



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 8 December 2022 at 5.20pm



Jono opened the meeting with a mihi / Niki shared a karakia

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

In Attendance: Jill Crossan (minute secretary)

Apologies: Julian Donaldson

Confirmation of Minutes/In-committee minutes:

Minutes of the previous meeting held 14 November 2022 accepted as read and confirmed.

Matters Arising: Nil

Consider new items: Update on employment changes 2023

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- Crest Cleaning – quote received re cleaning carpet

Correspondence Outwards: Nil

Motion to accept above: **Moved:** Kelly Martin **Seconded:** Juliette Stevenson

Jono thanked Claire Carran, Zara Codyre and Jo Yeo for their work organising the school magazine for 2022.

Strategic plan

APPROVED

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

ASSURANCE

CURRICULM REPORTING (Nag 1/8)

End of Year Achievement Snapshot Report

- ORRS students are not included in this data
- A lot of positive things have been achieved and work is in place where needed

Priority Learner Report

- Focuses on yrs 1-8 students who are working below expectation
- Increase in progress throughout all levels

DMIC Report

- Confident this programme is successful in achieving good results
- Explicit teaching knowledge will be implemented
- Positive feedback from students

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

Annual Plan 2022 Reviewed

Annual Plan for 2023

- Unit holders have a good understanding re school culture, environment, localised curriculum will be expanded

Annual Report 2022

STRATEGIC MONITORING

See roll numbers graph – 512 students currently enrolled

AUDIT AND SELF REVIEW

Governance and BOT Policy

Principal performance – ratification delayed until School Docs arrives

RISK AND STRATEGIES

STRATEGIC GOAL – D RESOURCE MANAGEMENT

PERSONNEL (Nag 3)

- Staff member resigned: Advertisement in Gazette - 2 potential applicants received to date

Variations of contracts:

- Karen Wyatt / Jill Robinson

Appraisals

- Goals: DMIC, Structured Literacy and Te Reo Maori

Units

- Michelle Bransden will do full unit for Hauora Hinengaro to replace Pete Burgess
- Karen Wyatt will do the Kaitiakitanga unit

Leavers Survey Results

- Relationships are key which reflects on positive PB4L

FINANCE (Nag 4)

October Invoices \$178,809

RATIFIED

Moved: Jonathan Young

Seconded: Kelly Martin

Banked Staffing presently in credit – staff member shifted to Teacher Salaries to adjust

Commission from photo sales received: \$1,936.00

2023 Budget

APPROVED

Moved: Claire Carran

Seconded: Rachel Napier

PROPERTY (Nag 4)

- P & W Painter – to paint SKIDS classroom in the hall, unanimously agreed by email RATIFIED
- Quote received from Crest Cleaning to strip-clean vinyl \$3,830.
Jonathan to source a second quote from last year's cleaner

HEALTH AND SAFETY (Nag 5)

Report supplied by Julian

- Evacuation procedure to be put up in library after renovations
- Evacuation procedure hidden in the hall – to be moved to another space

LEGISLATIVE REQUIREMENT (Nag 6)

Annual Report

MEETING EVALUATION

Governance or Management focused? Governance x 6

Item highlight with regards to student achievement or wellbeing? EOY Achievement Report x2, Strategic Plan, deeper layer teacher/student teamwork.

PMI? Minus – cost of vinyl, interesting: feedback DMIC x3 Plus: increase in all curriculum areas, DMIC, Priority Learning Plan, students positive relationships, children achieving

NEXT MEETING : 20th February 2023

MEETING CLOSED: 6.35pm

Signed as a true and correct record of the proceedings.

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Claire Carran (Presiding Member)

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Date