



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 2 November 2020 at 6.00pm



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

In Attendance: Tim Heke, Nikola Vincent, 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: 2 x Items for In-Committee

Declaration of conflicts of interest:

Correspondence Inwards:

- **Pleasant Pt Primary School** – Transport Entitlement Zone Agreement. The Board agreed to **option 3** for the family concerned to have use of free bus system to Pleasant Pt (reviewed annually)
- **STA News**
- **Kirsty Grady** - resignation

Correspondence Outwards:

- **Timaru South School** – zoning area
- **Sarah Bowden** – PTA funding request
- **Jonathan Young** – Principal appointment
- **Michelle Bransden** – parental leave
- **Elizabeth Kelly** - resignation

Motion to accept above:

Moved: Kirsty Grady

Seconded: Jo Yeo

ASSURANCE

Health Consultation Report – presented by Tim Heke

Survey conducted over 2 x surveys because of interruption due to covid - Good response rate (survey also included parents' response). In summary:

- Puberty to stay the same
- Build on sexuality (not meaning gender)
- Cyber Safety
- Drugs
- Mindfulness and wellbeing
- More investigation needs to be done re understanding different cultures, beliefs

Wellbeing course attended by Jane, Jess & Nikola – very worthwhile.

Options for help outside of school are also available.

Julie thanked Tim for his presentation.

EOTC – presented by Nikola Vincent

- NZCER magazines highlight the importance of opportunities re student engagement, life-long memories, learning through personal connection to the 'real world'.
- Govt Funding Scheme has made a huge difference by removing the financial barrier, which enables ALL students to attend activities if they wish.
- Information and forms online through facebook is much easier eg. instant response.
- Next year's camps – Aoraki booked for Moana and Gunn's Bush for Hawaii.
- Continue to offer plenty of activities, possibly more in future.

WELLBEING SURVEY – presented by Nikola Vincent

- This gauges the tone of the school.
- Decrease in number of names mentioned.
- Encourage the person concerned to talk to the perpetrator to draw awareness to the issue.
- Circle time gives opportunity to speak up.
- Feedback links to PB4L.
- Increase in use of 'Wheel of Choice' could possibly relate to the reduction of bullying ?

Julie thanks Nikola for the presentation.

SCIENCE – Report provided by Vanessa Riley / presented by Jane Culhane

- Great systems in place
- Exposure to different forms of science

STRATEGIC MONITORING

See roll numbers graph 530 students enrolled. Attendance has been good.

CURRICULM REPORTING (Nag 1/8)

Strategic Plan – 2021 Annual Plan – Draft to be prepared on Teacher Only Day.

Enrolment Zone - Still waiting for confirmation of the zoning area from the MOE.

AUDIT AND SELF REVIEW

Governance and BOT Policy

Appointments Policy – Jane to send out to Board for discussion next meeting.

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Appointments for 2021 as listed in the agenda

RATIFIED

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

- Change in Hawaii Leadership - Nicky Severinsen resigned from this role and Lara Sargent will take it up for 2021.
- Leadership for units - mostly filled. 2 less units next year – dependent on roll numbers
- Appraisals being completed. Jane's was completed last week.
- Kirsty Grady's resignation – moving to Dunedin.
 - Permanent position has been advertised for Team Leader which provides opportunity for existing staff to grow.
 - Board vacancy for Staff Trustee - Vacancy will become available 28 January 2021. Jill to be Returning Officer.

Principal Appointment Report

Jonathan Young has been appointed as Principal starting 28 January 2021.

FINANCE (Nag 4)

Monthly Accounts for payment:

August	\$50,148	RATIFIED
September	\$45,925	RATIFIED

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

Draft Budget 2021

Letters to be sent to Support Staff confirming minimum hours for 2021.

PROPERTY (Nag 4)

Rooms 20/21 final upgrade

DISCUSSED

- This is being costed
- Will go out to tender shortly
- Future proof eg aluminium windows
- Keep rooms versatile by having movable furniture eg shelving

Staffroom development - ready to go during end of year break

New 10 Year Property Plan Consultant – Logic Group (based in Christchurch)

Future – roof

HEALTH AND SAFETY (Nag 5)

Report presented by Julian:

- Health Clinic needs electricals tested
- Carpet lifted outside room 10
- Near miss register – towel dispenser

Kea Crossing

- Pedestrian lines have been removed to reduce confusion
- Children need to be educated how to cross a road – Jess and Jane Sullivan are getting a plan together
- Selwyn Street crossing to be removed in 2021 following
- Traffic lights at Wai-iti Road to have a ‘turn right’ arrow in 2021

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

December Meeting: Set for Wednesday, 9th December at 5.15pm

MEETING EVALUATION

Governance x 7

Highlight – Tim’s report, EOTC x2, Tim’s increased confidence, everything links together, donation scheme successful, Science Report, strategic planning.

Overall: Plus Tim’s report x 2, managed to get staff for next year, built together as a stronger team

MOVED IN-COMMITTEE: 8.15PM

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
- Truancy Issue
- Funding approval

OUT OF INCOMMITTEE: Closed 8.52pm

MEETING CLOSED: 8.53pm

NEXT MEETING: Wednesday, 9th December 2020

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date