



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES  
Held on 3 April 2023 at 6.06pm



Jono opened the meeting with a whakatauki and Nicky Severinsen followed with a Karakia

**Present:** Claire Carran (Presiding), Jonathan Young (Principal), Rachel Napier, Kelly Martin, Juliette Stevenson, Nicky Severinsen (staff trustee), Julian Donaldson – Late (arrived 7.15pm)

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

**Apologies:** Julian will be late

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

Minutes of the previous meeting held 21 February 2022 accepted as read and confirmed.

**Matters Arising:** Nil

**Consider New Items:** Student Debtors– proposed write offs

**Declaration of Conflicts of Interest:** Nil

**Correspondence Inwards:**

- Nexia NZ – Auditor’s letter with 2021 Annual Report (stamped)
- Nexia NZ - Independent Auditors Report

**Correspondence Outwards:**

- Nexia – 2021 Representation letter
- CES – Board meeting dates for 2023

**Motion to accept above:** **Moved:** Jonathan Young **Seconded:** Juliette Stevenson

**Strategic Decisions / Discussions / Actions**

1. **Novapay Under-payment** re Historical query DISCUSSED
  - Decided to wait for response from Ministry re possible resource funding for this ?
2. **SKIDS Programme**  
The Board agreed:
  - for the Ministry to investigate the licence for SKIDS to operate at Waimataitai School
  - Jono to confirm that the contract that the MOE has provided is adequate ie does not include holidays

**Moved:** Claire Carran **Seconded:** Kelly Martin
3. **Board Photo** – to be taken at a later date (Julian absent at the time)
4. **2023 Budget** – Check the following:
  - Has the correct amount of depreciation been budgeted ?
  - Kapa Haka Expense – coded correctly ?
  - Repairs & Maintenance budgeted lo

TO BE RATIFIED AT NEXT MEETING
5. **Solar System**
  - Initial outlay very costly
  - Unlikely to go ahead with this

## 6. Phone System

- Time Extension re removal of copper
- 2 Quotes received – New Era and Focus. New Era quote accepted

**Moved:** Claire Carran **Seconded:** Julian Donaldson

## 7. Physical Restraint &

### 8 Responding to Student Wellbeing Concerns Policies

- The Board authorises all Teacher Aides to have the ability to restrain inline with the above policies
- The Board has seen these policies in 'School Docs' that are in place now and understand the requirements

AGREED

## 9. Principal Performance Agreement

- Re Strategic Plan
- The Board support having an external appraiser
- The Board agrees to endorse this

**Moved:** Claire Carran

**Seconded:** Nicky Severinsen

## 10. Code of Conduct

SIGNED BY ALL MEMBERS

## 11. Alarm Software

- Accepted quote re update security system to allow Jonathan to set codes for people needing access
- To be removed from laptop and put on server. This enables it to be managed remotely

**Moved:** Kelly Martin

**Seconded:** Nicky Severinsen

## New Item Considered - Bad Debt Written Off

- Moved to write off \$4,590 from student accounts who have left the school and don't have a sibling currently attending

**Moved:** Claire Carran **Seconded:** Nicky Severinsen

KEY STRATEGIC AREAS of ASSURANCE Report from the Principal

## STRATEGIC MONITORING

Total roll 481 - See roll numbers graph

### STRATEGIC GOAL FOCUS (Nag 2)

Student engagement / Akonga Whakawhiti – Goal no. 2 :

READ BY ALL MEMBERS

### AUDIT 8

### GOVERNANCE AND BOT POLICY (Nag 7)

## AUDIT AND SELF REVIEW

### Governance and BOT Policy

#### Learning Support Needs

- Need USB toilet ie with hoist. Propose to have this facility installed in modified sick bay area to meet funding criteria.
- Wheelchair access to library to be improved

Board members have read the following reports and have no questions regarding these:

- School Docs – Demo site
- Restraint Policy Documents

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

Board members have read the following reports and have no questions regarding these:

- **School Entry Assessment**
- **Technology Report**

**Student Learning Conference Report** – summarised by Jonathan)

- The first conference for the year is to set student goals and should be positive
- Concerns Raised - How beneficial is it from a parent / student / teacher perspective re privacy ? consider appointments to be at specific times eg every 10 minutes, as opposed to 3 x half hour ?
- Jono to send a survey for parent feedback

## **Curriculum and Professional Learning**

Board members have read the following reports and have no questions regarding these:

- **DMIC**
- **Reading Recovery Training**
- **Curriculum Refresh SOD**
- **GOAL Setting**

## **PB4L Report for beginning of 2023**

**Pause Breathe Smile**

- Compliments PB4L programme

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

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

#### **RISK AND STRATEGIES**

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

- New Teacher Aide employed to replace John Harrington (resigned)

#### **FINANCE (Nag 4)**

Payment for January & February Invoices \$163,713

RATIFIED

**Moved:** Rachel Napier

**Seconded:** Claire Carran

#### **PROPERTY (Nag 4)**

As recorded page 1 & 2 of these minutes

#### **HEALTH AND SAFETY (Nag 5)**

No report this month

#### **LEGISLATIVE REQUIREMENT (Nag 6)**

Start of year 2023 - attendance is similar to term 4 last year

**MEETING EVALUATION:** No evaluation done

**MEETING CLOSED:** 9.07pm

**NEXT MEETING :** 7 May 2023

**Closing Karakia** - by Nicky Severinsen

Signed as a true and correct record of the proceedings.

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*Carran*

Claire Carran (Presiding Member)

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*22/05/2023*

Date