



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 8 August 2022 at 5.50pm



Julie opened with a Mihi

Jonathan followed with a Whakatauki

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

In Attendance: Chrissi Davidson, Kirsty McKerracher, Lara Sargent, Jess Howard, Vanessa Galbraith, Nikola Vincent and Jill Crossan (minute secretary)

Apologies: Julian Donaldson, Jo Yeo (not advised)

Confirmation of Minutes/In-committee minutes:

Minutes of the previous meeting held 20 June 2022 accepted as read and confirmed.

Matters Arising: Nil

Consider new items: Elections

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- **Danial Souter** – Anti-Mask
- **TDC** – Selwyn Street Pedestrian Crossing – layout improvement will take place 1st-16th October
- **MOE** – Carbon Neutral Government Programme
- **Allison Black** – Funding Application

Correspondence Outwards: Nil

Motion to accept above: **Moved: Nick Fenn** **Seconded: Nicky Severinsen**

RECOMMENDATION TO EXCLUDE THE PUBLIC (incommittee)

It is recommended that the Board resolves that the public be excluded from the following parts of the proceedings at the end of this meeting;

Item 1: Principal Appraisal

Item 2: Personnel - Resignation

REPORTS PRESENTED:

Learning Support Review – presented by Lara Sargent

- Continue to work with RTLB
- Increase in ESOL students, this involves Teacher Aide support
- 4 x Teacher Aides receiving Better Start PD and hope to have 5 more next year

Priority Learners

- 50 students – Individual Learning Plans. Good gains, however still need to improve

Recommendations:

- Continue funding for TA
- Keep offering PD
- At risk students to work with outside providers eg reading dog recently introduced

ESOL Report – presented by Chrissi Davidson

- 42 ESOL students - Increased diversity. The children mix well and learn a lot from each other
- Differentiated support in the classroom
- Apply for funding twice per year to provide PD eg workshops for TA
- Pasifika event coming up
- Consider more time for TA timetables to be completed

TAG Report

- Studio A Music : Funding for Out of School Music hours received
- Dependent of opportunities provided at home ?
- Minecraft – engages student
- University of Canterbury Kiwi Competition – Due to come back
- Moana Production – provides an opportunity to see hidden talents

Graphs:

Academic:

- Advanced Learners - snapshot
- Others identified by teachers
- Level of talent can change as students get older

Recommendations:

- Opportunity to provide music mentor programme next year

DMIC Report – presented by Vanessa Galbraith

- A 3 year programme funded by MOE
- Teachers receiving support through mentors / students enjoy working together
- Exposure to activities based on expectations with support, as opposed to learning material at a lower level
- Building confidence in students by working in groups by encouraging group discussions eg different strategies

Recommendations:

- Continue to support teachers and receive funding

Structured Literacy Report – presented by Kirsty McKerracher

- Helps dyslexic learners
- Stages flow on throughout Learning Teams
- The rules applied links to the students' reading and this carries through to spelling/writing as a 'flow-on' effect
- "The code" – spelling programme
- Expensive to train teachers
- RTLB funded extra support for a few selected students
- Group learning

Student Wellbeing (Resilient Students) – Prepared by Nikola Vincent

- Students and parents have a better understanding of bullying ie an isolated incident is not bullying
- Suggested to track data of individual's behavioural progress
- Change the 'Wheel of Choice' through PB4L lessons
- ROCK ON Programme having a positive affect
- New format introduced this year - One teacher (who is familiar with PB4L) has been assigned to CRT across the whole school.

Julie thanked Lara, Jess, Chrissi, Vanessa, Kirsty and Nikola for their valued input in presenting the above reports.

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

Mid-Year Snapshot Report

- PMI – Observations carried out
- Encourage digital learning as an alternative, as opposed to handwriting
- Open to new ways to teach eg DMIC, Structured Literacy

STRATEGIC MONITORING

See roll numbers graph: Currently 492 enrolments

ROCK ON – Update

- Fewer numbers which is encouraging

Wai Learners – PB4L

Big Five Behaviour Reports – June

- Attendance is low due to illness
- Noticeable absences in the playground
- Suggested to sub-catagorise violence

PB4L Topic

- Team Players – *“am I treating others how I would want to be treated”*
- Expectations Lesson Plan

KEY STRATEGIC AREAS of ASSURANCE

STRATEGIC MONITORING

AUDIT AND SELF REVIEW

2021 Audit

- Audit still in progress

Governance and BOT Policy

Restraint Policy - Ratified

ADOPTED UNIMOUSLY

- Procedures discussed with staff

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

Vacancies – Caretaker

- Advice sought from NZSTA – fixed term position advertised
- Interviewed 2 prospective applicants – pay rate offered \$21.78. Suggested the living wage of \$23.65 is offered. Jono to further investigate pay rates
- The Board agreed for Jono to review the market rate and offer pay rate accordingly
- Board to get a card for Nicky Cowan re Brent’s passing

2023 Vacancies

- Probable that 2 staff will not be here next year, one of which would like to return the following year.
- Possibly a total of 3 potential vacancies to fill next year.

PTA Update

- Calendars – ordering online available now
- Quiz Night was a success
- Chocolate fundraiser coming up
- Claire showed an interest to help with the production of school magazine. Seek out any more helpers
- Big Field hui in September

FINANCE (Nag 4)

- Funding Application - Alison Black has earned us \$18,000 to date and cost the school \$1,000
- Payroll Internal – Adjustments made to manage banking staffing
- Annual Budget – tracking well

June Payments Ratified \$277,823

Ratified: Claire Carran

Seconded: Julie Pratt

PROPERTY (Nag 4)

Library Upgrade – as part of 5YA

- Siebers International fixing pipework between boiler and library
- Heating replacement
- Carpet and autex (wall covering) colour have been chosen

HEALTH AND SAFETY (Nag 5)

Big Five Reports – June & July

Health & Safety Report – Carried out by Jess Howard/Nikola Vincent

LEGISLATIVE REQUIREMENT (Nag 6)

Comparative attendance for terms 1 & 2 2021 and 2022

- Importance of attendance needs to be conveyed to parents

Strategic Planning

- Roadmap
- Vision statement has not changed: Connected, Willing, Able
- Goals: 3 x initiatives : Student Engagement, Teaching & Learning and Whanau Engagement

GENERAL

2023 Term dates – DRAFT

Term 1: Monday, 30 January – Thursday, 6 April	96 half days
Term 2: Monday, 24 April – Friday, 30 June	96 half days
Term 3: Monday, 17 July – Friday, 22 September	100 half days
Term 4: Monday, 4 October – Friday, 15 December	98 half days

Total: 390 half days

- Start date could possibly be 1 February 2023 (TBC)
- Feedback from staff meeting showed a reluctance to add 2 days to the school year
- Options for Teacher Release to be finalised

BOT Elections

- Induction meeting with the new Board (including old Board members) – ‘Meet n Greet’ and share knowledge to be held

Equity Index

- **Equity Index**
 - Funding for next year is changing from Decile 6 to an Equity Index number
 - Equity Index considers circumstances of learners, as opposed to where they live
 - 467 is the number for Waimataitai School. The higher the number, the more funding received
- **Isolation Index**
 - This is dependent on the distance from a main centre ie Christchurch

BOARD FAMILIARISATION

Meeting Evaluation

Did you read the meeting agenda and come prepared for the meeting? Yes x 5

Are you happy with your input throughout the meeting? Yes x 5

Were you focussed on meeting the needs of our students and staff? Yes x 5

Which agenda item was a highlight for you? Red card result (none today), good range for TAG, DMIC, Snapshot Report x 2, having teachers here to present reports, Wheel of Choice review

MEETING CLOSED: 9.15PM

INCOMMITTEE MEETING: Meeting opened 9.16pm

NEXT MEETING : Was to be 12 September but changed to **19 September 2022**
(Board Induction meeting will be held on 12th)

Signed as a true and correct record of the proceedings.

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Julie Pratt (Chair)

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Date