



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 28 March 2022 at 5.30pm



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

**In Attendance:** Jill Crossan (minute secretary)

**Apologies:** Nil

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

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

**Matters Arising:** Nil

**Consider new items:** Covid related expenses  
Cleaning

**Declaration of conflicts of interest:** Nil

**Correspondence Inwards:**

CES - Returning officer at no cost

TDC – Selwyn St Pedestrian Crossing changes in April 2022

**Correspondence Outwards:** Nil

**Motion to accept above:**

**Moved:** Jo Yeo **Seconded:** Nicky Severinsen

**Springboard Trust - Planning Strategic Plan**

**6 Components:** - Political, Economic, Social, Wellbeing, Legal and Environmental

- Jono has spoken with students, leadership, whole staff, individuals
- Ideas shared by the Board were recorded on the Pestle sheet, provided by the Springboard Trust
- Jono to summarise Strategic Planning as discussed

**STRATEGIC MONITORING**

See roll numbers graph 477 enrolled as at end of February

**Connected Community**

- Maori & Pasifika to be reviewed this year ie events postponed due to covid
- New Enrolments – potential for welcoming, powhiri
- A possibility for Board members to be rostered to meet new families ?

## PTA

- Resignations received from Hayley Donaldson, Leigh Adams, Sarah Bowden, Kerry Pearson, Rebecca Sim. These resignations include President, Secretary & Treasurer roles.
- Hayley & Leigh committed to continue seeing the Big Field development through
- School to maintain the workings of PTA until parents come forward
- The Board acknowledge and appreciate the service of the outgoing PTA members

## Big Field

- To go ahead in October
- Jamie Lyons to manage the project at a cost

## Fund Raising

- No Cheese Rolls this year due to covid restrictions
- Focus on social events to connect with community as opposed to fund raising

## Resilient Student Report

- Covid message
- PB4L survey

## AUDIT AND SELF REVIEW

### Governance and BOT Policy

#### Policy

Financial Management Policy reviewed

ADOPTED

Principal has the delegated authority to randomly audit admin procedures

**Moved:** Jo Yeo

**Seconded:** Claire Carran

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

## ASSURANCE

### MONTHLY REPORT - FEBRUARY

#### Goal Setting

- Student Learning Conferences cancelled
- Teachers to set goals with students by end of term
- Teachers to process goals on Hero as a post, so parents can see the goals

#### PB4L Report

- Planning for Term 2 – refer Agenda

#### Targeted Students Report

- Ensure students have manageable goals through IEP
- Opportunities eg with Joy Hall
- Monitoring of all priority group student progress
- Canterbury Maths, Science, English available for students working 'above standard' based on end of last year's reports
- Talents in other areas eg art, drama etc are always recognised as well

Thank you to Nikki Vincent for providing the Report

## RISK AND STRATEGIES

### STRATEGIC GOAL – D RESOURCE MANAGEMENT

#### PERSONNEL (Nag 3)

##### Current Staffing

- Student Teacher in room 2
- No spare relievers are available at the moment. Will need to split classes in future, or possibly combine 2 x classes
- Sick Leave due to covid could exceed budget - Resources from MOE possibly available

#### PROPERTY (Nag 4)

##### Phone System Upgrade– re copper upgraded to fibre

- Cost will potentially pay for itself
- Consider new system to possibly use cell phones as opposed to landline
- Buy or rent ? Suggested to buy

##### Room 19

- Painting in progress, will be finished soon

##### Block 8 & 14

- Ramp step to reduce potential falls. Cost: \$4,400. Contingency will cover that
- Stainless steel handrail rejected – cost \$4,500. Suggested the possibility of steps to wrap around instead

##### Cleaning

- Contract to be renewed by the end of the year
- Jonathan to investigate future cleaning operations

##### Boiler

BWOF RECEIVED

- recommendation to do signage on door (done)

#### FINANCE (Nag 4)

- Financials to be posted tomorrow
- Draft Annual Accounts – as circulated via email APPROVED UNANIMOUSLY
- SAAR Report to be circulated via email to be ratified
- Not expecting Professional Development to be a huge expense this year due to:
  - DMIC maths training at no cost
  - Structured Literacy training received
- 2022 Budget - As circulated via email RATIFIED UNANIMOUSLY
- SAAR report SIGNED BY JONATHAN YOUNG & JULIE PRATT
- Cyclical Maintenance for Library circulated by email APPROVED UNANIMOUSLY

Payments for February 2022 \$402,832

RATIFIED

Transaction dated 21/01/2022 for \$20,000 queried

**Moved:** Nick Fenn

**Seconded:** Julian Donaldson

HEALTH AND SAFETY (Nag 5)

Presented by Julian - No major concerns

**COVID Reports**

- Block formation is managed well
- RATS arrived today (to be sent home with symptomatic students)
- Maintain mandate changes as received

**Health & Safety Policy Review**

- Sub- Committee formed: Julian Donaldson, Jonathan Young, Jo Yeo
- Review to be included in next meeting

LEGISLATIVE REQUIREMENT (Nag 6)

**GENERAL**

**Board meeting dates for 2022**

- 23 May
- 20 June
- 8 August
- 12 September
- 14 November
- 8 December

**MEETING EVALUATION**

Made a difference? Yes 6  
 Student focused? Yes x 6, mostly, especially with PESTLE  
 Empowered Principal? – Yes x 6  
 Agenda Item: PESTLE x 2, windows are here, acknowledging achieving students, setting goals in lieu of SLC, Strategic Planning, yet again unable to get Board Photo

**NEXT MEETING : 23 May 2022**

**MEETING CLOSED: 8.15pm**

Signed as a true and correct record of the proceedings.

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 Julie Pratt (Chair)

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 Date