



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 9 December 2020 at 5.25pm



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

In Attendance: Jonathan Young, Nikola Vincent, Jill Crossan (minute secretary)

Apologies: Julian Donaldson (late – arrived 6.30pm)

Confirmation of Minutes/In-committee minutes:

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

Matters Arising: Nil

Consider new items: Room 20 / 21 reconstruction and ratification of cost

Declaration of conflicts of interest: Jane re Principal's appraisal

Correspondence Inwards:

- MOE – enrolment scheme (confirmation of area)
- Exit Survey X 2

Correspondence Outwards:

- Pleasant Pt Primary – agreement of transport entitlement zone

Motion to accept above: **Moved:** Kirsty Grady **Seconded:** Nick Fenn

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Curriculum and Professional Learning

- Four teachers to attend Incredible Years training course next year
- Te Reo Maori Implementation will be a priority for development in the future

Snapshot

- Reports changed from National Standards to Curriculum Levels
- Next step: What the levels mean
- Need to educate parents on how the curriculum levels work eg special needs students
- Focus on targets next year will be student agency, resiliency and choosing to read

STRATEGIC MONITORING

See roll numbers graph. Expect end year roll to be 539. Enrolment zone starting to show affects on new enrolments already.

Strategic and Annual Plan (2021)

DISCUSSED

- Jane recommended Springboard Trust for assistance in future

Enrolment Zone

- Adoption of the new Enrolment Scheme approved by the Ministry of Education RATIFIED
- Community informed via advertisements
- Out of Zone 5 year olds with siblings accepted 2021
- No maximum has been roll confirmed, however full capacity would be approx. 560 (22 rooms)

Moved: Jo Yeo **Seconded:** Kirsty Grady

AUDIT AND SELF REVIEW

Governance and BOT Policy

Review of Appointments Policy -given recent use for Principal's appointment ADOPTED

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

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Appointments - as listed in agenda RATIFIED

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

Staff appraisals – attested for performance and salary purposes.

In future, teachers will need to have their registration certified each year

- Annual Professional Growth Cycle (internal) provides opportunity to share ideas to encourage growth

FINANCE (Nag 3)

Monthly accounts for October 2020: \$23,298 RATIFIED

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

Proposed Budget 2021 DISCUSSED

- Increase in income due to individual needs (BST, IRF)
- Four teachers doing Incredible Years 2021
- Existing SMS (Edge) – paid to end of first term only.
- Term 2: Edge Programme to be replaced with 'Hero' – a cloud-based learning management system
- A substantial 'one-off' cost required, so library system can be compatible to new system
- Counsellor – increased to two days per week

BUDGET ADOPTED

Moved: Jane Culhane **Seconded:** Kirsty Grady

NEW ITEM TO BE DISCUSSED

Plans for Room 20 / 21 Upgrade RATIFIED

- New design cost \$49,100 Includes:
 - Ramp (future proof), deck and replace joinery

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

PROPERTY (Nag 4)

Annual Property Review with Peter Fenwick

DISCUSSED

- **SKIDS Lease Ratify**- The Board confirms its agreement to SKIDS leasing the hall and hall classroom as specified in the agreement terms for two years, ratify agreement in the electronic meeting held on 15 October
- Staffroom and bell system to be installed during Christmas break.
- Room 20/21 upgrade likely to be done in 2 stages

RATIFIED

HEALTH AND SAFETY (Nag 5)

Hazards identified:

- Roller towel fell off wall in toilet – fixed immediately
- Faulty multi box - removed

LEGISLATIVE REQUIREMENT (Nag 6)

Privacy Law

- Footer to be added to emails re protection from sending email to wrong receiver
- Be aware of availability and supply of sensitive information

NELP - National Education Learning Priorities

- Four of the five topics of particular interest
- To be discussed at a later date

BOARD FAMILIARISATION

MEETING EVALUATION

Agenda followed: Yes x7

Adequate input and participation: Yes x7

Item discussed that support students: Budget x2, Property x2, Library update, Room 21, 2021 Strategic Plan

BOT's Highlight: Property, Principal appointment process x 4, Covid process, Learning about being part of the Board x 2, Amazing BOT Chairperson, Smooth transition to appointing new Principal.

MOVED IN-COMMITTEE: 7.13pm

MOVED OUT OF COMMITTEE: 7.14pm

MEETING CLOSED: 7.30pm

NEXT MEETING : 22 February 2021

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date