



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 22 February 2021 at 6.15pm



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

In Attendance: Jess Howard, Jill Crossan (minute secretary)

Apologies: Nil

Confirmation of Minutes/In-committee minutes:

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

BOT Nominations:

Chair:	Julie Pratt	Nominated by:	Claire Carran	Seconded:	Nick Fenn
Deputy:	Claire Carran	Nominated by:	Julie Pratt	Seconded:	Jonathan Young

Matters Arising: Nil

Consider new items:

- Hero Student
- Teacher Aide Time – Term 1

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- NZSTA – Annual 31st Conference 2021
- **The New Zealand Initiative** – Book “NZ’s Education Delusion
- ASB – Term Deposit Confirmation (x 2)
- ASB – Term Deposit about to Mature (x 2)
- NZSTA – Updating Trustee List

Correspondence Outwards:

- NZSTA – 4 ex-board members deleted

Motion to accept above: **Moved:** Jo Yeo **Seconded:** Claire Carran

STRATEGIC MONITORING

See roll numbers graph: Current Roll 495. The 2021 has begun with 22 classes

Strategic Plan 2020-2022

DISCUSSED

Amendments:

- Change wording: “the *previous* principal took part in the Springboard
- Annual Target (page 19) finish wording
- Counsellor – spelling correction page 14

Targets:

- Keep targets realistic which tie in with resilience and wellbeing.

Once amendments have been completed the Board approved the Strategic Plan unanimously.

APPROVED

Student Led Curriculum

- Be prepared for future lockdowns re online learning :
- 3 next steps adopted
- Strategic goals, staff to report back

AUDIT AND SELF REVIEW

Governance and BOT Policy

No changes made and will continue to keep updated. Jonathan & Julie considering to join 'School Docs' re school procedures provides access to a whole range of context. Cost approx. \$3,000 pa. Need to participate in reviews to achieve and right procedure. Something to think about for next year.

Governance Manual

APPROVED UNANIMOUSLY

Principal Delegated Authorities for 2021

APPROVED UNANIMOUSLY

Board Focus – Work Plan 2021

- Trustees will be delegated authority as the need arises

Policy Review

Appointments Policy:

DISCUSSED

- Put aside until next Board meeting to give Jonathan time to manage changes to wording
- Jono to make Policies available to Board members
- Review number of working days for acceptance/non-acceptance.
- Suggestions to Jonathan, to track changes to be approved at the next meeting.
- Governance Manual on website.

PTA

- **Cheese Rolls fundraiser:** 13th May to be held every second year going forward
- **Second Hand Uniform Shop:** Hours to be reviewed

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

2020 Achievement in Reading, Writing and Maths

Professional Development: 2 teachers to attend Literacy workshops and will share new knowledge with staff.

SWOT Analysis

- Teacher judgements, good teacher facilitation to encourage
- Next step to replace National Standards ? Consistency throughout the school.
- Structured Literacy
- How to record achievement data on Hero
- Jonathan to liaise with senior leadership team re how can the Board assist ?

Analysis of Variance for 2020 (circulated in Annual Report)

Jonathan to clarify Outcomes What Happened (page 29) with Jane

APPROVED UNANIMOUSLY

2021 Targets (Strategic Plan)

Charter and Annual Plan

RECEIVED

Curriculum and Professional Learning

Online learning to part of digital technologies. Will the board support 20 hours

2020 Attendance

As summarised on Agenda.

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

- Fully staffed
- Job descriptions have been received
- One teacher granted extension re Beginning Teacher / overseas experience
- New New Entrant class likely to start Term 3
- Out-of-zone ballot takes place 7 May to be advertised before 29 March

Principal Appraiser

- PD – Goals, professional growth templates

New Item – Teacher Aide Time

- Jono liaised with Lara – SENCO. 182 hours allocated for Term 1, currently at 161.

FINANCE (Nag 3)

Monthly Accounts for payment:

November 2020	\$23,193	RATIFIED
December 2020	\$40,189	RATIFIED

Moved: Claire Carran **Seconded:** Julie Pratt

Meet with Auditors on Wednesday

Moved to Write off non-recoverable debt of \$559.50 for audit purposes.

Moved: Nick Fenn **Seconded:** Julian Donaldson

PROPERTY (Nag 4)

Room 20/21 Renovations

- Completion delayed due to Council Consents
- Room 20-21 completion forecast 4-5 weeks
- Site meeting with project manager 3rd March

5 & 10 Year Property Plan - \$680,000

- Possible infrastructure
- Accelerated Modern Upgrade for Classroom Maintenance – Rooms 22 & 23 in particular
- Plumbing, drainage, boiler reports to come
- 5 Year Plan - Asset Replacement and repainting
- Different options for development of classrooms to be considered

HEALTH AND SAFETY (Nag 5)

Electrical Testing – Cords to be tested in rooms 11 & 14

Wall heater – Health Clinic foyer to be addressed

Carpet lifting – outside rooms 10/11 & 13/14

Class Change Signal Solution - is underway. Completion expected to be March.

LEGISLATIVE REQUIREMENT (Nag 6)

COVID 19

- Staff prepared for online learning if required

GENERAL:

Board Training Opportunities

- Waimataitai to host NZSTA Workshops – dates as listed in Agenda

Proposed Dates

- As listed in the Agenda

MEETING EVALUATION

Governance – Mixed Governance/Management x7

Connected, Willing, Able supported - Yes x7

Reflection: proactive with maths & literacy x3, Analysis with maths, renovations / 10 year plan, Governance Manual & Policies, Strategic & Annual Plan.

MEETING CLOSED: 8.30pm

NEXT MEETING : 29 March 2021

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date