



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

Apologies: Jason Hampton

In Attendance: Julian Donaldson (observer), Nikola Vincent

Welcome: To Julian Donaldson as an observer

ELECTION OF BOARD CHAIR: **Julie Pratt** Nominated by Fiona Cameron, Seconded by Quentin Cavanagh

ELECTION OF DEPUTY BOARD CHAIR: **Claire Carran** Nominated by Fiona Cameron, Seconded by Quentin Cavanagh

Confirmation of Minutes/In-committee minutes: Claire noted the minutes said 'agenda' and not 'minutes'. To be corrected.

Matters Arising: Nil

Consider new items: motion to accept/decline

Declaration of conflicts of interest: Jane declared a conflict re a leave application

Correspondence Inwards:

- Exit survey
- Springboard Trust – Principal's involvement in strategic leadership for Principals' Programme
- NZSTA AGM Newsletter
- NZ Education Gazette

Correspondence Outwards: Nil

Motion to accept above

Moved: Claire Carran **Seconded:** Jess Howard

STRATEGIC MONITORING

Roll Figures comparison

2018 Roll ended 473 with 119 enrolments

Roll 1st of month

First day, 2019 commenced with 454; 45 new students, 10 new entrants and 35 new arrivals across school.

Month	February				March			April		May		June		July		
Year	2019	2018	2017	2016	2018	2017	2016	2018	2017	2018	2017	2018	2017	2018	2017	2016
Total	454	425	410	391	426	414	395	430	422	444	427	451	433	458	437	404
New entrants	10	12	10	2	4	8	2	5	5	7	4	5	6	7	2	4
New arrivals	35	14	14	2	2	5	4	2	3	12	5	3	3	2	4	2
enrolments	45	26	24	15	32	37	24	39	46	56	57	65	66	74	72	47
Leavers	13	13	15		5	2	1	3	0	3	8	1	3	2	2	6

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 have been updated by Jane. Will be emailed to BOT members.
 2018 Annual Report was adopted. It was felt this was a positive report.

Delegated Authorities'

The Board need to be familiar with these and they need to be agreed to for the year. APPROVED

Code of Conduct

The Board Code of Conduct signed by those present. AGREED and SIGNED

Board Reporting Calendar 2019

This has been amended for your approval, in the agenda APPROVED

Suggestion made to add in policies to familiarise BOT members on bottom row of calendar.

PORTFOLIOS

- Health and Safety:** Jason Hampton
- Finance:** Claire Carran
- Community:** Julie Pratt
- Audit:** Quentin Cavanagh
- Discipline:** Julie Pratt
- Personal:** Julie Pratt DISCUSSED AND APPROVED

ASSURANCE

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)

There was discussion around the information provided on achievement and progress for 2018. Overall progress and achievement being positive.

Achievement levels over year level cohorts

The Analysis of Variance was accepted and approved. Now to be forwarded to the Ministry by 1 March.

APPROVED

STRATEGIC GOAL FOCUS (Nag 2)

The 2019 Annual Plan and updated Strategic Plan were adopted.

APPROVED

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

Discussion was held on the general feeling that parents and whanau connections are positive, they access and engage with school when they feel it is appropriate and when it suits. This is a result of work undertaken by staff.

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)

Dallas Frederikson has been appointed as the new Support Worker to replace Catherine Richardson.

All teachers have current Practising Certificates.

The Board Chair will appraise the Principal this year.

PROPERTY (Nag 4)

The Ministry Unforeseen Capital Works Funding has been sought to fund the library roof repair.

APPROVED

FINANCE (Nag 4)

Ratified Payments from December totalling \$24,707
\$7,281 of unrecoverable debt written off

RATIFIED: Claire Carran Seconded: Julie Pratt

Preparation for the 2018 Audit of financial accounts has commenced.

LEGISLATIVE REQUIREMENT (Nag 6)

GENERAL

Succession planning
Investigation underway re NZSTA Conference, Dunedin

Went In Committee to discuss a matter regarding the Principal.

DATES FOR MEETINGS 2019

25 March

20 May

17 June – New Board Induction / Jane to lead
New board to determine dates

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
Strategic plan "Upbeat" annual report Julian visiting		Classification of students? Maori

NEXT MEETING 25th March

MEETING CLOSED: 7.40pm

Signed _____
Julie Pratt (Chairperson)

Date _____