash surplus position as at 30 April 2013 of \$642,689 (as at 31 March 2013 the net cash surplus was \$243,889).

**M/S Megan/Dickie/Agreed**

\* **MOVE** the approval of the ANZ Business Card Statement for the School account (Brian Diver) as at 28.02.13 - 27.03.13 as follows:

<b>Opening Balance</b>			<b>2,425.49</b>
<b>Date</b>			
05.03.13	Direct Debit	Credit	-2,425.49
05.03.13	Expert Events	MYSA Conference - M Bibby	882.37
05.03.13	Air NZ - Online	MYSA Conference - M Bibby flights	912.46
06.03.13	Surfside Buslines	MYSA Conference - M Bibby Shuttle	47.82
<b>TOTAL</b>			<b>\$1,842.65</b>

**M/S Megan/Dickie/Agreed**

\* **MOVE** the approval of the ANZ Business Card Statement for the International students account (Annemiekje Hart) as at 28.02.13 to 27.03.13 as follows:

<b>Opening Balance</b>			<b>1,791.58</b>
<b>Date processed</b>			
25.02.03	Chien Shung -Hotel	Accommodation/marketing trip - Taiwan	2,511.26
28.02.13	King Power Duty Free	Gifts - marketing trip - Taiwan	35.57
28.02.13	Hong Kong Gragon	Accommodation/marketing trip - Taiwan	520.68
01.03.13	Air NZ	Excess baggage - marketing - Taiwan	280.00
01.03.13	Vodafone	Int Lang - phone charges	68.00
27.02.13	Grand Hi-Lai Hotel	Marketing Trip - Taiwan	426.02
12.03.13	Novatel - Auckland	Marketing Trip - Japan	440.60
15.03.13	Le Chat Noir	Thai teachers/morning tea	24.30
15.03.13	Direct Debit	Credit	-1,791.58
17.03.13	Options Living	Wedding Gift - E Lockett	75.30
21.03.13	Cheesecake Shop	Birthday cake/Momo	53.50
25.03.13	Countdown Fraser Cove	Int Students - Easter treats	314.12
<b>TOTAL</b>			<b>\$4,749.35</b>

**M/S Megan/Dickie/Agreed**

\* **MOVE** the approval of the ANZ Business Card Statement for the School VISA ICT Faculty (Lynden Ransley) account as at 28.02.13 to 27.03.13 as follows:

<b>Opening Balance</b>			<b>3,883.81</b>
<b>Date Processed</b>			
28.02.13	Fish Pond	Maths Formative Assessment	33.99
01.03.13	Global Collect - Apple	Software	15.28
05.03.13	Education Services	SCIS Web - students library	873.56
17.03.13	Direct Debit	Credit	-3,883.81
18.03.13	ISKY	Software	23.59
<b>19.03.13</b>	ISKY	Software	4.91
<b>TOTAL</b>			<b>\$951.33</b>

**M/S Megan/Dickie/Agreed**

\* **MOVE** the adoption of the financial position of Ngamuwahine Lodge as at 30 April 2013:

Operating Account	\$ 21,365.89	GST Inc
Investment	\$ 105,100.27	

**M/S Dickie/Brian/Agreed**

\* **MOVE** the payment of Ngamuwahine accounts as at 30 April 2013 at \$19,018.04 GST Excl, \$ 21,870.53 GST Incl.

**M/S Dickie/Brian/Agreed**

## **PRINCIPAL'S REPORT**

### **PERSONNEL**

\* **MOVE** that the Tauranga Intermediate School Board of Trustees enters into an agreement with the New Caledonia Government to assist with teacher exchanges and experiences.

**M/S Brian/Mike/Agreed**

- \* **MOVE** the Tauranga Intermediate School Board of Trustees moves into Committee.

**M/S Brian/Pippa/Agreed**

- \* **MOVE** the Tauranga Intermediate School Board of Trustees moves out of Committee.

**M/S Brian/Pippa/Agreed**

## **PROPERTY**

- \* On behalf of the Board of Trustees Brian thanked Mike for his services to the school and wished him every success for the forthcoming staff representative election.

## **STATUTORY OBLIGATIONS**

- \* **MOVE** that four students (currently at Tauranga Girls' College) will travel to America from 1 June to 15 June 2013 inclusive to represent Tauranga Intermediate School at the World Future Problem Solving Championships.

Approval is granted to proceed knowing that all International Risk Analysis Management plans have been approved and signed and that all trip participants representing Tauranga Intermediate School have signed Tauranga Intermediate School Board of Trustees disclaimer forms expressly excluding the Tauranga Intermediate School Board of Trustees from any liability for any loss or injury of any student whilst on the trip.

**M/S Brian/Mike/Agreed**

- \* **MOVE** the adoption of the Principal's report inclusive of the Academic, International, Pastoral, Special Education reports.

**M/S Brian/Dean/Agreed**

- \* Mike Bibby tabled the Staff Representative's report.

- **MOVE** the acceptance of the Staff Representative's report.

**M/S Mike/Dickie/Agreed**

## **GENERAL BUSINESS:**

- \* Brian formally expressed the thanks of the Tauranga Intermediate School Community to Pippa and Megan for their service on the Board for two and a half terms and one term respectively.

- \* Pippa thanked Brian, Mike and Sabrina for the support they had given her over her time as Chairperson.

- \* Pippa thanked Subha Cable (visitor) for her attendance and asked whether she had an interest in joining the new Board as a co-opted member.
- \* Pippa wished the new Board every success.

**MEETING CLOSED AT 6.12 PM**

**NEXT MEETING: 4.30 PM TUESDAY 25 JUNE 2013  
PROPERTY/FINANCE SUBCOMMITTEE MEETING  
IN THE BOARDROOM IN THE GYMNASIUM/INTERNATIONAL  
CENTRE AT TAURANGA INTERMEDIATE SCHOOL**

**5.30 PM TUESDAY 25 JUNE 2013 FULL BOARD MEETING  
IN THE BOARDROOM IN THE GYMNASIUM/INTERNATIONAL  
CENTRE AT TAURANGA INTERMEDIATE SCHOOL**

**CHAIRPERSON: ..... DATE: .....**