



Minutes for the meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

held on **25 March 2019** 5.45pm



*Nga mokopuna o te ra ne inga rangatira o apopo*

The children of today are the leaders of tomorrow

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

**Apologies:** Claire Carran (work commitments)

**In Attendance:** Nikki Vincent, Kirsty Grady, Julian Donaldson (arrived 6.05pm), Jill Crossan (minutes)

**Confirmation of Minutes/In-committee minutes:**

**Matters Arising:**

**Consider new items:** motion to accept/decline

**Declaration of conflicts of interest:**

**Correspondence Inwards:**

- NZSTA 30<sup>th</sup> Annual conference 2019
- Pub Charity
- Maternity Leave – Elizabeth Kelly

**Correspondence Outwards:**

- Letter to the Lottery Commission in support of Waimataitai Community Trust application

Motion to accept above:

**Moved:** Jason Hampton

**Seconded:**

Quentin Cavanagh

STRATEGIC MONITORING

Roll Count: 464 today

**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**

Guidelines for the Board elections have been received, these will be forwarded to our Returning Officer – Marie McFarlane.

**To do:**

- Call for nominations – Marie will collect nomination forms. 5 nominations required (4 + 1 Staff Representative).
- Nominees write blurb
- Voting forms to be sent out

**ASSURANCE**

Principal Appraisal process has been established for the year. The Principal and the Board Chair met today.

## 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

**Science PLD** really engaging the students, especially the boys, teachers thoroughly enjoying and finding valuable.

**Grow Waitaha** – collaboration supporting schools and sharing resources - up till now only involved Christchurch but will now include South Canterbury. Initial session will take place at Waimataitai at no cost.

### 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

Good attendance at the Student Learning Conferences (410 out of 440) and any re-scheduled appointments carried out. Positive feedback encourages parents who were initially reluctant to come, to become more engaged.

## **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)

The following appointments are ratified

Mrs Patsy Kelly - .4 in room 5 and .3 Ongoing Resourcing Teacher – ORS for our 3 ORS funded students

Mrs Christine McGeever .4 in room 14 releasing Jess Howard to take on the Acting DP role whilst Nikola Vincent takes on the Acting Principal role in Term 2 and is on leave for the first 6 weeks of term 3.

Mrs Tania Gollins – Room 24 Parental leave 2019/20 (Elizabeth Kelly – has sought extended leave period to minimise disruption to school)

Additional New Entrant teacher is still required and 2 support staff appointed today.

Staffing is in place for when Jane is away Term 2.

Negotiations, teachers and principal to vote online. We are well staffed at the moment but lack of relievers will impact on Professional Development and other staff release.

Professional Learning Plan presented, discussion on content.

### FINANCE (Nag 3)

Draft Annual accounts have been forwarded to the auditor.

Timaru School of Music funds –Amount of money is owed to TSM, yet to be advised.

The January monthly accounts - PAID \$174,916

ACCOUNTS RATIFIED: Jason Hampton SECONDED: Fiona Cameron

### PROPERTY (Nag 4)

Library roof windows being replaced.

### HEALTH AND SAFETY (Nag 5)

An application has been made to the Lotteries Commission for the Playground resurfacing, hoping for a positive outcome in early June.

We do need to ensure that money is set aside each year for the upkeep of both playgrounds in the future as it is clear if this is not undertaken we will experience the same difficulties again.

Carpet in junior block an issue, where the splitting seam is causing an issue in 4 classes – being repaired during break.

### LEGISLATIVE REQUIREMENT (Nag 6)

#### **GENERAL**

Suggested the Board to repeat their shared breakfast for the staff. To be held 10 April, 7am (eating to start 7.30am). Provisions for Gluten Free to be included.

Challenging behavioural issues have increased, but with persistent and consistent messages there has been noticeable improvements. The Board appreciate the good work done by the staff.

Approached by local car franchise to explore providing a working relationship with one school. Intension is to give back to the community. New matting cost a problem. Portion from sale of car donated to school, special offers available for staff and various other incentives. This would be promoted through **their** own website (*not* through the school). Discussion to continue, but not be exclusive arrangement.

Extended maternity leave requested for the remainder of the school year (2020) in order to establish continuity in the classroom. Teacher to return start of 2021 school year. GRANTED

Succession planning  
STA CONFERENCE - Planning

20 May

17 June – New Board Induction / meal  
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
Teachers dealing with adversity and starting to get behaviour turned around.  Jane to enjoy sabbatical – take time to relax !!  Good acknowledgement of additional strain the staff are under.  Thank you to Kirsty and Julian for their attendance.		

Meeting closed 7.45

**NEXT MEETING 20 May**

Signed \_\_\_\_\_  
Julie Pratt (Chairperson)

Date \_\_\_\_\_