



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 21 June 2021 at 5.55pm



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

In Attendance:

Apologies: Jill Crossan (minute secretary)

Confirmation of Minutes/In-committee minutes:

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

Matters Arising: Nil

Consider new items:

Declaration of conflicts of interest: Jono with interim principal appraisal - in committee at end of meeting

Correspondence Inwards: Exit survey

Correspondence Outwards: Thank you letter to the PTA for the cheese rolls.

Motion to accept above: Moved: Nick Fenn Seconded: Julian Donaldson

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Curriculum and Professional Learning

Student Led Learning presented by Jono Young

Think Tank day with leadership team last Friday discussed what student led learning will look like in Term 3.

Student Agency, Jono shared the strategic goals graph. This is ongoing and teams will have this as a major focus in their planning days. Teams will discuss this. Data on graph is some anecdotal, some student voice and data from learning teams about what they have been doing. Aim is for graph to start discussion and track strategic goals. Discussion around what student agency looks like and if staff are on board.

Learning Support Report – Jono presented this. Very thorough report from Lara.

Te Rito, nationwide data base of students who have received funding for special needs. Over expenditure means that teacher aide time may decrease.

Maori Achievement Plan -Jono reviewed last year's report and updated it. Data (Snapshot) about Priority students is using the EDGE data. It will be updated with HERO data.

STRATEGIC MONITORING

See roll numbers graph 515 currently enrolled. Attendance 93.18% to be expected at this time of year.

AUDIT AND SELF REVIEW

Governance and BOT Policy

EEO Managing diversity.

Form a sub group to review this policy from 2008.

We will look for a template first of all to circulate to staff before sub committee is established.

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Jewel Donaldson and Patsy Kelly appointed to teach the new entrant class.

Moved: Claire Carran

Seconded: Jo Yeo

PROPERTY (Nag 4)

Room 22 and Room 23 (Block 14).

Begin the design process

Moved: Nick Fenn

Seconded: Jo Yeo

Room 20 and 21 (Block 13)

Final inspection by Jamie Lyons, this formed action plan.

We are awaiting the code of compliance.

FINANCE (Nag 4)

Jono gave an explanation of how the bank staffing works.

Payroll internal controls. Finance checklist completed.

Financial Statement for period ended 30 April 2021. Claire spoke regarding this.

April Payments \$107 467 RATIFIED

Moved: Claire Carran **Seconded:** Julian Donaldson

Donations Scheme is worth \$75 000 + from 2021. We will not raise these funds from parent contributions.

Opt in for the year 2022.

Moved: Claire Carran **Seconded:** Julian Donaldson

HEALTH AND SAFETY (Nag 5)

Physical Restraint Report – Jono presented this

Health and Wellbeing Report – Vanessa Galbraith created this report. Pleasing results from survey about strategies for students to use when faced with disappointment or a challenge.

Health and Safety Report – Julian Donaldson presented this.

Fire Drill and alarm volume has been explored by Plunket.

PTA UPDATE

Julie attended the meeting on 17th June. Focus is on the big field project. Looking to have a cultural evening, supporting the Matariki celebration.

Next meeting is on 2 August. Nicky S to attend as BOT member.

LEGISLATIVE REQUIREMENT (Nag 6)

BOARD FAMILIARISATION

GENERAL

DRAFT - Proposed Term Dates for 2022 - Review later in the year

MEETING EVALUATION

Consider amongst other things the following ...

Meeting Students’ Needs.

Empower our principal x7

Was it management or governance focused? Governance Focused x7

Agenda item highlight. Learning support, Health and wellbeing report x3 Jono knowing what to look for with bank staffing, PB4L underpinning what we do.

Plus	Minus	Interesting
3 different people prepare reports for Jono.		

MEETING CLOSED: 8.03pm

NEXT MEETING : 9 August

INCOMMITTEE

- ITEM 1: Interim Principal Appraisal Report: OPENED: 8.10PM CLOSED: 8.29pm
- ITEM 2: Selwyn Street Crossing: OPENED: 8.30pm CLOSED: 8.49pm

Signed as a true and correct record of the proceedings.

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(Chair) Date

.....Julie Pratt