



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 11 November 2021 at 6.00pm



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

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

**Apologies:** Nil

**Confirmation of Minutes/In-committee minutes:**

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

Incommittee minutes from last meeting to confirm.

**Declaration of conflicts of interest:** Nil

**Matters Arising:** Nil

**Consider new items:**

- Update for Big Field Project
- Funding request for classroom setup
- NZSTA Elections 2022

**Correspondence Inwards:**

- 2 x Exit Surveys

**Correspondence Outwards:** Nil

**Motion to accept above:**

**Moved:** Jo Yeo

**Seconded:** Nick Fenn

## ASSURANCE

**Reports Presented:**

**Reading Report** –presented by Nikola Vincent

- Reading for pleasure increased – students yr 3-8 targeted

**Student Wellbeing Survey** – Julie thanked Nikola Vincent for presenting these reports

- Bullying has significantly reduced
- Positive feedback from parent education re bullying

**Behaviour & Management**

- PB4L supported consistently by staff

**Student Led Learning Conference: Strategic Goal 1** – Julie thanked Jonathan Young for presenting this report

- Students prepared to lead their own learning and learning to identify their next goal
- Clear expectations
- 74% parents using Hero app
- Parents will be invited to provide feedback via survey

## CURRICULM REPORTING (Nag 1/8)

**Emotions Lessons Plan** – shared with Board

### Curriculum & Professional Learning

#### **Digital Technology**

- 'Minecraft classrooms' lends itself to programme coding

#### **Structured Literacy**

- Teacher Aides are also learning this

#### **Maths**

- Maths PLD trialled & tested before whole staff attend training

## **STRATEGIC MONITORING**

See roll numbers graph 511 enrolled

- 'Rock On' attendance programme having both positive & negative affect

## AUDIT 8

### GOVERNANCE AND BOT POLICY (Nag 7)

#### **AUDIT AND SELF REVIEW**

#### **Governance and BOT Policy**

#### **Truancy Policy**

- This was reviewed recently and found to be fit for purpose
- Next review due October 2024

CONFIRMED:

**Moved:** Julian Donaldson

**Seconded:** Nick Fenn

## **RESOURCE MANAGEMENT**

### **Funding request for classroom setup**

- New classroom space for Awa Learning Team for 2022 – require furniture and chromebooks
- Anticipate for classroom to be finished late-term 1
- Jonathan asked the Board to cover cost of chromebooks and furniture up to \$10,000. It was suggested this may be covered by MOE's Furniture Grant? To be confirmed.

If this is not covered by a Grant, the Board agreed to cover the cost

**APPROVED UNANIMOUSLY**

## STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

### **RISK AND STRATEGIES**

## STRATEGIC GOAL – D RESOURCE MANAGEMENT

### PERSONNEL (Nag 3)

**Principal's Appraisal 2021** - Judith Catton approved for 2022

- Possibly invite Judith to attend a Board meeting to present summary to Board

**Moved:** Claire Carran **Seconded:** Nicky Severinsen

- Administration Support staff appraisals in progress

## Appointments for 2022

New Permanent teachers for 2022:

Juanita Thompson

Peter Burgess

Ken Heaphy

Zara Codyre

Jessica Coyne

**Resignation received** from Margaret Blackmore after 30 years employment at Waimataitai School

- Date of resignation in Agenda to be amended to 24<sup>th</sup> November (as opposed to 14<sup>th</sup>Nov)
- Janene McGrath to fill Margaret's role
- The Board recognises the exceptional long service given by Margaret – Julie to arrange a gift

## Units 2022

- Applications received for all units. These will be confirmed next week

## FINANCE (Nag 3)

Support staff wages on track for the year

Optimistic that the loss will balance out at end of year

Payments ratified as follows:

- August: \$40,147
- September: \$24,496

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

## Payroll Internal Controls Report

- Date to be inserted: 08/11/2021

## Photocopier Proposal for 2022

- Quote accepted and new photocopiers installed now (1 x new / 1 x used)

## School Magazine

- Requested the Board cover the cost of shortfall \$1,707
- Proposed to phase out the magazine in future and consider an alternative
- Magazine Unit is not included next year – if the magazine is to continue, compilation will need to be contracted out

### Suggestions:

- To possibly charge cost to family/student at start of the year
- Get feedback from parents via Hero survey form

SHORTFALL COST APPROVED UNANIMOUSLY

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

## PROPERTY (Nag 4)

### Maintenance Painting

- Three blocks due to be maintained - 2 blocks of the 3 are being renovated.
  - Quote accepted from Colin Shaw re Block 14 and 8
  - To start Sept / anticipated to finish March 2022. Room 19 first
- Agreed by email that Dan Cosgrove's quote re roofs be accepted

AGREED

AGREED

## Roof – Administration Block

Insurance Claim rejected due to general wear and tear. Options to consider:

- Repairs transferred to 5YA  
Suggestions to save on cost:
  - Remove double glazing in renovations
  - Library renovations possibly delayed 1 year
- OR
- The Board contributes

The Board agreed to:

- Look for cost saving options
- Delay less urgent maintenance

**Moved:** Nick Fenn

**Seconded:** Jo Yeo

## Big Field Upgrade – PTA Project

- PTA sourcing a second quote
- Stage 1 needs to get started to avoid losing momentum
- Protocol needs to be set for future projects
- Cost of ongoing maintenance to be considered
- Suggested:
  - Sponsored terraces– no branding
  - Plaque on the library to acknowledge sponsorship
  - Possibility of power installed on Big Field ?
- To be considered and re-addressed at next meeting

DECISION PENDING

## HEALTH AND SAFETY (Nag 5)

- Carpet outside rooms 13 & 14 to be addressed
- Unstable cabinet to be secured – room 15
- Active Transport meeting with Jane Sullivan - Wellbeing team will do this portfolio 2022
- Simon Davonport available to talk to board re development of Selwyn St / Trafalgar St intersection - day/time to be confirmed

## LEGISLATIVE REQUIREMENT (Nag 6)

### Draft Budget for 2022

- A small surplus anticipated

### Strategic Plan – 2022 Annual Plan

- List of actions to be done for staff to prioritise
- Cover Wellbeing goal through PB4L class lessons

### Enrolment Zone

15 applicants - mostly New Entrants accepted / 1 declined acceptance

### Covid-19 Vaccinations

- All Board and staff members are double vaccinated
- Regular volunteers' vaccinations are checked
- Parents not checked, but if not double vaccinated must wear mask, scan in, keep distance

**2022 BOT Election**

Date set: 7 September 2022

**Prize Giving Update** – possibly held over 2 sessions (no parents invited) – covid regulations

**Christmas** – Board’s appreciation to staff. Ideas to be considered

**BOARD FAMILIARISATION**

**MEETING EVALUATION**

*From the meeting, were we Governance or Management focused?* 7 x Governance

*Which item was a highlight in relation to student achievement or wellbeing?* Maths, Student Led Learning x2, Comments in Wellbeing Survey, x 2, high attendance at SLC, adaptable Board

*Do you have a PMI from this meeting?* Minecraft x 2, Student behaviour continuing to improve, everything the Boards need to consider, appraisal/staffing x 2

**NEXT MEETING : Date changed** to 9 December 2021 to start 5.15pm sharp

**MEETING CLOSED:** 8.55pm

**MOVED TO INCOMMITTEE:** 8.56pm

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date