



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 10 August 2019 at 6.00pm



- Present:** Julie Pratt (Chair), Claire Carran (Deputy Chair), Jane Culhane (Principal), Julian Donaldson, Nick Fenn, Jo Yeo.
- In Attendance:** Nikki Vincent, Jess Howard, Lara Sargent, Chrissi Davidson and Jill Crossan (minute secretary).
- Apologies:** Kirsty Grady (staff trustee)
- 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

Correspondence Inwards:

- **NZEI** – Teacher Aide paid union meetings
- **Nexia NZ** – Audit Management Letter response
- **Waimataitai School** – Invitation for Board Members to speak at PB4L Book Launch and present class certificates

Correspondence Outwards:

- **Nexia NZ** – Jane’s response to Audit Management Letter

Motion to accept above: **Moved:** Julian Donaldson **Seconded:** Jo Yeo

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Learning Support Report – presented by Lara Sargent

- RTLB covers both learning and behaviour
- Able to provide some help with every application
- Learning Team brain storming
- Learning Support Personnel providing advice once a month
- More playground support supervision - teacher aides
- Funding received is under expenditure required to meet children’s needs
- Funding changes will be inevitable due to zoning being introduced which will affect the number of enrolments
- Jane recommended for next year’s budget that SENCO be released 1 full day per week (as opposed to the current 3 hours) to carry out this important role that is fundamentally a preventative to possible future issues

English Language Learning – presented by Chrissi Davidson

- Good to have PLC to be established and held at our school, starting Term 4
- Students interact well with all nationalities being inclusive
- Great opportunity to have 2 x teachers from Mangere Refugee Centre here to work along with teachers, support staff and students

Talented and Gifted Report – presented by Jess Howard

- More students identified this year and in broader areas
- Liaising with students' previous teachers
- Gives students a chance to 'shine'
- Decline in identifications in Physical/Sports – possibly due to cost of subs, increase in online gaming
- Encourage steps to set goals for future
- Recommended to create opportunities for kids to share their achievements

Snapshot Report – presented by Nikola Vincent

- Although we have moved away from National Standards and back to curriculum levels, the 'big picture' results have stayed the same.

Julie thanked Lara, Chrissi, Jess and Nikola for preparing and presenting their reports

Chrissi & Lara left the meeting 6.40pm

Curriculum and Professional Learning

Assessment and Reporting

- Investigating the possibility of a new student management system to achieve "real time reporting" – Linked ED to present Hero on 21 August
- Julie congratulated Jane and other staff on the graduation of the Te Reo Course
- Access to middle leadership development very welcomed with High Performing Teams Project

Student Learning Conferences

- Well attended
- Staff follow up and set appointments ensured a good response

Wai Learners – PB4L

- Book launch Friday 14 August
- Board members invited to speak at Book Launch and present class certificates

Maori Achievement Plan

READ AND CONSIDERED

- Vital for Maori students to be supported to seek, discover their culture and heritage and recognise its value and significance.

STRATEGIC MONITORING

See roll numbers graph - 517 currently enrolled

Strategic Plan 2020-2022

Connected Community

- Input sought for the proposed enrolment zone at the time of Student Learning Conferences

Enrolment Zone Consultation

- The school must be zoned by 2021, therefore we need to call for enrolments in term 4 for 2021, to allow for any out of zone applications to be considered
- There will be a process to follow with priorities going to:
 - Sibling of current student
 - Sibling of past student
 - Child of past student
 - Child of employee of Board
 - Others

- Nikola is going to Early Childhood Centres to keep them informed
- Possible long-term set-backs this may cause:
 - Highly likely the **roll numbers will drop** due to people not bothering to enrol their child because they are outside the zone

AUDIT AND SELF REVIEW

Governance and BOT Policy

Discretionary Leave Policy

The Board agreed to the minor changes to the policy

UNANIMOUS AGREEMENT TO BE ACTIONED

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Library position – a good number of applicants have responded to the advertisement.

2021 Vacancies – hope to advertise before the end of Term 3.

FINANCE (Nag 4)

Payments for June \$58,250

RATIFIED

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

PROPERTY (Nag 4)

- Junior Playground resurfacing to begin this week.
- Jane meeting with architects tomorrow to discuss what is possible for the refurbishment of rooms 20/21 block.
- Kitchen upgrade
- 10 yr property plan for 2021/onwards

HEALTH AND SAFETY (Nag 5)

Student Wellbeing Survey Report

DISCUSSED

- No recurring names mentioned re bullying
- Cyber Safety - Students are more computer savvy, which could be an increasing issue ie boundaries required

Julie thanked Nikola for presenting the survey.

Health & Safety Report

DISCUSSED

Julian reported that:

- the Electrical testing is now up to date
- Room 6 door doesn't shut, however this is not an issue

Fire blankets purchased to replace extinguishers

LEGISLATIVE REQUIREMENT (Nag 6)

GENERAL

Board dates for 2020

14 September

2 November

14 December

MEETING EVALUATION

Did you read the meeting agenda and come prepared for the meeting?

Are you happy with your input throughout the meeting?

Were you focused on meeting the needs of our students and staff?

Members' self-evaluation to above questions (rated 1-3):

2.5 – Claire: Shows how Jane is so hard working and diligent

2 – Julian: Enjoyed 'Talented and Gifted' report

3 – Nick: Liked 'Learning Support' Report

2.8 – Jo: Likes how all the parts of the agenda fit together

3 – Jane: Reports gave a real picture of what happens in our school

3 – Julie: Highlight having the teachers at our meeting, who have connections with the children.

MEETING CLOSED: 8.10PM

MOVED INCOMMITTEE 8.11PM

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.

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|-----------------------------|---------------------------|------------------------|
| • Application for leave | Meeting commenced: 8.11pm | Meeting closed: 8.21pm |
| • Partial/Leave application | Meeting commenced: 8.22pm | Meeting closed: 8.27pm |
| • Resignation – Principal's | Meeting commenced: 8.28pm | Meeting closed: 9.01pm |

OUT OF INCOMMITTEE AT 9.01PM

NEXT MEETING : 14 September

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date