



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 14 September 2020 at 5.55pm



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

In Attendance: Nicky Severinsen, Kim Dynes, Nikola Vincent, Rachel Cormack & Jill Crossan (minute secretary)

Apologies: Julian Donaldson

Confirmation of Minutes/In-committee minutes:

Minutes of the previous meeting held accepted as read and confirmed.

Matters Arising: Nil

Consider new items: In-committee Item - accepted

Declaration of conflicts of interest: Jane with in-committee issue re parent concern

Correspondence Inwards:

- **Timaru District Council** – White Street crossing point
- **Oceanview Heights School** – zone border response
- **Bluestone School** – zone border response
- **Michelle Bransden** – Parental Leave request
- **Elizabeth Kelly** – Resignation
- **PTA** – finance sought for big field hill development

Correspondence Outwards:

- **Schools, Early Learning Centres / Kindergartens (x 16)** – Zoning

Motion to accept above:

Moved: Claire Carran

Seconded: Nick Fenn

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

E-LEARNING REPORT – presented by Rachel Cormack

Finance

- Most expenses are largely out of the E-team's control, with exception of assets
- N4L wireless upgrade in 2020 will cost \$2.50 per child and will need to be budgeted for in future
- Asset purchase off-sets depreciation – this is where we budget for end-user devices
- Coming to end of yr 5-8 chromebook lease. Decision to be made

BYOD

- Noticeable increase in devices being brought from home which means more school devices available for others to use, increase in confidence

Google Classroom is user friendly to use through lockdown and lends itself when moving through to High School. Covid accelerated the learning of technology, however there has been an increase on cyber-bullying – vigilant supervision at home required

- Research into new user-friendly student management system to be followed up at a later date
- Introduction of STEM based learning is working well. Encourages problem solving and opportunity for students to take charge of their learning has been accelerated through learning at home

Julie shared a reflection from Julian:

Likes the elearning report and adaptation to changes. It is important that teachers won't be expected to feedback 24/7 for real time reporting.

PASIFIKA PLAN – Presented by Nicky Severinsen and Kim Dynes

- Large diversity of different cultures within our school
- Recognising their ethnicity - Connection with families important

The report made suggestions for future

- High Schools in – showing what they do to embrace different cultures
- Cultural art – by talented students to do something to have on display for the future
- Families invited to class at the start of the year
- Nicky Severinsen to seek ideas from the Student Council

Julie thanked Rachel, Nicky and Kim for presenting these reports.

Curriculum and Professional Learning

- Leadership Team roles and team development in the Springboard High Performing Teams has been challenging

Wai Learner

- Wai Learner Book Launch well received by students

Wai Learner Curriculum Development

- Based on key competencies
- Developing students' Wai Learner attributes

STRATEGIC MONITORING

See roll numbers graph - Roll 525 continues to increase re new entrants

Waimataitai Strategic Plan 2020/2022

Resilient Students

- Heightened student anxieties and concerns evident re change to covid-19 restriction level
- Applications for funding re additional counselling and meeting different needs – one successful and one pending confirmation

Enrolment Zone Consultation

DISCUSSED

- **Feedback from schools received:**

Highfield
Bluestone
Sacred Heart
Timaru South School

- Overlap already exists Highfield / Bluestone
- Response letters to be sent to the Ministry

AUDIT AND SELF REVIEW

Governance and BOT Policy

No policy review

RISK AND STRATEGIES

PERSONNEL (Nag 3)

Library position - has been filled by Sarah Garner

APPOINTMENT RATIFIED

Moved: Claire Carran **Seconded:** Jo Yeo

Teaching positions advertised:

- Applicants close on Monday
- Only one permanent position is available

Teacher Aide Pay Equity

- Teacher Aide Meetings with Principal completed
- New grades/steps where appropriate
- Increased pay rates to be backdated to February 2020
- This has created a large amount of money not included in the budget previously

Personnel Report (Board Chair)

- **Resignation received from Jane Culhane (Principal)** – Julie thanked Jane for her leadership over the years. As a result of her dedication and constant hard work, Waimataitai School has reaped the benefit in so many ways.
- **Appointments Committee set up** – consisting of Julie Pratt, Claire Carran, Nick Fenn, Jo Yeo, Kirsty Grady, Nikola Vincent and Jess Howard.
- Positive feedback received re advertisement of Principal vacancy
- Date to be corrected in Agenda re **timeline for Principal appointment process**. Correct dates are as follows:
By 11 Sept 2020 – advertise position
Friday, 9 **October** 2020 (not September) – Midday – application closes
Sunday, 11 October 2020 – shortlisting and referees to be contacted following
Saturday 17 – Sunday 18 October 2020 – Interviews and appointment/re-advertise
Thursday, 28 January 2021 – position commences

FINANCE (Nag 4)

Query 2 x \$92 overdue amounts re Goodman Fielder and Our School

Monthly Payables for July \$53,992

RATIFIED

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

Draft Budget – refer highlighted figures on Agenda re changes

- Enhanced Behaviour Support – has created vast improvement
- Day Camp to Gunns Bush for Hawai – to compensate for their camp being cancelled due to Covid-19

DRAFT BUDGET APPROVED

Moved: Claire Carran **Seconded:** Nick Fenn

Discretionary payments to Trustees re Principal Appointments Committee of no more than 4 meetings – to acknowledge time and commitment involved in important process.

APPROVED

Moved: Claire Carran **Seconded:** Jo Yeo

PROPERTY (Nag 4)

- New matting for Little Adventure repaired and has a 5 year warrantee
- New netting for cricket nets - big improvement to this area
- The fence adjacent to the cricket nets now needs to be repaired

- Letter received from PTA re big field hill development finance sought DISCUSSED
The Board fully supports the concept, but unfortunately cannot contribute anything financially due to other commitments. Suggest to the PTA to continue fundraising efforts and connect with the Waimataitai Community Trust.

It may be beneficial to the role of Board of Trustees and its obligations to be explained and clarified to PTA for a joint understanding of ways can work together for school.
- Room 20/21 upgrade – planning is underway
- Staffroom upgrade – seeking quotes
- 10 Year Property Plan – School Evaluation Process is underway

HEALTH AND SAFETY (Nag 5)

Health & Safety Report re August and September

- Provided by Julian Donaldson included with the Agenda ACCEPTED

Behaviour Management Plan – presented by Nikola Vincent

- Nikola thanked the BOT for the opportunity to visit other schools to get ideas, reflect and refine our systems in place
- Recommended that new Principal needs to have strong background knowledge in PB4L to keep the momentum going
- Consistency is a MUST, so there is no confusion
- Continue to be proactive to intervene/help and put systems in place eg counselling, student support

Julie thanked Nikola and all the staff for their work on PB4L

New Kea Crossings

DISCUSSED

- Existing pedestrian crossings replaced with Kea Crossings
- Kea Crossing definition: Difference being that the crossing is used primarily for schools, as opposed to the public in general crossing the road

The change has raised some concerns:

- Parents may feel the safe area for children to cross the road has been taken away. Because of this, parents will more likely drop kids off directly outside the school, as opposed further away, for them to walk/scooter a short distance
- The above will not help the constant traffic congestion, driver behaviour which remains the biggest problem and needs to be addressed

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

MEETING EVALUATION

Did we follow our agreed values: Yes x 5

Governance x 4, Management x 1

Focused on student achievement and well-being ? Yes x 5

Reflect on which Agenda item? eLearning, Pasifika Report, 2021 Class numbers good for wellbeing, PB4L x2

Julie presented Jane with flowers congratulating her on her 20 year anniversary of being Principal at Waimataitai.

MEETING CLOSED: 9.15pm

MOVED IN-COMMITTEE: 9.16pm

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.

- Parent concern

OUT OF INCOMMITTEE: Closed 10.14pm

MEETING CLOSED: 10.15pm

NEXT MEETING: 2 November 2020

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date