



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES  
Held on Monday 22<sup>nd</sup> June 2020, 5.45pm



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

**In Attendance:** Sarah Garner (minute secretary)

**Apologies:**

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

**Matters Arising:** No

**Consider new items:** School donation scheme (decision required by 1 July, notified last week)

**Declaration of conflicts of interest:** Jane's Appraisal

**Correspondence Inwards:** School Business Managers Assoc – Inviting us to belong to organisation

**Correspondence Outwards:**

**Motion to accept above:** **Moved:** Kirsty Grady **Seconded:** Jo Yeo

## **STRATEGIC MONITORING**

Jane mentioned the Syrian families arrived today and are now enrolled and starting tomorrow. 4 Children in total.

enrolled as at 1<sup>st</sup> June 2020. 22/06 - 503

Enrolment zone – Ministry have been informed with Covid 19 other priorities have been pursued – this will be progressed in term 3

ESOL – verification of funding review has been undertaken.

### STRATEGIC GOAL FOCUS (Nag 2)

Student led curriculum - Now looking to develop this further

Survey undertaken by students about split breaktimes- appears positive initially. Returning to 8.30 school entry for term 3.

### SPECIAL ISSUES/PROJECTS

#### AUDIT 8

#### GOVERNANCE AND BOT POLICY (Nag 7)

## AUDIT AND SELF REVIEW

### Governance and BOT Policy

Discretionary Leave

Claire, Nick, Julie and Jane to be on the committee to review audit this

To bring back for consideration at next meeting

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

### ASSURANCE

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

Investigation into a new student management system which includes real time reporting is well underway

Term 1 attendance was down but still above national average, obviously affected by Covid 19

Jane has referred two children to Orangi Tamariki for Truancy under section 14/19 of act

#### Wai Learners – PB4L

Getting an update, new book is nearly done, getting finalised and printed through snapfish. Of note was the ready availability of photo's of behaviour being sought

Special needs provision will be presented by Lara at the next meeting,

Maori Achievement Plan draft was tabled to be discussed at next meeting

#### STRATEGIS GOAL FOCUS (Nag 2)

### RISK AND STRATEGIES

## STRATEGIC GOAL – D RESOURCE MANAGEMENT

#### PERSONNEL (Nag 3)

Appointment of Jewel Donaldson as New Entrant teacher for Room 2 - Confirmed.

**Moved:**                      **Seconded:**

Teacher Aide pay equity, 3<sup>rd</sup> July for vote, money for increases will come from ministry based on last years figures. The translation will result in significant differences for those with more expertise and application

#### PROPERTY (Nag 4)

#### FINANCE (Nag 4)

April \$12601

**RATIFIED** Claire

**SECONDED** Kirsty

May \$20485

Office max credit still there and will be addressed with CES.

The Board agreed to ratify the above payments

**RATIFIED:** Claire, Nick **Seconded**

## **Annual Accounts**

Principal will document response to audit saying not happy with the letter, Board are disappointed with the feedback and lack of discussion with management, should have been provided to management prior to sending out.

Begrudgingly accepted, principal will draft letter to respond

## **School Donations Scheme.**

No deposits lost through cancelled camps, Moana camps all done. Something will be put in place for those Hawaii that didn't go or a camp due to lockdown.

Feedback sought in a short time frame, All positive, responses, win/win situation.

Need to give it 1 or 2 years to see all the benefits.

All in agreement to continue with the donation scheme.

## **PROPERTY**

2 have been signed off by the ministry, Junior playground resurface and cricket nets

Plans for staffroom, and covered way room 20/21 to be looked at in next few months.

## **HEALTH AND SAFETY (Nag 5)**

Receive report on physical restraints

Down from last year, restraints aren't always to stop children hurting someone, they could be to stop a child hurting themselves. There were some repeat offenders last year, that this year have restraints as part of a plan, or an agreement with their parents. Restraints can simply be new entrants separating from parents, and just to hold them while their parent left

Jane to recheck figures as do not appear to be correct and provide an indication of general reasons for restraints.

Figures indicate more and more students learn to trust and how to deal with issues. It is very much about how adults respond to the situation. Quietly and calmly is always the best way.

## **HEALTH & SAFETY REPORT**

If cords are out of date it is important to note dates. New record for where testing is being undertaken is being provided to enable us to see where the testing is happening next.

Carpet lifting on a ramp and inside room 10. One outside just needs gluing down.

Fire extinguishers – There was a discussion regarding the use of fire extinguishers and the use of fire blankets as an alternative

## **LEGISLATIVE REQUIREMENT (Nag 6)**

## **GENERAL**

Proposed dates for 2021 – Confirmed Term dates for 2021 with correction of

Friday 16<sup>th</sup> April as last day of term 1 and include SC Anniversary date 27 September

Plus	Minus	Interesting
Kirsty – Donation Scheme	Nick – Auditors management letter not sent in draft Jo – Zone plan, pressure from MOE straight after lockdown - disappointing Jane – disappointed with errors in report and agenda	Julian – Restraint conversation interesting, year 8 no figures Nick – Restraint as Julian Claire – Syrian students starting tomorrow Julie – Everyone is human, and workload can be too great at times.

Were we Governance or management focused?

5 x Governance, 2 x management focus

Have we empowered our principal to act?: Not a lot of action to be taken from this meeting but more provision of information. Principal does feel empowered by BOT interest and input

**MEETING CLOSED:**

**7.58pm- Principal left meeting to allow BOT to go into committee to discuss interim appraisal**

**NEXT MEETING : 10 August**

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date