



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES  
Held on 14 November 2022 at 6.00pm



**Present:** Claire Carran, Jonathan Young (Principal), Julian Donaldson, Rachel Napier, Kelly Martin, Juliette Stevenson, Nicky Severinsen (staff trustee)

**In Attendance:** Sarah Garner (minute secretary), Julie Pratt

**Apologies:** Nil

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

Minutes of the previous meeting held 27 September 2022 accepted as read and confirmed.

**Matters Arising:** None

**Consider new items:** Nil

**Declaration of conflicts of interest:** None

**Correspondence Inwards:**

- CES – Appendix 1 completed in September as requested by the Ministry
- Timaru District Council – Sandblasting works on Selwyn Street

**Correspondence Outwards:**

- MOE Canterbury Enrolment Schemes – Mountainview High School proposed zoning boundaries

**Motion to accept above:** **Moved:** Nicky Severinsen **Seconded:** Rachel Napier

**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 2022 final report

**ASSURANCE**

**EOTC Report** – Presented by Nikki Vincent.

Discussion about what we are doing and any alternatives that can be done, next step to decide what this looks like. Some of our long-standing activities have had significant price increases. Just because we've always done something doesn't mean we always will. Looking into opportunities locally that have reasonable costs but still achieve the goals of EOTC.

**CURRICULUM REPORTING (Nag 1/8)**

**PB4L Curriculum Lessons**

Most recent topic has been 'We are all Katiaki' – Respectful - we care for our environment. There is many more places we can take this topic, and it may be extended to the end of the term.

*Connected, Willing, Able  
Kei o ringaringa te ao – The world is in your hands*

## **Curriculum and Professional Learning**

**DMIC** - Going well, will continue in 2023, 2 mentor visits a term per teacher, will be good for Jono to look at the end of the year to see if produced noticeable gains. Good feedback from teachers and kids.

**Structured Literacy** - Year end progress analysis will be interesting, but positive feedback from teachers so far.

**BSLA** - presented by Kirsty McKerracher. Target group of 8 students as a pilot and had good results. BSLA is not a replacement for reading recovery and we could technically offer both tier 2 reading programs. This was funded by RTLB until end of year – if we can reapply for funding for this next year, we will apply again (this tier 2 group receive 30 mins from this program per day).

**Digital Technology** - Wilj from ImpactEd has been working with us on this and it has gone well. More PLD hours applied for (150hrs) from MOE to work with the same company for next year.

## **STRATEGIC MONITORING**

See roll numbers graph - 511 as at today. 30 leavers for the year, discussion of reasons for leaving, majority moved out of neighbourhood/town.

## **AUDIT AND SELF REVIEW**

### **GOVERNANCE and BOT POLICY (NAG 7)**

**6.2 Privacy** Decided to shelve this for the time being, as the school is pursuing SchoolDocs from next year onwards to will receive a full rethink then.

### **STRATEGIC GOAL FOCUS (Nag 2)**

## **RISK AND STRATEGIES**

2023 School start and finish dates

Term dates for 2023 Start date	Wednesday, 1 <sup>st</sup> Feb – Thursday 6 <sup>th</sup> April
	Monday 24 <sup>th</sup> April – 30 June
	Monday 17 <sup>th</sup> July – 22 September
	Monday 9 <sup>th</sup> Oct – Friday 15 <sup>th</sup> Dec

## **STRATEGIC GOAL – D RESOURCE MANAGEMENT**

### **PERSONNEL (Nag 3)**

#### **2022 Appraisals**

In process of working with senior staff and noting the similarities that have come through their individual appraisals. All wanting to work on Maths. Will then meet as a group with the teacher aides.

Principal appraisal finalised (to be discussed in committee). Board agreed that using Judith Catton again next year could be advantageous (3<sup>rd</sup> year of a development arc) if she is available.

*Connected, Willing, Able  
Kei o ringaringa te ao – The world is in your hands*

- 2023 Appointments** Jono was pleased with the quality and quantity of applicants, appointed Kirsty Ewart and Alissa Quinn.
- 2023 Units** Discussed, 11 Units for next Year. Staff have now applied for these (applications in hand for all units except 1), decision will be made in next few days.

#### FINANCE (Nag 4)

Payroll internal controls discussed

**Income Statement summary** - Currently showing a reasonable surplus, but have received most of our income and will be continuing to incur costs to end of year.

**Banked Staffing** Shifted a teacher from the bulk grant to Teacher Salaries. For current year all staff including relievers will be charged to teacher salaries, and any overuse which cannot be managed within the banking staffing entitlement will be managed by charging our cheapest salary, either regular staff or relievers, to "BG" for sufficient time to clear or reduce the overuse by PP 22 or PP 26 at the latest. Where there is no suitable salary we will use the current MOE recovery rate for this purpose.

**Moved:** Julian Donaldson

**Seconded:** Juliette Stevenson

Payments ratified as follows:

August 2022	\$116,450
September 2022	\$217,579

**Moved:** Juliette Stevenson

**Seconded:** Kelly Martin

#### PROPERTY (Nag 4)

**Library** Nearly finished, looks great.

**Room 10/11** Carpet done, small area outstanding (inside cupboards)so withholding \$2,000 + GST retention until done.

**Big Field Project** Has been opened, great evening, now we have grass!

**Hall** Due to be repainted in the next ¾ years, but the Skids area has paint coming off walls (potential poor prep when initially painted) so we could bring this forward. Jamie Lyon (project manager) will be obtaining a quote for this. Board agreed in principle dependant on the quote, to be approved by email.

**Computer Expenditure** In consultation with New Era, made a plan to cover what we need to spend over the next 5 years. Spend this year is approx. \$30k, looks like \$58k next year.

#### HEALTH AND SAFETY (Nag 5)

##### **Behaviour Report September**

Average result – Concentration of slips/'high flyers' from top end of school, trying to keep a tight rein on the older students to try and get to end of year and through to high school. Needing to keep structure as lots on this term. Stats looked through at the leaders meeting to see if anything extra is required for the high flyers, as well as at the learning team.

**Health & Safety Report** – carried out by Julian, another month with no electrical tagging issues. A few minor items to rectify were recorded.

**Active Transport Meeting** - Last Thursday, good turnout, developing plan to increase number of children to get to school actively. Next meeting will be next year at end of Feb.

### LEGISLATIVE REQUIREMENT (Nag 6)

**Attendance Report from MOE** – Term 3 back up in 90's. Attendance discussed. Rock on programme2, removing more children than adding them these days. Attention in the right place.

**Draft Budget 2023** – similar to this year, approx. \$40k surplus. Hoping to get some more grant applications in for next year. This needs approving at next meeting.

**Strategic Plan – 2023 Annual Plan** - Open the doors wide to let the community back in. Belonging and learning together.

**Enrolment Zone Ballot** – held 20 October 2022

Supervised by Ken McKenzie, 10 Children in, all new entrants. May be a change to how these are run in future.

### **GENERAL**

**Board Elections Voting Report** - Appendix 1 CES – discussion around low voter turnout (normal for the industry).

**Code of Conduct (ex Ministry of Education)** - Similar to our school one, new Board to sign in January for the year in line with normal Board workplan.

**CES – Board member finance induction for Waimataitai** - Members got a document from CES outlining financial info of school.

### **BOARD FAMILIARISATION**

Meeting Evaluation

**Were we Governance or Management focused?** Governance x 6

**Which item was a highlight for you in relation to student achievement or wellbeing?** Strategic plan x 4, Unit Holders link to strategic plan, BSLA, Jono's strategy presentation, keeping a lid on big kids' year end behaviour

**Do you have a PMI from this meeting?** + BSLA x 2, EOTC x 3, Jono presentation, linking staff management units to strategic goals, new staffing and unit planning.

Final assembly 14<sup>th</sup> December at 1.30 pm, the Board are invited to attend.

**NEXT MEETING:** 8 December 2022

Signed as a true and correct record of the proceedings.

.....  
Claire Carran (Chair)

.....  
Date