



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 27 September 2022 at 6.00pm



Jonathan opened the meeting with a Whakatauki

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

In Attendance: Julie Pratt, Nikki Vincent, John Willers, Jill Crossan (minute secretary)

Apologies: Juliette Stevenson

New Board: Claire Carran was nominated for the position of Board Chairperson

Nominated by: Julian Donaldson **Seconded:** Rachel Napier **CARRIED**

Confirmation of Minutes/In-committee minutes:

Minutes of the previous meeting held 8 August 2022 accepted as read and confirmed.

Moved : Nicky Severinsen **Seconded:** Jonathan Young

Matters Arising: Nil

Consider new items: PB4L – Wellbeing Survey

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- **Alpine Energy Timaru Band** – Thank you for donations of instruments and music
- **TDC** – work commencing on Selwyn St Trafalgar St intersection 27th September

Correspondence Outwards: Nil

Motion to accept above: **Moved:** Julian Donaldson **Seconded:** Kelly Martin

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

The Arts – Presented by John Willers

- John & Kim Dynes have discussed ideas to put out into the community
- John outlined the variety of events organised so far this year
 - Vocal and performance groups run by Abigail Austin
 - Moana Production – variety of hands on experience including building props, dismantling
 - Funding application for drama based programme linking PB4L

Maths : Feedback from DMIC – Presented by Jonathan Young

- Positive feedback from teachers responding to PLD

Behaviour Management – Stand Downs and Suspensions – Presented by Nikki Vincent / Jonathan Young

- Systems in place to monitor repeat offenders
- Increase in stand-downs – predominantly due to vaping

Student Led Learning :- Presented by Jonathan Young

Curriculum and Professional Learning

Tiered Fidelity Index (TFI)

The review by John Taylor showed perseverance and consistency across the school is evident in such a good result:

Tier 1 : 96.7% -

Tier 2: 88.5% - Small groups of kids posing problems with management (approx.. 15%)

Tier 3: Not trained yet, but will do in future

Monthly Behaviour Report

- Tracking a trend to minimise behaviour
- Staff asking more questions to find any underlying reason for the behaviour

STRATEGIC MONITORING

See roll numbers graph: 501 students currently enrolled.

Strategic Plan **2020-2022 (is this the right year – as per agenda??)**

- Jono will talk about the Annual Plan at the next meeting

AUDIT AND SELF REVIEW

Governance and BOT Policy

GOVERNANCE AND BOT POLICY (Nag 7)

Te Tiriti o Waitangi / Treaty of Waitangi School Policy

RATIFIED

- No changes have been made
- School Docs is an external provider who provides and updates policies for our approval
- School Docs will provide our portfolio in due course

Moved: Claire Carran **Seconded:** Rachel Napier

PERSONNEL (Nag 3)

Vacancies 2023

(INCOMMITTEE meeting to follow at the end of this meeting)

- 2023 Initial staffing reduced to 24.95 due to fewer enrolments, compared to current staffing of 25.77.
- 27 units for 2023 (down 1 unit from 2022)
- 2 positions advertised for 2023 to replace existing staff leaving – 1 Fixed Term and 1 Permanent
- Expected number of classes for 2023 :
 - Moana, Hawai & Awa – 5 classes each
 - Roto – 6 classes

Appraisal 2022

- Julie met with the Appraiser (Judith Caton) last week. Judith is happy to zoom in on November's Incommittee meeting
- Team Leaders to appraise teachers from their Learning Team
- Jonathan to appraises Team Leaders and Support Staff

FINANCE (Nag 4)

Payroll Internal Controls

- Banked Staffing – discussed
- Income Statement Summary – Shows Income vs Expenditure is on track
- CES will potentially run a course for Board Members re understanding the Financial Statements

July Invoices \$70,327

RATIFIED

Moved: Julian Donaldson

Seconded: Claire Carran

PROPERTY (Nag 4)

Library Upgrade and Block 5 Floor Coverings

- Heating - new pipes will now be done at Christmas time
- Renovations underway - Potentially slightly over budget (funded by the Ministry)
- Ceiling to be painted
- Jonathan moved the motion for the Board to pay \$2,919 for this painting

AGREED BY
EMAIL

Block 14 (Rooms 22/23)

Cost of shelving units \$2,440

AGREED BY EMAIL

Big Field Project - Work to begin on the first day of the holidays

Selwyn Street / Trafalgar Street Layout Improvements - Work started today

HEALTH AND SAFETY (Nag 5)

- Fence completed
- Pot-holes down driveway to be filled
- New caretaker – great ground keeping, very skilled
- Low rail on deck (room 23) has been improved
- All cables checked & up to date

LEGISLATIVE REQUIREMENT (Nag 6)

Attendance Grid from HERO

- Stats for Term 3 not accessible at the time of printing agenda
- Support received from ROCK ON initiative is making a difference in the number of truant students

GENERAL

Zoning Review:

Mountainview High School

- Co-Ed should remain as an option for students and the proposed scheme restricts this option
- Jono to write a reply including the following points :
 - Students will be disadvantaged from potentially not having an option to attend Co-Ed
 - Gender diversity
 - Limited options

Opihi College

- Neutral response due to will not impact a large number of our students

Newsletter Survey Results

- Results favoured for the newsletter to continue
- Feedback will be actioned in future

Report on Disciplinary Meeting

- The Board decided to allow the student to return from suspension with conditions

Remaining Board Dates 2022

14 November
8 December

MEETING EVALUATION

Did we follow our agreed values; to support, belong, be honest, open, understanding, have trust and fun?

6 x Yes to all values (including 1 x in particular to 'understanding' for new members of the Board)

Were we Governance or Management focused? Governance x 6

Were we focused on Student Achievement and Well-Being? Yes x 6, (in particular to Well being)

Which agenda item would you like to reflect on? Drama Report/new equipment x 1, PB4L x 3, Questions answered x 1, Claire managed to chair her first meeting x 1 !!

NEXT MEETING : 14 November 2022

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: Letter of resignation

Item 2: Application for leave 2023

MEETING CLOSED: 8.10PM

INCOMMITTEE MEETING OPENED: 8.11PM

Signed as a true and correct record of the proceedings.

.....
Claire Carran (Chair)

.....
Date