



MINUTES for the meeting of
 WAIMATAITAI SCHOOL BOARD OF TRUSTEES
 held on **21 May 2019** at 5.45pm



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), Nikki Vincent (Acting Principal), Claire Carran, Quentin Cavanagh, Jess Howard (Staff Rep) and Jason Hampton (arrived 6.15pm)
- In Attendance:** Karen Wyatt, Kirsty Grady, Julian Donaldson, Jo Yeo, Justin McLauchlan & Jill Crossan (minutes)
- Apologies:** Fiona Cameron (work commitments)
- Confirmation of Minutes/In-committee minutes:** Minutes of last meeting (held 25 March) to be amended as follows: 'Governance and BOT Policy' should read: "6 nominations required (5 + 1) Staff Representative).

Moved: Quentin Cavanagh Seconded Jess Howard

Matters Arising: Nil

Correspondence Inwards:

- **Martin Wakefield** – Completion of Audit delayed
- **NZEI** – Support Staff meetings to be held (x2)
- **NZEI** – Notice of Teachers' Strike
- **NZEI** – Union meeting for Primary Teachers & Principals
- **NZSTA** - 16 amendments made to constitution and Appointment of Delegate
- Exit Survey

Correspondence Outwards: Nil

Motion to accept above: **Moved:** Jess Howard **Seconded:** Quentin Cavanagh

Roll

Roll increased to 479 with 2 more starting on Thursday. Predict roll to be 500 by the end of the year - will need 2 new, New Entrant classes to start before the end of the year.

2020 Dates:

- Term 1:** 04 Feb – 09 Apr 2020
Term 2: 28 Apr – 03 Jul 2020
Term 3: 20 Jul – 25 Sept 2020
Term 4: 12 Oct – 16 Dec 2020

CONFIRMED

Snapshot Report

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

Financial Management Policy

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

Term 1 attendance rate was very positive.

CURRICULUM REPORTING (Nag 1/8)

Curriculum and Professional learning

Science experiments very engaging for all students – great feedback from students

E-Learning Course in Christchurch – How to use Google, hands-on course. Very worthwhile.

Incredible Years Course – still a very valuable course

Snapshot Report – Generally happy. This is conservative at this stage and subjective to individual abilities. Noticed reading is not a chosen activity for pleasure. Good information is being passed on to the next year's teacher.

Six Year Old Assessment Report – Presented by Karen Wyatt

Maori/Pasifika boys' achievement levels are still a concern, however there has been an improvement this year.

There is an increasing number of New Entrants arriving with less knowledge than in the past. This could be due to the number of ESOL students enrolling.

We now have targeted students, which helps with monitoring individual learning.

Sounding out words with corresponding hand movements

Transition routine to help settle children to school life has been changed and proving very positive.

Parents need to be aware of the importance of correcting their child's speech correct pronunciation / sentence structure

Trialling DSL (Clay Club) instead of Reading Recovery – DSL is making 3-D letters with clay. Slow, but steady progress.

Karen left the meeting 6.30pm

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

Well done to our very motivated PTA for the huge effort made for the Annual Cheese Roll Fundraiser. This was a great success with record sales (over 4,000 dozen). Julie to write a letter of thanks, to be sent to the PTA.

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)

Jane on Sabbatical: Staff "stepping-up" in Jane's absence has been a very positive experience for personal growth.

Relievers: Finding relieving staff is very challenging.

New staffing roles: Kim Sugrue job sharing with Juanita Thompson (room 1) Kirsty McKerracher job-sharing with Patsy Kelly (room 5 and Patsy also ORRS). Zara Codyre (starting new, New Entrant class)

Suggested for the Board to (individually and collectively) send a letter to the local MP and other MP's re lack of qualified teachers and conditions for teachers.

By replying to Nikki's email during the week, the Board agreed to close the school on Wednesday, 29 May for the Teachers' Strike action day.

FINANCE (Nag 3)

Annual Accounts not finalised yet due to inadequate new software at Martin Wakefield's – MOE has approved this delay

Banked Staff letter tabled a zero balance.

Monthly accounts to be ratified for **February:** \$24,186 paid and **March:** \$20,052 Paid

TOTAL PAID \$44,238 RATIFIED: Julie Pratt

PROPERTY (Nag 4)

Library roof paint work completed. Scaffolding will be gone by end of the week.

HEALTH AND SAFETY (Nag 5)

Student survey (Bullying Survey) was circulated.

There appears to be no targeted, serious, ongoing bullying at the moment and there are plans in place for the students who were named frequently. Staff are encouraging resiliency based on PB4L and teaching strategies of how to cope.

Parents are kept informed and supported.

A Health and Safety Report

Room 22 – Fire Exit cleared.

Decks outside rooms 15, 16, 17 & 18 need to be non-slip – gritted paint a possible option ?

Scaffolding being removed at the end of the week.

Adventure Playgrounds recently maintained well, although on the Big Adventure bridge, the boards are possibly too far apart.

Call Inside Procedure

This was rehearsed and children did move to the nearest building. A couple were reluctant to come inside due to their own personal traumatic experiences in the past. Procedures have been reviewed and will practise again early next term.

LEGISLATIVE REQUIREMENT (Nag 6)

GENERAL

Succession planning

STA CONFERENCE– Dunedin. Accommodation at the Law Courts has been confirmed..

Board Member Election – Nominations close 12pm this Friday, 24 May 2019.

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
Having other people turning up to see what happens at a meeting Staff stepping up very well while Jane is away for her sabbatical Karen's report presented well The use of the 'Wheel of Choice' for bullying Creative solutions and reflection	That the school has to be closed because the teachers are not supported by the Government.	

NEXT MEETING 17 June Induction of new Board and meal out to farewell retired Board members

Meeting closed: 8.00pm

Signed _____
Julie Pratt (Chairperson)

Date _____