



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 20 June 2022 at 5.15pm



Nicky Severinsen opened the meeting with a Mihi

Present: Julie Pratt (Chair), Claire Carran (Deputy Chair), Jonathan Young (Principal), Julian Donaldson, Jo Yeo (attended via zoom), Nicky Severinsen (staff trustee)

In Attendance: Jill Crossan (minute secretary)

Apologies: Nick Fenn

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:

- **Office of the Auditor-General** – delay with completing audit

Correspondence Outwards:

- **Pleasant Pt Primary School** – response to their letter

Motion to accept above:

Moved: Jo Yeo

Seconded: Julian Donaldson

KEY STRATEGIC AREAS of ASSURANCE

Strategic Planning 2023-2025 Update

Jono discussed the strategic plan to date. We are in a measurement phase to determine how we check if we are making progress.

Order of process: Input / Activity / Output / Outcome / Impact

- **Need to:**
 - Identify critical data
 - Triangulate data
 - Leading & trailing measures
 - Important to match goals to initiatives
 - Less is more
 - Celebrate small changes
 - Analyse & translate as you go
- **Next Stage:**
 - Jono to continue to work to complete the measurement part of the plan
- **Vision:**
 - Scope for whole community to provide input. This will be done later once the plan has been finalised

2020-2022 Strategic Plan

Connected Community – 2 Reports:

1. Maori Pasifika Development Plan

Ongoing work:

- Samoan Language Day
- Cross Country events
- Junior and middle school visits
- Visit from the Principal of Timaru Girls High School
- Kaitiakitanga food stall
- Matariki

2. Parent Ideas

- Share with community

STRATEGIC MONITORING

See roll numbers graph. Current roll is 493.

GOVERNANCE AND BOT POLICY (Nag 7)

AUDIT AND SELF REVIEW

Governance and BOT Policy

Health and Safety Policy

ADOPTED

- The Board agreed to adopt this policy

Behaviour Management (in class) – prepared by Senior Team

- Systems to keep consistency across the school for classroom behaviour

Managing Challenging Behaviour and Physical Restraint Policy

- Refer this policy to staff for feedback. To be considered at the next meeting in August
- Advice received from MOE & NZSTA re de-escalation training to avoid having to restrain
- Number of restraints is decreasing
- Restraint is for situations where the child puts themselves or other people at risk
- Agreement with parents – recognise level of behaviour before restraining
- Debrief after the event for people involved in each restraint re wellbeing

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Special Needs Report –Julie thanked Lara Sargent for providing this report

- Sufficient staffing available through Teacher Aides
- Future recommendations – how do we fund it? Teacher Aides invited to ‘piggy back’ some PD provided to teachers

PB4L Topic Plan

- Consequences discussed with students

STRATEGIS GOAL FOCUS (Nag 2)

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

Kahui Ako – Plus / Minus / Interesting

DISCUSSED

- Should we join this?
- What are the benefits?
- Do staff know what this is? / What does it look like? To be discussed with staff
- MOE funds relievers' salaries

Due to the current shortage of relievers, it was suggested to consider joining this next year

Next Step: Jono to talk to Mark Creba

Fundraising

Application to NZCT for the funding of \$18,451 (excl. GST) for sport uniform

UNANIMOUSLY AGREED

Resolution for Alison Black Fundraising

The Board agreed that Alison becomes the Trust Secretary

AGREED

Agreed to the possibility of an Auditor to look through the process that we follow

AGREED

- Upgrade of hall to be discussed with the Trust, then apply to the Lotteries Commission for funding
- Need to show how the community use the hall. Jono & Jill to send letters seeking support from people who have hired the hall
- Ideas for upgrade:
 - Renew sound system
 - Incorporate a lighting system
 - New automated data projector and screen
 - Blackout curtains (for the back wall) and removable curtain rails with curtains (for windows and doors)
 - Incorporate a climbing wall in the western wing of the hall
 - Television screens for both sides of the stage and cages/boxes to protect them when not in use
 - Gibbing to flatten back wall of stage

PERSONNEL (Nag 3)

PTA - MOU 16 May 2022

- PTA has confirmed MOU
- Point 5 to be amended to read *"Funds raised for these planned projects is gifted unconditionally to the Board to ensure tax efficient outcomes"*

Principal Appraisal

- To be attended by Claire or Julie next Wednesday, 29th June.
- Interim Report to follow

FINANCE (Nag 4)

- **Delay in auditing process** - The school's financial statements will not report a breach of the statutory deadline
- **Banking Staffing Report** - No concerns
- Payments ratified for May 2022: \$237,706 RATIFIED

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

PROPERTY (Nag 4)

Renovated Classrooms

- Jamie Lyons checked new classrooms – tagged 8 minor things to be completed

Library Renovations

AGREED VIA EMAIL

- The Board agreed to the quote of \$18,766.00 from Peter Siebers, of Siebers International to upgrade the radiator pipes within the Library block, so the radiator heaters can continue to be used
- Work to start July

Big Field Project

- PTA agreed they will gift the total amount to the school

MOE Property Advisor – Bree Jones

- Asbestos plan to be reviewed

HEALTH AND SAFETY (Nag 5)

Matariki Ceremony and School Celebration

- A time to farewell lost relatives / focus on family
- This is not a religious ceremony
- Sausages donated from Hellers for sausage sizzle
- Performances eg Kapahaka, school band, Class performances
- Parents invited into classrooms

Monthly Behaviour Report – Prepared by Jess Howard

- April, being a shorter month due to holidays, reflects on comparable numbers
- Promote Team Players through 'Commonwealth Games' coming up
- Trialling different Learning Team combinations at separate break times ie starting term 3: Awa / Moana together and Roto / Hawai

Health and Safety Report – Presented by Julian Donaldson

- New heat pump installed in room 19
- 8 x Air cleaners received from the Ministry
- Carpet fraying in room 17's shared space needs attention

Suggested dogs must be on a lead within the school grounds.

BOARD FAMILIARISATION

GENERAL

Enrolment Zone Report – Julie thanked Nikola Vincent for providing this report

Board Election Update

- CES was appointed as Returning Officer for the upcoming Board Elections
- Contact list of eligible voters has been sent to CES (Principal not included)
- Staff (with children attending Waimataitai) have confirmed which roll they wish to be on ie staff or parent
- Notice of Board Elections is advertised on the staff notice board

Moved: Jo Yeo

Seconded: Nicky Severinsen

School Attendance

- Nationally 59.7% are attending at 90+% (average of 9 days per fortnight) however, it is concerning Waimataitai is only 41% at that rate
- The total of 79% attending regularly at Waimataitai 80-90% (ie 8-9 days per fortnight) is encouraging
- Online learning is still in use
- Has covid impacted on parents' perception of the importance of attendance?
- Rock On Programme – re-engages families

Disciplinary Committee

- Meeting held 30th May – outcome was for the student to be excluded

Arowhenua Whanau Services

- Support provided for Maori families

MEETING EVALUATION

Governance or Management focused? 4 x both Government & Management but mainly Governance, 2 x Governance

Empowered the Principal to act? 5 x yes eg Kahui, 1 x no

Plus, Minus or Interesting from this meeting : **Plus:** 2 x Kahui Ako, reports show our school is ahead, Teacher Aide PD, Strategic Planning. **Interesting:** Attendance statistics

NEXT MEETING: 8 August 2022

MEETING CLOSED: 8.40pm

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date