



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES  
Held on Monday 4 November 2019 at 5.50pm



**Present:** Julie Pratt (Chair), Claire Carran (Deputy Chair), Jane Culhane (Principal), Julian Donaldson, Nick Fenn, Jo Yeo, Kirsty Grady (staff rep.)

**In Attendance:** Jill Crossan (minute secretary)

**Apologies:** Nil

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

Minutes of the previous meeting held accepted as read and confirmed.

**Matters Arising:** Nil

**Consider new items:** Nil

**Declaration of conflicts of interest:** Principal – Principal's Appraisal Report

**Correspondence Inwards:**

- **Christchurch MOE** – Requiring consideration re implementation of enrolment zone.  
**Discussion around possible zoning required in the near future**  
Should we be zoned, why? How will this be managed?  
Consider teaching space, students leaving at the end of the year  
Will need to undergo a consultation process
- Principal appraisal process
- Application for leave
- Tukutuku Korero magazine
- Exit Survey

**Correspondence Outwards:**

Nil

**Motion to accept above:** **Moved: Claire Carran** **Seconded: Jo Yeo**

**STRATEGIC MONITRING**

Roll is 518.

**Strategic Plan 2020-2022** – progress to-date, any feedback to Principal

- Belonging and learning together (including adults)
- Wellbeing is important

**Thrive Aoraki**

- Information regarding this initiative

## AUDIT AND SELF REVIEW

### Governance and BOT Policy

#### A new process for Policy Review

A proposed process for policy review (in the absence of an agreed one to date)

1. Existing policy presented in agenda at meeting
2. Audit and review committee determined to look at this; minimum of two Board members.
3. Once review has occurred, final policy is circulated via google docs, in advance of Board meeting with a set timeframe for feedback/comment/editing.
4. Present in final form for adoption at meeting.
5. A report is provided on audit process findings by committee.

DISCUSSED & ADOPTED

The board agreed to adopt the following policies:

#### Health & Safety Policy

**Moved:** Julian Donaldson

**Seconded:** Nick Fenn

#### Treaty of Waitangi

**Moved:** Claire Carran

**Seconded:** Jo Yeo

#### Privacy Policy

- New committee formed: Julie Pratt  
Claire Carran  
Jo Yeo
- Confidentiality highly important.
- To be circulated before the next meeting for feedback so it can be adopted at meeting on 4 December.

#### Community Engagement – consider a planned approach

- Construct google doc for ideas to go forward in preparation for the start of next year ie:
- Connecting with our community.
- Educate the community - What does the Board do ?
- Email newly enrolled families to welcome them to the Waimataitai community, as opposed to a phone call.
- Blurb for Facebook page – to go through the office first.

## STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

### ASSURANCE

#### CURRICULM REPORTING (Nag 1/8)

#### Snapshot Report

- Appears very positive.
- Is it possible to compare these figures across New Zealand ? How do we know how well we are doing? Progress report more useful than achievement, as achievement is not always about same group of students due to students in and out of school.
- What is the measure of success? Different aspects to be considered eg individual child's abilities.

## EOTC Report'

- Safety is paramount
- Now investigating online system. Liaise with Guy Sutherland
- Government Funded Expenses -Possible to ask for contribution to camp expenses (not compulsory to pay)
- Possibly ask helpers the 'plus', 'minus' and 'interesting' after each event for added feedback.

## Curriculum and Professional Learning

- Teacher only day on 29 November

## Wai Learners – PB4L

**Cultural Evening** – very enjoyable

## STRATEGIS GOAL FOCUS (Nag 2)

### RISK AND STRATEGIES

### PERSONNEL (Nag 3)

#### STAFFING 2020

##### Permanent Appointments confirmed:

Miss Kate Perry  
Mrs Kim Dynes  
Miss Hannah McGregor

##### Fixed Term appointment 2020

Miss Tayla Harding

**Possible job share** – starting beginning of the year (as opposed to Term 2) to be confirmed.

**Advertised:** Year 5 teacher and Year 7/8 teacher. Looking as options to increase management and support.

Looking at options to increase management and support.

Ministry has increased staffing for next year as a result of Provisional Roll Review.

APPOINTMENTS RATIFIED:

**Moved:** Jane Culhane **Seconded:** Kirsty Grady

**Units** – Applicants for 2020 currently being considered.

#### APPRAISALS

- Staff feedback evaluated by Jane

### FINANCE (Nag 3)

Successful in receiving funding for 6 Ipads from Pub Charities.

Monthly Accounts for August paid \$36,520 RATIFIED

**Moved:** Claire Carran **Seconded:** Julian Donaldson

Monthly Accounts for September paid \$30,773 RATIFIED

**Moved:** Claire Carran **Seconded:** Nick Fenn

2020 DRAFT BUDGET : discussed – not finalised for adoption.

## PROPERTY (Nag 4)

**Painting Maintenance** - Quote received from P W Painters for \$27,883 accepted for painting rooms 10/11 and 15/16 - RATIFIED

**Moved:** Nick Fenn      **Seconded:** Jo Yeo

**Soccer Goal Posts** –effectively secured

**Graffiti** – significant vandalism. Police informed but not satisfactorily followed up by them, very disappointing.

**Earthquake Drill** – successful response, students well aware of what to do.

## HEALTH AND SAFETY (Nag 5)

**Health & Safety inspection** – Julian reported effective negotiations to ensure child’s safety

### **Student Wellbeing Survey**

- ‘Wheel of Choice’ creates positive growth in resilience. In the question “Have you used the Wheel of Choice?” add to the answers, Yes, No and **‘haven’t needed to’**
- Circle time – provides an opportunity for children to share their concerns.
- Teachers have open relations with students, for them to feel comfortable to mention concerns.

### **PB4L**

- Consistent throughout the school – behaviour is taught with reward systems/consequences.
- Increased number of stand downs across the school, but more concentrated in the seniors.
- Recommendations from Conference
- Behaviour Management involves consequences as opposed to punishment.
- Prevention is always better than cure.
- Correction to Agenda: there was 11 stood down 2019 and 1 suspension (*not exclusion*)

## LEGISLATIVE REQUIREMENT (Nag 6)

### **BOARD FAMILIARISATION**

#### **GENERAL**

#### **MEETING EVALUATION**

**From this meeting what will make the biggest difference to the children**

Julian – EOTC

Kirsty – extra funding next year

Nick – Budgeting

Claire & Julie – staffing

Jo – Resources relating to money

Jane – Board getting a strong understanding of role

**Was it management or governance focused?** Governance x 7

**How would you describe your participation and contribution:** Informative, Dovely, considered, focused, snappy, quieter, apologetic, surprised

No concerns x 7

INCOMMITTEE – commenced 8.55pm

**END OF YEAR GATHERING** - 6 December at Speights Ale House at 6pm (including Past members Quentin, Jason, Fiona & Jess).

**NEXT MEETING : Wednesday, 4 December 5.15pm**

**MEETING CLOSED: 8.55pm**

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date