



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 19 August 2019 at 5.52pm



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:

Consider new items:

Declaration of conflicts of interest: Principal's Appraisal Interim Report

Correspondence Inwards:

- **Jane Culhane** – Thank you to the Board re Sabbatical
- **Beth Bleeker (nee Parker)** – Resignation
- **Exit Surveys** – From 3 x ex-Board members and 3 x parents. Julie to follow up feedback from parent
- **Nikki Vincent** – Thank you for leave and looking forward to working with new Board on her return

Correspondence Outwards:

- **PTA** – Thank you for the organisation of the cheese roll fund raiser

Motion to accept above:

Moved: Claire Carran

Seconded: Nick Fenn

STRATEGIC MONITORING

Roll 501 as at 1 August - See roll numbers graph. The number of enrolments has exceeded expectations; largely people moving into Timaru and our area.

Change to wording on Agenda re Roll Compositions "Nationalities represented in our school" the word "*nationalities*" requested to be changed to "*ethnicities*".

Talented & Gifted Report:

- Opportunities available
- Abilities sometimes level out over time ie Academic re Hawaii data
- Information communicated to next year's teacher
- "*Academic*" title in second box should be "*Cultural*" (refer agenda, page 11)|

Thank you to Jess Howard for providing this report.

ESOL:

- 110 refugees coming to Timaru next year, so there's a possibility some will come here
- First language always encouraged / English is learnt very quickly when in school.

Thank you to Chrissi Davidson for providing this report.

GOVERNANCE AND BOT POLICY (Nag 7)

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

AUDIT AND SELF REVIEW

Governance and BOT Policy

Code of Conduct

SIGNED BY ALL BOARD MEMBERS

Portfolios assigned as follows:

- Personnel - **Julie**
- Health & Safety - **Julian**
- Finance - **Claire**
- Property - **Nick**
- Community Engagement - **Jo**
- Audit - **Any appropriate Trustees to form Committee**

Conference Report Back – action to be taken

- Payments to schools' summary - **Claire**
- Consider proposed donation replacement
- Kirsty has signed up for workshop – Staff Trustee

Board Elections

DISCUSSED

- A majority of schools' elections didn't go to vote
- What are the expectations of Board Members?
- Communication with School Community - Board feedback once per term for newsletter TO ACTION

Health & Safety Policy

DISCUSSED

- Time frame required and how often for things to be reviewed. TO ACTION
- **Nick and Julian** to review Health & Safety policy and present at the next Board meeting
- **Jane** to email this policy to the Board in 'Word' version for changes to be made
- Board to write to PTA and thank them for funding for payments

MOVED TO IN-COMMITTEE re Principal Appraisal - Jane left the meeting 7.20pm

In-Committee finished 7.31pm - Jane returned to public meeting

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Snapshot Report

DISCUSSED

- Sustain a positive shift in writing - this takes time
- Ensure there is progress

Curriculum & Professional Learning, Wai Learners – Pb4L & Home Learning

DISCUSSED

- There are challenges whilst waiting for Ministry policy development in assessment and reporting
- Online home learning survey – good response

STRATEGIS GOAL FOCUS (Nag 2)

Thrive Aoraki

Another meeting required to bring the Board up-to speed re Strategic planning.

Extra meeting to be held: Tuesday, 3 September
6.00pm at School Conference Room

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

The following Staff appointments were ratified :

Zara Codyre – room 9

Helen Stamps – room 1

Katya Caird (part time) – room 12

MOVED: Claire Carran **SECONDED:** Julian Donaldson

Staffing for 2020 – to advertise for 2 (possibly 3) full time positions

FINANCE (Nag 4)

The following Payments were ratified:

April \$60,720

May \$53,476

June \$22,759

MOVED: Nick Fenn **SECONDED:** Julian Donaldson

The Board agreed to adopt the **Revised Budget**

ADOPTED

PROPERTY (Nag 4)

New process for 10 year Property Plan – Jane to advise

PTA have been approached to consider a shed to be built to store gear eg sport, skate ramps

HEALTH AND SAFETY (Nag 5)

Bullying Survey

DISCUSSED

- Question no. 7 ‘Where did the bullying happen?’ needs a “no bullying” option to tick
- Encourage students and parents to talk to the teacher first, then management about any issues

Thank you to Jess Howard for this report.

Selwyn Street Pedestrian Crossing – write to Timaru District Council seeking removal and replacement with a safer arrangement for crossing.

Health & Safety

- Some Electrical items need to be re-tagged and tested. ACTIONED
- Caretaker’s room to be secured when unattended. Lock high enough on door that can’t be reached by children has been fitted ACTIONED

LEGISLATIVE REQUIREMENT (Nag 6)

GENERAL

2020 Term dates adjusted to conform with other schools
3 February – 9 April
23 April - - 3 July
20 July – 25 September
12 October – 16 December

AGREED

BOARD FAMILIARISATION

Training Opportunities:

21 August Board Essentials, 6.30pm Waimataitai Hall Foyer
27 August Leading an Effective Board 6.30pm Stadium

DATES FOR MEETINGS 2019:

16 September
4 November
9 November

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
Great to have a Board that wants to look at policy	Long meeting	
Great to have Jane back	Lack of staff to recruit	
Julian did a good job with his first Health & Safety report		

NEXT MEETINGS:

Strategic Planning (extra meeting): Tuesday, 3 September, 6.00pm

BOT : 16 September

MEETING CLOSED: 9.00PM

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date