



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 21st February 2022 at 5.40pm



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

In Attendance: Jill Crossan (minute secretary)

Apologies: Julian Donaldson

Confirmation of Minutes/In-committee minutes:

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

Matters Arising: Sports field – waiting for quotes, work in progress

Consider new items: Nil

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- Justin Murphy – Flooring
- Timaru District Council – Selwyn St to start April 2022

Correspondence Outwards: Nil

Motion to accept above:

Moved: Nicky Severinsen

Seconded: Jo Yeo

STRATEGIC MONITORING

See roll numbers graph : Starting Roll 469 lower number than last year at 494.

Waimataitai Strategic Plan 2020-2022

Document to be checked then sent to the Ministry by 1st March.

Student Led Curriculum

- Reach targets by using the steps as mentioned in the agenda
- Communication with parents via Hero
- Feedback received re how conferences are run

AUDIT AND SELF REVIEW

Governance and BOT Policy

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

Governance Manual:

- Uploaded recent copy to the Board site

Delegated Authorities

DISCUSSED

UNANIMOUSLY APPROVED

Board Focus

Work Plan 2022

ADOPTED

Survey of Whanau End of Year 2021

- Feedback summarisation found communication with the school community to be addressed.

Policy

- Sub-Committee formed for review of 4.2 Financial Management:
Claire Carran, Jo Yeo, Nick Fenn.
- Code of Conduct

AGREED AND SIGNED

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

2022 Annual Plan Targets

DISCUSSED

- Plan to achieve goals set in Annual Plan, will be reported on each Board hui

Priority Learner Groups

DISCUSSED

2021 Achievement in Reading, Writing, Maths

DISCUSSED

- DMIC maths, students grouped randomly ie not by ability
 - Maths “talk moves” important
 - Discussion critical approach

Analysis of Variance for 2021 (circulated in Annual Report)

APPROVED

- To be forwarded to MOE by 1st March after proof-read

School Entry Assessment – Julie thanked Nikki Vincent for providing this report

- Six week report for 5 year olds and then retested at 6 years

Reading Recovery:

- No reliever available to cover for teacher
- Not going ahead with Reading Recovery this year

Curriculum and Professional Learning

- PD provided for teachers - learning new strategies for structural Literacy and Math (DMIC)

PERSONNEL (Nag 3)

- Anticipate additional New Entrant room to start Term 2 with Jewel Donaldson and Patsy Kelly teaching
- Number of Teacher Aides is down 2 this year which will allow us to manage staffing more precisely
- Jono and Julie met online with Judith Catton re Principal Appraisal – initial goals set after discussion
- Teacher Registrations due to be renewed for seven staff – teachers are responsible for their own registration, but Jono will remind staff.

FINANCE (Nag 4)

Block 13 : Windows

- Increase in costs partly covered by Board.
- 2021 deficit; staffing over-run and Board commitment to increased costs of building
- Anticipate having additional income that is not budgeted for. This year it was \$60K

Auditor: Preparation to be done. Jill to make contact with the Auditor to start process.

Budget:

DISCUSSED

- Working capital is at an acceptable level
- To be amended and ratified by email

2021 Unpaid Invoices:

It was agreed by the board via email circulated in December 2021 to write off the following invoices:

..AGREED

Invoice Number 202124	Damaged Helmet	\$24.00
Invoice Number 202137	Vandalism - Broken Window	\$177.31

Monthly accounts:

Ratified for: November: \$178,976.0,
 December: \$150,726.00

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

PROPERTY (Nag 4)

Blocks 8 & 14

- Project Manager – windows are a concern re lack of aluminium presently seeking ETA
- Leek problems appear to be fixed by fastening nails
- Deck needs another step due to incorrect plans – extra cost
- No asbestos, which was budgeted for, so some of this funding may be returned
- Rooms plan to be in use start of term 2
- Ramp to be built (block 8), railing optional (block 13) western end – will determine when work complete.

Library Block

- Coming up later in the year. Within the 5YA budget

Block 5 & 14

- Roofing to be done in April

HEALTH AND SAFETY (Nag 5)

- Test and Tag electricals continuing
- Everything up to standard

LEGISLATIVE REQUIREMENT (Nag 6)

Covid

- Plans in place
- Community will be informed as Omicron/Covid evolves

BOARD FAMILIARISATION

Newsletter

- Board Newsletter: Claire to do a summary of this Board meeting for the newsletter.
- Jill to add procedure for dealing with Concerns and Complaints at School to next Newsletter

GENERAL

MEETING EVALUATION

Governance Focused: x 6

Supported goals yes, achievement, Goals targeted, connected with community, Strategic Plan, willingness completing surveys.

Reflect on: Rooves, ready for covid, NE arriving more 'ready' for school, Priority Learning Groups, PD for staff, Property & Finance, on track under these uncertain times.

MOVED INTO INCOMMITTEE:

Opened: 7.35pm

MEETING CLOSED: 7.35PM

NEXT MEETING : 28 MARCH 2022

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date