



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 29 March 2021 at 6.15pm



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

In Attendance: Nikola Vincent, Nicky Severinsen, 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: Recent Camp report

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- **Parent Exit survey**
- **MOE** – Application for Approval in Principal to enter into a Licence to Occupy with Safe Kids in Daily Supervision Ltd

Correspondence Outwards:

- **Nexia NZ** : Client Fraud Risk Questionnaire
- **BOT Staff Representative Election Nomination Form**

Motion to accept above: **Moved:** Claire Carran **Seconded:** Julian Donaldson

STRATEGIC MONITORING

See roll numbers graph 493 at the time of the Agenda and with recent new students enrolled to date = 501

Connected Community

- Class Facebook pages
- Hero will be in full use start of Term 2 and introduce notices etc in future

[GOVERNANCE AND BOT POLICY \(Nag 7\)](#)

AUDIT AND SELF REVIEW

Governance and BOT Policy

Appointments Policy – changes approved

UNANIMOUSLY ADOPTED

Complaints Policy

- Correct procedure to be followed in correct order

Code of Conduct

- Unanimously agreed to add wording “*and Professional development*” on point 16, so it now reads as: ‘Be available to undertake appropriate training and professional development’.

AGREED

Community Connections

- PTA supported by the Board and School

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Target Student Reports

DISCUSSED

- Teachers to have a conversation with parents
- Need to understand needs
- Anticipate the HERO Programme will document levels more accurately for future analysis
- Progress monitored

Curriculum and Professionals Learning

Student Learning Conference Report – Julie thanked Jonathan for preparing this

- Good response and feedback received
- Reconsider number of time-slots / length of day
- Consider parent engagement and teacher management

PB4L Report for Beginning of 2021

- Information from this report provides a good understanding of behaviour
- Interventions in place, as opposed to reacting
- Proactive and transparent with parents
- Support received from the Ministry

Bible in Schools

- 50/50 attendance
- Using curriculum time
- Range of activities provide opportunity

The Board voted to continue this programme
To be reviewed annually or if numbers drop significantly

UNANIMOUSLY AGREED

Board Site

- Being introduced for Board members to have access to documents/information
- Good to refer back to

STRATEGIS GOAL FOCUS (Nag 2)

RISK AND STRATEGIES

Emergency Management Plan - To be reviewed and presented by Jonathan at a later date.

- Call Inside procedure – can be traumatising for children – to be practiced with teachers (not students).
- A gentler “Shelter in Place” procedure to be introduced for children.

Health & Safety

- Series of meetings to take effect in future.

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Professional Learning Plan 2021

- Two Governance Workshops in Term 2 from NZSTA

FINANCE (Nag 3)

- Room 21 surplus misleading due to previous year’s cloakroom not taken into consideration.

SAAR – School Annual Accrual Report and

Monthly payments for February ratified: \$97,368

RATIFIED: Claire Carran **Seconded:** Nick Fenn

2019 Aged Receivables: Proposed that everything over 3 months to be written off.

Debtors list 2018 & 2019: Totalling \$5,400 -agreed to write off.

Moved: Jono Young **Seconded:** Julian Donaldson

Jono and Jill to discuss future invoicing with Yasmin ie continue same or through SMS.

Banked staffing

Jono manages banked staffing to allow zero balance.

UNANIMOUS APPROVAL

PROPERTY (Nag 4)

Curtains

- 2 x quotes re blinds for room 15, 16 & 19.
- Room 20/21 – will curtains be necessary re verandah roof provides shade.

APPROVED

Signage

- Wording to be changed: 'Chairperson to be 'Presiding Member' – Cost approx. \$2,000 with Caretaker to do installation.
- Room numbers with teacher's names

AGREED UNANIMOUSLY

Board projects to be included in the next 5 year plan:

1. Asbestos test
2. Upgrade of CAD (Computer Aided Design)
3. Refer to Jono's list and 2020 list provided by Nick Fenn for priorities
4. Jono to check with Jamie re admin roof repairs

Projects can be approved via email following confirmation of the 5YA by the Ministry

HEALTH AND SAFETY (Nag 5)

Julian Donaldson presented this report

Storage room shelves in reading book room upstairs need fixing to the wall re earthquake hazard.

Camp Incident – one serious incident noted.

Jono will be:

- Communicating with camp manager to follow up incident
- Reviewing popular activities to possibly incorporate at school ?

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

Julie suggested opportunity for Board members to include items in future agendas.

MEETING EVALUATION

Difference? Yes x 5

Focused? Yes x 5

Yes x 5, request to delegate staffing x2, , confirmation to progress to next stage,

Property x 2, improve targeted students x2, good response to SLC x 2, Incident Report being introduced x1,

Google site,

NEXT MEETING : 17 May 2021

MEETING CLOSED: 8.25PM

Signed as a true and correct record of the proceedings.

.....
Julie Pratt (Chair)

.....
Date