



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on Monday, 17 May 2021 at 6.00pm



Present: Julie Pratt (Chair), Claire Carran (Deputy Chair), Jonathan Young (Principal), Julian Donaldson, Nick Fenn, Jo Yeo, Nicky Severinsen (staff trustee)

Julie welcomed Nicky Severinsen, who has now been appointed to the Board as Staff Trustee.

In Attendance: 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: Rock on
Courier Advertisement
Turf
PTA Cheese Roll Fundraiser thank you

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- **Highfield School** – Special Needs unit changing their priorities
- **Timaru Christian School** – would like to increase roll by 80.
- **St Johns Appeal** – Thank you for donation received

Board agreed there are no conflicts of interest

Correspondence Outwards:

- Nil

Motion to accept above:

Moved: Jo Yeo

Seconded: Nick Fenn

STRATEGIC MONITORING

See roll numbers graph - 514 currently enrolled. Overall attendance at a good level: 95.46%

Out of Zone Ballot held 11 May 2021 was supervised by David Forman (Lawyer).

Result: 11 successful (NE with siblings); 9 unsuccessful.

Jonathan met with Police re '**Rock On**' Programme. This involves Oranga Tamariki, Health Services

- Run by Police to work together to improve attendance
- Support with house visits
- Procedure to follow to re-engage student / constant contact
- If not resolved, family is prosecuted
- One meeting per month, Truancy Officers attend

Jonathan and senior staff to attend meeting to get familiar with procedure

UNANIMOUSLY SUPPORTED BY THE BOARD

Connected Communities: A variety of activities anticipated (see agenda)

Resilient students report: Presented by Nikola Vincent

- 'Wheel of Choice' – next step to contact adult
- Speaking up has improved re bullying
- Confident that a lot of alleged bullying is minor
- Circle time is a powerful form of communication with students and encouraged by teachers
- Continuing separate play times – Junior/Senior
- Resiliency encouraged

AUDIT AND SELF REVIEW

Governance and BOT Policy

Code of Conduct

SIGNED BY BOARD

Property Policy

REVIEWED

- Sub-committee formed: Jonathan, Claire, Nick and Jo

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

6 Year Assessments – presented by Nikola Vincent

- Extreme levels - In some cases the highest results ever, in other cases the lowest
- Systems in place to assist students with learning difficulties eg Joy Hall – 'Learning for You' reading teacher, Teacher Aides, Davis Learning Strategies, PLD Staff, keeping class sizes low, ORRS
- Learning results for students is recorded in Hero from 2021
- Support staff essential for wide ranging needs
- Considering another tool "Better Start Literacy" – phonics based to work alongside existing strategies

Kapa Haka

- Tuition Fees - Increase of hours requested before Flava competition
- Currently budgeted for \$1,500. A further \$1,500 to be injected into Kapa Haka
- Kapa Haka budget to be increased to total \$3,000 for 2021

UNANIMOUSLY AGREED

Digital Technology Plan

- Applied to MOE for an Increase of 60 hours to be funded – Cost to be confirmed by Jonathan
- This releases teachers to be involved

The Board agreed to support the funding shortfall for the Digital Tech PLD, if not fully funded by MOE

UNANIMOUSLY AGREED

Curriculum & Professional Learning

Refer agenda

TAKEN AS READ

PB4L

Term 2 Theme "I am resilient, I can do this"- posters to be provided as a visual reminder

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

- Nicky Severinsen appointed to the Board as Staff Trustee
- Suggested that Teacher Aide increments align with individual start dates DISCUSSED
 - Jonathan to inform Support Staff

Increments to revert to the Teacher Aide MOE employment start dates to align with payroll ALL AGREED

- 2 x Teacher Aide positions will be filled
- New Entrant Class starts Term 3 – Fixed Term teaching role. Start date to be confirmed

FINANCE (Nag 4)

- **Courier advertisement** for our school is not necessary, due to the roll at full capacity re zoning UNANIMOUSLY AGREED
- **March Payments:** \$117,037 **RATIFIED** **Moved:** Claire Carran **Seconded:** Julian Donaldson
- **Banked Staffing:** Underuse to pay for more staffing ie new New Entrant Teacher
- **Longevity of Boiler** discussed – more economical to continue using the Boiler while there are no issues.
- **Annual Accounts:** Draft copy has been approved for auditing

PROPERTY (Nag 4)

New Turf

- Jonathan contacted Mainland Contracting re solution to grass problem outside room 20/21.
- Cost: \$1,800 to re-turf by 'ready lawn' / 2 day's work
- Jono to get another quote and assurance of ability to use surface quickly

UNANIMOUSLY AGREED

5 Year Property Plan

DISCUSSED

Julie, Jonathan, Nikola, Richard Webb and Bree (MOE) attended meeting with Ministry

- Refurbishment of rooms 19, 22 & 23
- Re-Roofing due to hail damage – Jonathan to follow up with the Ministry re insurance claim
- Building maintenance - painting
- Anything else is dependent on the roofing cost

The proposed 5 year property plan **RATIFIED:**

Moved: Claire Carran

Seconded: Jo Yeo

Cyclical Maintenance Plan

12 Month plan prepared by Richard Webb

ADOPTED

HEALTH AND SAFETY (Nag 5)

Emergency Management Plan document:

RATIFIED

Shelter in place ie offsite danger (carry on as usual in classroom). Emergency Kit with basic supplies (eg. cups, bucket, toilet paper) to be in each classroom

Call Inside (lockdown) – onsite danger. Toilets and running water necessary.

What system is in place if someone is missing from roll call?? More information to be sourced re procedure

Emergency information for parents

The Board agreed for the plan to be circulated to our parent community

AGREED

Health & Safety Report – presented by Julian Donaldson

- Flying Fox – deactivated for maintenance to be carried out
- Under hall – issue with door unlocked
- Hall Kitchen – now tested & tagged
- Suggested a supply of multi-boxes for classrooms to be available as required

Well-Being Report – presented by Nikola Vincent

DISCUSSED

Behaviour Report – March and April

- Small number of high risk students with varied behaviour, resulting in standdowns
- Possible solutions being considered
- Ways to support teachers – Red card
- How can we support Associate Principals dealing with behaviour?
- Ways to support students – circle time, counsellor, support each other

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

Julie to send letter of thanks to PTA re Cheese Roll

New initiative: Board member to attend PTA meetings. Next PTA meeting 14 June

- To foster relationship with PTA to work together and connect ideas, as opposed to 2 separate entities
- Share Board minutes of the last meeting
- Strategic Plan re connected community
- How funding works
- Invite PTA member to Board meeting
- Improve communication

MEETING EVALUATION

Meeting students' needs? Yes x 6

Student focused? Yes x 6

Empowered our Principal to act and how? Yes x 6

Agenda item highlight? Minus being behaviour in week two x 2, proactive safety, understanding meeting agenda, emergency plan review x 2, 'Rock On' initiative

NEXT MEETING : 21 June 2021

MEETING CLOSED: 8.35pm

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date