



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 24 February 2020 at 5.45pm



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

In Attendance: Jill Forgie, Lynne Topham, 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: Nil

Nominations for:

Chairperson: Julie Pratt, nominated by Claire Carran, Kirsty Grady seconded

Deputy Chair: Claire Carran, nominated, nominated by Nick Fenn, seconded Julian Donaldson

BOTH UNANIMOUSLY ELECTED

Julie welcomed Jill Forgie & Lynne Topham from MOE re enrolment scheme. Waimataitai School is currently in the 'at risk' category of overcrowding.

Suggested advantage to zoning: Ability to control the number of students in our school, as opposed to unzoned, which means we must take every enrolment.

- **Home Zone:** Automatic entry
- **Existing students:** Stay
- **Siblings:** MAY be declined, depending capacity of growth in number of students
- **Ballot Process:** Families to meet certain criteria. This can create extra admin work.

MOE provides operational funding for all students but will not add buildings to unzoned schools.

Uncertain as to when the criteria will be updated by the MOE.

Board view expressed unzoned provides a choice for parents and ability to experience a diverse range of ethnicities, socio-economic, cultures etc

Jane requested the MOE to provide pro-forma correspondence as guidelines to reduce workload involved.

Next steps:

- Board to consider it's position
- Establish 'home' zone
- Consultation process
- MOE urging to start developing enrolment scheme. In place by 2021 school year
- Below 85% utilisation is when application to be unzoned can take place.. Capacity number determined by agreement.

Consultation required by the Board with:

- Local Schools
- Community
- Respond appropriately

MOE require:

- Copy of information provided to school community
- Who it was sent to
- Responses

Correspondence - Inwards:

- **Highfield School** – Specialised Programme for severely disabled makes allowances to their zone. Board supports this. Jane to reply supporting this.
- **Martin Wakefield** – Advising resignation of Auditor, Derily MacLean
- **Office of the Auditor-General** - New Auditor to be appointed from a different audit firm
- **NZSTA** – NZSTA President and NZSTA Board Election
- **Exit surveys** – (x 3) One requires a follow up phone call

Correspondence - Outwards:

- **PTA** – Thank you for donation to go towards sports shed
- **Christian School** – their proposed role increase
- **PTA** – their pay it forward initiative

Motion to accept above:

Moved: Jane Culhane **Seconded:** Jo Yeo

STRATEGIC MONITORING

See roll numbers graph 467. A lot of movement in and out of our school. Jo to contact parent exit survey.

Strategic Plan 2020-2022 – Completed with additional components required by MOE.

- Motivating kids to want to learn.
- Includes student led curriculum.

School content: Fourth paragraph 512 should be 521

It be forwarded to MOE.

Changes approved by Claire Carran **Seconded** by Jo Yeo

AUDIT AND SELF REVIEW

Governance and BOT Policy

Principal delegations be approved

Board Focus – Work Plan 2020 be approved

APPROVED – Moved: Jo Yeo

Seconded: Claire Carran

Complaints Policy - Small committee to review this

- Claire Carran
- Jane Culhane
- Kirsty Grady

Community Connection - Feedback

- 'Procedure for dealing with concerns and complaints' distributed via students to take home
- Website (Jane to do once finalised)

PTA Leap Fair – Looking forward to this and hoping for Board support here.

ASSURANCE

CURRICULM REPORTING

2019 Achievement in Reading Writing Maths – considered

2020 highlights so far for positive start

- Re-arranged staffing
- Good class sizes
- Jess's availability in new role to manage senior students
- Students set up for success and resilience

Analysis of Variance for 2019 (circulated Annual Report) – Science, Boys and Te reo

Approved by the Board - Moved: Nick Fenn **Seconded:** Kirsty Grady

Wai Learners – PB4L.

What our attributes look like at each level – expectations.

Working on 2019 Attendance – positive and higher than National attendance.

MOE now require attendance to be recorded very term.

PERSONNEL (Nag 3)

Promising applications received for New Entrant Teacher for Term 2.

All staff registered, pending one (in progress).

FINANCE (Nag 3)

Accounts for November 2019 \$19,431 and Dec 2019 \$22,325 - RATIFIED

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

Student expenses to be written off for 2019 \$6,591.25

Moved: Julie Pratt

Seconded: Jane Culhane

PROPERTY (Nag 4)

- Heat Pumps installed – upstairs main block. Board appreciated receiving positive feedback from staff.
- Carpet tiles installed

RATIFIED - Moved: Jo Yeo **Seconded:** Julian Donaldson

Property Portfolio Holder -- Nick, Julian, Claire and Jane to establish priorities

5 Year property plan needs to be re-negotiated in order to receive funding

Suggested use of funds:

- Remodel re-model and refurbish rooms 21 and 22
- Room 22 and 23 to be upgraded (similar to rooms 17/18)
- Staffroom improvements – paint / joinery

Sport and Play Gear Storage Shed – demolition working bee to take place 7 March.

HEALTH AND SAFETY (Nag 5)

Notify Trevor of any expired electrical test & tagging.

Report was provided by Jess Howard and circulated via email.

New alarm getting updated now by MOE

- School bell has a new sound
- Different sound for fire bell
- Intercom system: “Please evacuate the building” / “this is a lock down”

LEGISLATIVE REQUIREMENT (Nag 6)

Religious Instruction following the recent consultation

It was decided to keep this available for families to opt in (as opposed to opt out).

UNANIMOUSLY AGREED

BOARD FAMILIARISATION

Board Training Opportunities – Board Members to decide and register their own attendance

- **Governance** – 29 March
- **Finance** – 21 March

GENERAL

MEETING EVALUATION

Consider amongst other things the following ...

Was it management or governance focused? Governance x 7

What did we think of our participation and contribution?

Good, jovial & coherent, discussion in timely manner, inclusive, positive feedback from MOE about the Board, forming committees

Plus	Minus	Interesting
MOE attendance	Consider Zoning	Learning about zoning procedure
Make a wish list for		Amazed by what can go on
Commitment to Maori Language Course		
Money available for property improvements		

Where information may be disclosed which there is good reason for withholding from the public therefore for matters of privacy, under section 48 (1) Local Government Official Information and Meetings Act 1987.

- Application for leave.

Moved: Julie Pratt **Seconded:** Jane Culhane

MOVED INTO COMMITTEE at 8.50pm

OUT OF INCOMMITTEE AT 9.00pm

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