



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 9 August 2021 at 6.15pm



With regards to the tragedy that occurred during the weekend, Julie acknowledged the heartfelt empathy we all have for the families and friends of Niko Hill - a past member of Waimataitai.

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

In Attendance: Nikola Vincent and Jill Crossan (minute secretary)

Apologies: Julian Donaldson & Nicky Severinsen (staff trustee)

Confirmation of Minutes/In-committee minutes:

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

Matters Arising: Nil

Consider new items: Nil

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- Exit Survey

Correspondence Outwards:

- Response to Audit Managers Report

Motion to accept above:

Moved: Jo Yeo **Seconded:** Nick Fenn

ASSURANCE

Learning Support Review

- Currently over budget, however this is due to a certain enrolment needing Teacher Aide time
- Teacher Aide flexibility – responding to need
- Good management by Lara

ELL - Julie thanked Chrissi Davidson for preparing this report

- Wide variety of nationalities
- Criteria for fun

Talented & Gifted Report - Julie thanked Jess Howard for providing this report

- This year included *all* students working above curriculum level
- How does the talent/gift present itself – look outside the 'norm'

CURRICULM REPORTING (Nag 1/8)

Mid Year Snapshot Report – Thank you to Nikola Vincent for presenting this report

- End of year data vs mid year statistics
- Last year we didn't count students who came in during the year, so it is more accurate now
- Comparative to nationwide data, we have good progress
- Reporting in the new Hero system will clearly show student progress in curriculum sub level shifts

PROFESSIONAL LEARNING

Hero – meeting for parents tomorrow

Growth Culture

- Guidance received from John Taylor for Teacher Aide development
- Nurture Room Programme - Trialling a 'settling in time' for some students with teacher aide, before joining class

Update on Structured Literacy Progress

- Involved with Ministry and Rachel Gilchrist (RTLB) re 'Better Start Programme'
- Structured literacy introduced - this involves testing and very clear, explicit teaching of phonics knowledge

Update on Maths PLD Progress – Curriculum Refresh

Spring Board Trust

- Cost \$15,000 for each applicant. This may be contributed to by participants
- Jonathan willing to apply only if funded by the Ministry
- Benefit is a strategic planning year like 2022

MOE Attendance Report

- The same students absent a lot of the time

Rock-On Update

First meeting Wednesday this week – focuses on a group of students determined by management and their lack of attendance at required levels

Wai Learners PB4L

Term 3 Focus: Helpful or Harmful

STRATEGIC MONITORING

See roll numbers graph. June ended with a total of 514 students. Received 2 more enrolments to date.

Strategic Plan 2020-2022

- Matariki Celebration
- Community Connection plans
 - Hero App
 - Maori & Pacifica hui
 - Roto-iti Open Day

AUDIT AND SELF REVIEW

Governance and BOT Policy

Property Policy

ADOPTED

Moved: Claire Carran **Seconded:** Jonathan Young

Governance Manual

1.14 Individual Needs Policy – to be taken to leadership team to review

- Reading Recovery to be removed from this policy as a feature/criteria

3.3 Personnel - Managing Diversity – confirmed as it stands

- Suggested to use the policy to review how issues are handled

Suggested reviewed policies to come back to the Board next meeting for approval

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Enrolment Zone Feedback – MOE

- 504 is the upper limit
- 22 teaching spaces – we choose to keep New Entrant class sizes small hence 24 rooms used
- Consider out-of-zone students accepted are not funded by the Ministry re extra classroom spaces

Student Wellbeing Survey Results – presented by Nikola Vincent

- Plans to teach strategies this term of how to react to challenging behaviour
- Circle Time
- Clear consequences

Staff Meeting List Term 3 - FYI

Vacancies 2022

- Seeking feedback from existing staff re future intentions
- Propose to advertise for staff before the end of this term

FINANCE (Nag 3)

Payroll Internal Controls - FYI

Audit Fee Proposals

- Accepted that 3% increase is generally standard - respond by 24th Sept AGREED

Review of Annual Budget

- Fluctuations throughout the year – slightly over budget at this stage, but confident we are on track
- Careful staffing management

Accounts RATIFIED for:

May Payments \$80,495

Motion to accept above:

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

June Payments \$22,255

Motion to accept above:

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

PROPERTY (Nag 4)

Alarm Update

- Some issues to be addressed re hard to hear in certain areas of the playground - funded by the Ministry

Big Field Sub-Committee Briefing

DISCUSSED

- Sub-Committee consists of 6 Members – Nick Fenn, Julie Pratt, Jonathan Young and 3 x PTA members
- Cost approx. \$57,000 (this does not include stairs and slide). PTA currently have approx. \$41,000
- Plaques to acknowledge businesses / families suggested
- Acquire 3 quotes
- Jamie Lyons to be approached to manage concept
- Things to consider:
 - Policy to be created on seating required?
 - Mobility allowances taken into account?
 - Future maintenance required?
 - What is the greatest need for the school?
- Build on relationship with PTA re future projects

- The Board will continue to conduct further discussions with the Sub-Committee to be held 23 August

Lock quote - re whole school

NOT ACCEPTED

- Financially unrealistic at the moment
- Possibly something to consider 15YA ?

Renovations:

- **Block 8 (room 19)** – is there adequate bag storage?
- **Roofing Plan Block 1, 5, 8 & 13** - recommended by Jamie
- **Block 14** - renovations to commence through Jamie

The Board unanimously agreed by email 30 July

APPROVED

PTA - Nick attended the PTA meeting this week and shared their various ideas

DISCUSSED

HEALTH AND SAFETY (Nag 5)

Big Five Reports - FYO

Student Safety Report – Wellbeing Survey

Health & Safety Report – as provided by Julian Donaldson

LEGISLATIVE REQUIREMENTS (Nag 6)

GENERAL

Proposed Term Dates for 2022

Term 1: Tuesday, 1 February – Thursday, 14 April (Easter 2-6 April inclusive)

Term 2: Monday, 2 May – Friday, 8 July

Term 3: Monday, 25 July – Friday, 30 September

Term 4: Monday, 17 October – Thursday, 15 December

This Includes 4 x Teacher Only Days – 1 per term

AGREED UNANIMOUSLY

BOARD FAMILIARISATION

MEETING EVALUATION

Minutes read / prepared for meeting? Yes x 4, 2 points
Happy with input? Yes x 4, 2 points
Focused? Yes x 4, 5 points
Highlight? Teacher Aide Training, proactive regarding next year’s staffing,
Structured Literacy, mid-year student data, all PD

MEETING CLOSED: 9.15pm

NEXT MEETING : 13 September 2021

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date