

# Titirangi Primary School



**Who does what in the school?  
Who do I ask?**

It can sometimes be unclear who to go to with a question or concern about a school-related matter. The following are very brief descriptions of the roles of the Board of Trustees, senior management team, teachers, office staff and the PTA, along with the questions and matters best dealt with by each.

## **The Board of Trustees**

The Board of Trustees are the 'governors' of the school, and set the guidelines for the direction of the school. These guidelines are laid out in the school Charter, which comprises the strategic plan and annual plans. The Board is also responsible for setting policies, employing staff, managing the school's assets, and ensuring the school operates in accord with the purposes set out in the school Charter.

Implementation of the Charter is delegated by the Board to the Principal and staff, who report regularly to the Board. Most questions about school-related issues, including those determined by the Board, can therefore best be answered by the Principal or Associate Principals. However, if you have a question regarding the general direction of the school Charter, or regarding the Principal himself, you can contact the Board chairperson at [bot@titirangi.school.nz](mailto:bot@titirangi.school.nz)

## **The School Leadership Team**

The Principal has responsibility and authority for leadership and administration of the school, within the guidelines provided by the Charter and Board policy. The Principal is also a full member of the Board of Trustees and its advisor on educational matters.

It is the Principal's responsibility to maintain an overview of all aspects of school life. Any school-related questions or concerns you may have that go beyond the scope of your child's teacher can be directed to the Principal Gary Pearce

The Associate Principals work alongside the principal to lead and manage the school, as well as providing advice to the Board. The Associate Principals also each have particular responsibility for an area of the school. For Junior School (Year 1 – 3) matters this is Brigette Helwes, for the Senior School, Alan Jackson: The leadership team are always happy to meet with parents. The easiest way to arrange this is by emailing: [garyp@titirangi.school.nz](mailto:garyp@titirangi.school.nz) [alanj@titirangi.school.nz](mailto:alanj@titirangi.school.nz) [bridgetteh@titirangi.school.nz](mailto:bridgetteh@titirangi.school.nz)

### **The Teachers**

The Teachers are primarily concerned with the education and well-being of the children in their class, with the Senior Teacher overseeing the classes in their syndicate.

If you have a question or concern relating to your child, their Teacher is your best first point of contact. You may also wish to speak with the Senior Teacher of the syndicate. You can arrange a time to meet with the Teacher or Senior Teacher by e-mail or by leaving a message at the office. Teachers email addresses have been sent home in syndicate newsletters and are available from the school office.

### **The Office Staff**

The office staff deal with most of the school's day to day administrative business. They are who you contact for things such as; absences, enrolment inquiries, information about

activities and events, payments, messages for children and messages for other staff. If they don't know they will try to find out for you.

Absences are best reported by emailing [sandiego@titirangi.school.nz](mailto:sandiego@titirangi.school.nz) or you can still leave a phone message.

### **The PTA (Parent Teacher Association)**

The PTA exists to support communication between members of the school community, to help build a sense of community at our school, and to support the school through fundraising efforts.

If you have a question about the PTA, you can contact the chairperson at [pta@titirangi.school.nz](mailto:pta@titirangi.school.nz)

The PTA meets once a month (usually on the second Tuesday). Members of the leadership team, staff members and a board member attend meetings. School related matters are often discussed at PTA meetings and they are a good place to find out more about what is happening at school.

We hope you find this information useful.

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