



MINUTES for the meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

To be held on Wednesday 5th December 2018 at 5.45pm

PLEASE NOTE NO MEAL TO START (possibly grab something after as a group)



Striving for Excellence

*Whaia te iti kahurangi- me he tuohu koe ki te maunga teitei
Pursue your dream to the fullest, If you should fail let it be to a lofty mountain*

Present: Julie Pratt (Chair), Fiona Cameron, Claire Carran, Jason Hampton, Quentin Cavanagh, Jane Culhane, Jess Howard.

In attendance: Jill Crossan (minutes)

Apologies: Nil

Welcome:

Confirmation of Minutes/In-committee minutes: **MOVED:** Jason Hampton **SECONDED:** Quentin Cavanagh

Matters Arising:

Consider new items: motion to accept/decline

Declaration of conflicts of interest: Principal, Principal's Appraisal

Correspondence Inwards:

- 2 x letters of resignation – Nadine Jones and Catherine Richardson
- Exit survey

Correspondence Outwards

Correspondence accepted: **MOVED:** Jason Hampton **SECONDED:** Quentin Cavanagh

KEY STRATEGIC and AREAS of ASSURANCE report from the Principal

STRATEGIC MONITORING Roll Figures comparison

Roll 1st of month

Month	September			October			November			December		
Year	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016
Total	464	456	422	471	462	427	473	470	430	473	472	437
New entrants	7	5	5	12	5	5	5	6	5	3	5	7
New arrivals	4	8	8	4		3	2	6	-	3	-	-
enrolments	98	96	70	105	101	80	112	112	85	119	117	92
Leavers	5	2	1	6		3	1	4	2	4	3	-

GOVERNANCE AND BOT POLICY (Nag 7)

Strategic Goal - C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP
Our school is effectively governed by a board of trustees committed to the ongoing improvement of student progress and achievement, utilising self-review and audit processes.

AUDIT AND SELF REVIEW

Governance and BOT Policy

No policies to consider.

ENGAGED AND ACHIEVING STUDENTS

Strategic Goal A- ENGAGED AND ACHIEVING STUDENTS

All students will be engaged in a balanced curriculum programme based on NZC that fosters high and realistic achievement, addresses each child's needs and gives priority to literacy and numeracy.

Maori students are engaged in their learning and are achieving education success with pride in their unique identity, language and culture as Maori

CURRICULUM REPORTING (Nag 1/8)

Curriculum and Professional learning

Report received

STRATEGIC GOAL FOCUS (Nag 2)

COMMUNITY AND FAMILY ENGAGEMENT

Strategic Goal B- COMMUNITY AND FAMILY ENGAGEMENT

All families/ parents/whanau are empowered to be effectively engaged in supporting their child's learning

Website – new website up and going. Looks great.

Talent Quest – good opportunity for children.

TSM are moving to Oceanview Heights School to allow more room in the school.

RISK AND STRATEGIES

Strategic Goal – D RESOURCE MANAGEMENT

Waimataitai is a safe and attractive physical and emotional learning environment that supports student achievement and promotes sustainability for the future. Operating within annual grants.

- Finance and Property
- Health and Safety
- People management

PERSONNEL (Nag 3)

Employment

Vanessa Galbraith has been appointed as the Team Leader for Awa (year 3-4).

The following people have been appointed to part time positions;

- Sarah Jones – Beginning teacher release and Learning Support Co-Ordinator release .32
- Kim Sugrue – Ongoing Resourced Support Teacher .3
- Juanita Thompson – Team leader release – Awa and Hawai .24
- Tina Gibson – Release for Associate Principal (Jess Howard) .4

APPOINTMENTS RATIFIED: Claire Carran SECONDED: Quentin Cavanagh.

We are currently working on resolving our Reading Recovery position as a result of an untimely resignation.

UPDATE

Selection process of students chosen to attend Reading Recovery Programme discussed.

Fixed term Units for 2019

Learning Support Co-Ordinator – Lara Sargent

English Language Learners – Chris Davidson

Magazine – Kirsty Grady

Hauora (Health) – Tim Heke

Eako (elearning) – Aimee Hart

Kaitiakitanga – Vanessa Galbraith

Nga Toi – Arts – John Willers

Science – Vanessa Riley

Rotoiti (NE/yr 1) – Karen Wyatt

Te Reo Maori – Nicky Severinsen

PB4I Promotion – Kirsty McKerracher

Principals' Appraisal has been Completed

Discussed at the end of this meeting

CONSIDER IN COMMITTEE

PROPERTY (Nag 4)

Timaru Construction were successful in tendering for the renovation of the area adjacent to what is presently known as Room 21. They have indicated they can meet the timeframe for the work to be completed for 2019 school year start. This will mean we will have 5 teaching spaces for Team Awa. Rooms have been renumbered for 2019 to follow a more logical sequence.

We had a significant leak which fortunately has been repaired without having to dig up the admin area floors, thanks to some innovative thinking.

Possible leak in storm water drain will be investigated in the holidays.

FINANCE (Nag 4)

Kaitiakitanga team to look at conserving resources – especially electricity.

A brief summary of the October accounts has been provided.

October Accounts paid \$29,874.00 PAYMENTS RATIFIED: Claire Carran SECONDED: Quentin Cavanagh

There may be a significant increase to our water rates due to the leak discussed previously.

A further draft budget for 2019 has been prepared. Running at a loss but not a concern at this stage.

BUDGET APPROVED.

HEALTH AND SAFETY (Nag 5)

We await patiently the outcome of the application for funding for the playground resurfacing.

Health and Safety inspection.

Fortunately we were able to move the bumble bee nest as opposed to eradication. Prefer to educate people than eradicate bees.

LEGISLATIVE REQUIREMENT (Nag 6)

GENERAL

TRUSTEE ELECTIONS 2019 – Date determined to be 7 June 2019 for our elections and begin working on succession planning. A planning format has been provided to assist this. DECIDED

Promote being a Board Member via facebook.

Suggested Board meetings to be held on Mondays next year on the following dates:

Monday;

18 February

25 March

20 May

New board takes over 7 June

17 June – Induction

Further dates to be determined with new Board

Marie McFarlane is happy to be the Returning Officer for the Board elections next year.

PLEASE NOTE Final Assembly 1.30pm Friday 14th December 2019, please be at office by 1.15pm.

MEETING EVALUATION

Consider amongst other things the following ...

Did we genuinely add value by having this meeting?

Was it management or governance focused?

What did we think of our participation and contribution?

Plus	Minus	Interesting
Flowed really well		
Learning about FTE's		
We are still gaining good teachers	Losing excellent teachers, but they are going to good opportunities.	
New teachers will come with fresh ideas.		
Excited about what next year will bring.		

Meeting closed 7pm, Board Adjourned to Street Food for social gathering

Signed _____
Julie Pratt (Chairperson)

Date _____