



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 23 May 2022 at 5.50pm



Jonathan opened the meeting with a mihi in Te Reo
Julie welcomed Dave Adams and Juliet Stevenson to the meeting

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

In Attendance: Juliet Stevenson, Dave Adams & Jill Crossan (minute secretary)

Apologies: Tim Heke

Confirmation of Minutes/In-committee minutes:

Change to be made under property/cleaning to read as:

“Jono to investigate future cleaning operations” CONFIRMED

Minutes of the previous meeting held were accepted after the above change was confirmed

Matters Arising: Nil

Consider new items: Nil

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- NZEI– Employment Relations Education Leave (EREL)
- TDC –Selwyn St layout improvements delayed
- CES – BOT Elections
- Evan & Bernie Carter (neighbours) - Boundary fence (East side) and trees
- Pleasant Pt Primary School – ASTN (Aoraki Secondary Transport Network)

Correspondence Outwards:

Nil

Motion to accept above: **Moved:** Nicky Severinsen **Seconded:** Julian Donaldson

STRATEGIC MONITORING

- See roll numbers graph - 487 students currently enrolled
- Enrolment ballot held last Thursday : 13 applications received, 3 accepted (with siblings currently enrolled)
- Predict roll to be approximately 500 by the end of the year

STRATEGIC GOAL FOCUS (Nag 2)

Waimataitai School Strategic Plan 2020-2022

Student Led Curriculum – survey highlighted:

- 4 most important things
- What would Waimataitai look like in the future?
- Positive response received from parent/whanau community

Springboard GAP Analysis – deciding big issues / intended outcome / is there a gap at the end?

- The Board discussed in groups then shared the feedback

Connected Communities – Hero Communication

- Kaitiakitanga initiatives – Food Bank
- Positive relations, meet & greet in the mornings
- Kapa Haka will start this week – working toward performances
- Extra support for disadvantaged and behaviour challenging children
- Some parents requesting another session regarding Hero
- Newsletter – feedback received re PDF version not user friendly. Consider alternative format eg Hail

Resilient Students – PB4L & use of technology

- Refer agenda

AUDIT AND SELF REVIEW

Governance and BOT Policy

Health & Safety Policy – will be reviewed at June meeting

STRATEGIC GOAL – C QUALITY AND ACTIVE GOVERNANCE AND LEADERSHIP

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

PLD Plans for Structured Literacy, DMIC (math) & Digital Technology

- Teachers receiving training during class time with facilitators providing ‘real-time’ feedback

Health & Physical Activity Report – Julie thanked Tim Heke for providing this report

- Generally active students
- Walking, scootering to and from school encouraged eg Golden Shoe award, house tokens. Possible other incentives discussed
- Participation in team sports encouraged

PB4L Student Wellbeing Survey (Resilient Students) Report – Julie thanked Nikki Vincent for providing this report

- Strategies and resiliency help students to deal with difficult situations that may arise
- ‘Block School’ may have contributed to the reduced number of incidents
- Wheel of Choice – ideas received from students

The Board support the recommendations provided in the report

Kapa Haka Tuition

- 3 Term plan scheduled with 2 tutors

Report on Unit Holders

- A number of teachers in charge of certain aspects of the school

Curriculum & Professional Learning

- Incredible Years
- Digital Technology – Facilitated by Wilj Dekkers
- Better Start Literacy

Wai Learners – PB4L

- Topic – Rewrite the ‘Wheel of Choice’ with new incentives

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

- Additional Class for New Entrants started beginning of term 2
- Advice from NZSTA re Contract obligations

FINANCE (Nag 4)

Payments were ratified as follows:

March Payments \$148,431

Ratified: Claire Carran

Seconded: Nick Fenn

April Payments: \$149,108

Ratified: Julian Donaldson

Seconded: Claire Carran

Banking Staffing

- Using Banking Staffing facility to maximise staffing based on relievers' salaries

Banking Staffing Summary

- This was tabled and circulated at the meeting

Fundraising Schedule

- It was highly recommended to contract Allison Black to put together applications for funding through grants. A small fee is charged, dependent on how much is raised
- Allison to meet with Jonathan this week

Invoice Written off

- The Board agreed to write off invoice no. 202128 for \$201.16 re vandalism. Student is no longer enrolled at Waimataitai

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

PROPERTY (Nag 4)

Block 14 & 8 Renovations

- Classrooms finished and being used beginning of term 2, however, deck not accessible yet – should be end of the week

Big Field Project – to be broken up into 3 stages:

- Stage 1: quote received from RSL Ltd Landscape Construction Timaru \$44,517.65
- In order for GST to be claimed, it was suggested the Board pays for the work and the PTA to gift the money to the Board unconditionally (once invoice has been received). The GST money could provide a 'buffer' for any unexpected expenses
- Both groups (PTA and Board) to continue discussion at a later date

The Board are in support of the Big Field work going ahead in October holidays with RSL QUOTE ACCEPTED
UNANIMOUSLY AGREED

Library Renovations – on hold until leaking pipes fixed

- Radiators and boiler issues interlinked \$160,000
- Radiators in the library only are currently isolated until issue resolved
- Jamie Lyons getting quotes – consider heat pumps as an option

Boundary Fence upgrade

- Shrubs to be removed and replaced over the next few years
- Quote received to upgrade fence \$6,624.96. Agreed to pay half with neighbour

The Board agreed for Jono to act on the school's behalf

AGREED

Amendment 5YA Application form

- Procurement plan
- Start date to be 1st July

Selwyn St Modification Delayed

- This will probably take place later in year during holiday period

HEALTH AND SAFETY (Nag 5)

- Sound desk needs checked
- Access to fire panel in 'computer room' has been cleared
- Fire alarms in the library are missing signs re how to activate. Are these required?

LEGISLATIVE REQUIREMENT (Nag 6)

Attendance on Hero

- At this stage, the number of Covid cases are levelling out and not having a great impact on the running of the school
- Support received from parents/caregivers re keeping students at home if unwell

GENERAL:

Pleasant Pt Primary School – letter received seeking permission for two of our in-zone students to travel by bus. The Board agreed for these existing two students to continue transport (third option ticked). Permission to be sought for any additional students to travel from our TEZ.

AGREED

BOARD FAMILIARISATION MEETING EVALUATION

Meeting the students' needs? Focus on Strategic Plans impacts students x5, Professional- Development, safe

Student focused? Yes x7

Empowered Principal to act and how? Yes x 7, Springboard Trust x 3, idea to raise funds via Allison Black

Agenda item highlight? PB4L, Bank Staffing, Health & Physical Activity Report x2, technology, positive feedback from adults re children's behaviour at recently held EOTC event, Strategic Planning and meeting the needs for future generations

Jono closed the meeting with a Karakia

MEETING CLOSED: 8.15pm

NEXT MEETING : 20 June 2022

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date