



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 21 May 2020 2019 at 6.00pm



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

In Attendance: Jill Crossan (minute secretary)

Apologies: Julian Donaldson for lateness (arrived 7.15pm)

Confirmation of Minutes/In-committee minutes:

Correction to be made on spelling of Claire Carran's name on Deputy Chair nomination.

Matters Arising: March Agenda cancelled due to Covid-19 lockdown

Consider new items: Nil

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- **NZSTA** – Board election information and voting papers

Correspondence Outwards:

- **Highfield School** – Supporting the specialised unit as not part of zone restrictions

Motion to accept above:

Moved: Jane Culhane **Seconded:** Nick Fenn

Exit Surveys followed up by Jo

- Rang parent, parent reassured these did get considered by the Board.

STRATEGIC MONITORING

See roll numbers graph

494 enrolled as at 18 May 2020. Four refugee students expected to start in June.

Resilient Students and Connected Community During Lockdown and Moving Forward

- Families, students, staff well supported during the unprecedented event of lockdown due to Covid-19.
- Work provided and tailored to individual students' needs.
- Devices loaned to students in need.
- Commentary in Principal's report to form record of what happened for the future

The Board greatly appreciates the efforts of all staff throughout the varying levels of Covid-19 lockdown.

AUDIT 8

GOVERNANCE AND BOT POLICY (Nag 7)

AUDIT AND SELF REVIEW

Governance and BOT Policy

Complaints Policy has been considered and reviewed **APPROVED:** Nick Fenn **Seconded:** Claire Carran

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

School Entry and Year Assessments Report - presented by Nikola Vincent

- A huge range of skills between students possibly created by demographics in the community.
- Level of language ability is variable and often causes concern.
- Structure and routine helps to transition from pre-school to school.

Student Wellbeing Survey

- Less response to this survey, due to timing re lockdown.
- No significant bullying identified.
- Possibly more information required eg “how were you bullied?”
- Improved behaviour from senior students is encouraging.

Julie thanked Nikola for both reports.

Curriculum and Professional Learning

As a whole, attendance was very good on return from lockdown.

Wai Learners – PB4L

Lockdown highlighted the ability to be resilient.

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Appointment of Sally Finlayson as New Entrant teacher was ratified.

Moved: Kirsty Grady **Seconded:** Claire Carran

Pleasing to see a high calibre of applicants received for new entrant position starting Term 3.

Ginny Cabreana started as counsellor to fill Dallas Frederikson’s maternity leave position.

FINANCE (Nag 3)

February accounts \$52,091

March accounts \$16,688

The Board agreed to ratify the above payments

RATIFIED: Julie Pratt

Adjusted budget be approved

Moved: Claire Carran **Seconded:** Kirsty Grady

Annual Accounts

Presently being audited by Nexis, Christchurch.

Banked Staffing

Jane explained how Banked Staffing works.

Teacher salaries to be charged to Banked Staffing where it is financially prudent for the school to do so.

DISCUSSED / UNANIMOUS APPROVAL

Insurance Provider

The decision to change the Insurance provider to Ministry Risk Management Scheme was ratified by email during lockdown.

DECISION CONFIRMED

PROPERTY (Nag 4)

Various decisions made for the replacement of junior surface of playground and cricket nets, upgrade of staffroom and rooms 20/21.

Property plan priorities ratified Julie Pratt

Sport Shed in progress.

HEALTH AND SAFETY (Nag 5)

- Good 'bubble' process in place during Level 3 lockdown.
- The procedure of Electrical Testing discussed - Present regular testing vs one annual test ? Jane to discuss the current procedure with Trevor.
- Level 2 Lockdown – Sanitising and physical distancing procedures in place.

Procedures for teachers and teacher aides to restrain a child if there are fears for their safety, or the safety of others.

DISCUSSED AND PERMISSION AUTHORISED BY THE BOARD

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

Board dates for 2020:

22 June
10 August
14 September
2 November
14 December

Consider amongst other things the following ...

Plus	Minus	Interesting
Lockdown information that was shared, to preserve history in the making.		
Property upgrades x 2		
Bullying survey was positive		
Receiving more applications to fill vacancies – creates more choice		
New Board has a good understanding		
Appreciates everything is going so well.		

How do you feel moving forward, after recent events of Covid-19?
Positively x 6, excited x 2 re new things to try, new skills learned, school adapted well, proud of staff.

Focused on students: Yes x 7

Have we empowered our Principal to act and how:
Happy with the way money is being spent and Jane feels supported.

MEETING CLOSED: 8.36PM

NEXT MEETING: 22 June 2020

Signed as a true and correct record of the proceedings.

.....
Julie Pratt (Chair)

.....
Date