TITAHI BAY SCHOOL BOARD
Minutes of the Board meeting held on
Monday 30 March 2026 at 5.45pm

ADMINISTRATION

1.1 Present

Jodene Gooch (Minute Secretary),Megan Williams, Jack Boyes,Tracey Witko,Nadia Collins, Matt Tilley(Principal), Joanne Dow,Jodi Watene

1.2 Apologies

1.3 Declaration of interests

Josh Twaddle continues to work on the Titahi Bay School Website.

1.4 Welcome

Megan welcomed Jacob Ellison.The board agreed that Jacob would have speaking rights at the meeting.

1.5 Principals Report

Matt shared and discussed this report.
The board sincerely thank Miranda McMahon and the home and school team for the amazing success of our latest School Triathlon. Also a huge thank you to all staff for supporting this event.Titahi Bay School had more than 85% of our tamariki participate.
Years 3-6 will trial the new SMART tool which is to be mandated in 2027.
The Titahi Bay School Annual plan is up on our school website.
As a safety measure we have installed some barbed wire protecting areas of our school roof where some of the public have been gaining access.
The Health Consultation has been sent out to the community as per the 2 year requirement.
Titahi Bay School has added our Attendance Management Plan to our school website.
Matt and some of the Leadership team attended the recent WRPPA Conference in Wellington.Matt was on the committee this year and has expanded his networks through this experience.

2. Strategic Discussion

2.1 Termly Policy review/Principal Assurance

Matt has reviewed and assured all of the term 1 policies

2.2 NZCT Assurance

The NZCT assurance will be completed by our school auditors Baker Tilley separately from our school audit in accordance with the guidance from the Office of the Auditor-General (OAG).

2.3 Front Fence Planting

Joanne Dow presented her plan for the front fence plant=ting along the fenceline at the front of Titahi Bay School .**Matt moved** that the board fund the budget for this project, **seconded by Joanne Dow. Motion was carried.**

3.Strategic Decisions

3.1 Co-Opt Board Member

Megan moved that the board co-opt Jacob Ellison for the purpose of being on the board Finance committee,**seconded by Matt Tilley.Motion was carried.**

3.2 Delegations 2026

Matt moved that the board pass the delegations list below for 2026, **seconded by Megan Williams.Motion was passed.**

Titahi Bay Delegation List for 2026

Date of minuted Delegation	**Personnel** Delegations can be to a *person or a committee.* Committees must have a minimum of 2 persons, at least one of whom is a trustee.	**Delegated Authority** See individual Committee *terms Reference in the* Board's Governance Manual	**Term of Delegation** Delegation ceases at the *date below, by earlier* resolution of the BoT, or if no date, is ongoing.
February 2026	**Disciplinary Committee** At least 2 trustees bar the principal	That the Disciplinary Committee members aforementioned are delegated authority to implement the Board's Disciplinary Committee Terms of Reference, as outlined in the Board's Governance Manual.	Feb 2026 to February 2027
March 2026	**Finance Committee** Matt Tilley (P) Jacob Ellison	That the Finance Committee members aforementioned are delegated authority to implement the Board's	Feb 2026 to February 2027

		Finance Committee Terms of Reference, as outlined in the Board's Governance Manual	
February 2026	Miranda McMahon	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy principal or the assistant principal shall, in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.	Feb 2026 to February 2027
February 2026	**Property** Matt Tilley Joanne Dow	That the Board directs these two BOT members to have the authority to talk on behalf of the school property matters.	Feb 2026 to February 2027
February 2026	**Appointment Team** Matt Tilley (P) Miranda McMahon (DP)	That the Board directs these members to have the authority to be the reps on the appointment panel	Feb 2026 to February 2027
February 2026	**Policies/Procedures** Matt Tilley (P)	That the Board directs this Board member to oversee policy requirements for Titahi Bay School.	Feb 2026 to February 2027
February 2026	**Maori Strategy** **Pasifika Strategy** Nadia Collins Kaela Harrison (Removed Sept 2025) Jodi Watene	That the Board directs these Board members to have the authority to talk on behalf of the school Maori strategy	Feb 2026 to February 2027
March 2026	**Health & Safety** Matt Tilley Tracey Witko	That the Board directs this Board member to have the authority to talk on behalf of the school Health & Safety team.	Feb 2026 to February 2027

3.2 Office and Room 4 Autex

Matt moved that the board agree to $12000 be spent on putting Autex in the office area and Room 4**, seconded by Nadia Collins. Motion was passed.**

3.3 CCTV

Matt moved that the board pass the unbudgeted cost of installing cctv cameras at Titahi Bay School , seconded by **Nadia Collins. Motion was carried.**Titahi Bay School will add that we have camera on site once they are installed and active.

4. Monitoring

4.1 Finances

Matt Tilley moved that the board pass the February accounts**, seconded by Nadia Collins . Motion was passed.**

6. Administration

6.1 Confirmation of last minutes

On the motion of Matthew Tilley, seconded by Megan Williams , it was resolved that the minutes of the meeting held on **Monday 23 February 2026**, be taken as read and signed as a true and accurate record of that meeting. **Motion was passed.**

7. Meeting closed at 7.35pm.

MINUTES READ AND CONFIRMED

CHAIRPERSON .....

DATE : 11/5/26