



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 19 June 2023 at 5.25pm



- Whakatauki
Karakia
- Claire Carran
Jonathan Young
- Present** Claire Carran (Presiding), Jonathan Young (Principal), Julian Donaldson, Rachel Napier, Kelly Martin
- In Attendance** Jill Crossan (minute secretary)
- Apologies** Juliette Stevenson, Nicky Severinsen (Staff Trustee)
- Confirmation of minutes** Minutes of meeting held 22 May 2023 accepted as read and confirmed
- Matters Arising** Nil
- Consider new items** Letter: Staff member applying for Sabbatical
Solar & Sustainability
- Declare conflicts of interest** Nil
- Correspondence Inwards** MoE – potential surplus staffing
MoE – OVH zoning
- Correspondence Outwards** Nil
- Motion to accept above** **Moved:** Claire Carran **Seconded:** Kelly Martin
- TOTAL ROLL for June: 493**
5. **Finance**
- Payment for April 2023 Invoices \$332,885 **RATIFIED**
Moved: Kelly Martin **Seconded:** Julian Donaldson
6. **Board Delegations** **DISCUSSED**
- Media Spokesperson role delegated to Principal with Board chair consultation prior to reporting to media
 - Delegations List to be reviewed at next meeting - Jono to email to Board
7. **Cyclical Maintenance** - Admin & Junior Exterior, Rooms 13-14, 15-16 and 19
- Quote accepted: P & W Painters, Jono to enquire if scaffolding is included in the quote
Moved: Rachel Napier **Seconded:** Claire Carran
8. **Principal Performance Review** – Meeting with appraiser scheduled for August
9. **Sabbatical Applications** - 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. **RESOLVED**

10. **OVH Zone** DISCUSSED
- Discussion re overlapping streets, Jono to respond in agreeance to proposed zoning for OVH
11. **Health Consultation** DISCUSSED
- Statement of health Syllabus – 2 consultations: start / middle
 - The Board is happy to support Tim and Jono to continue with the Health Consultation process
12. **Surplus Staffing letter**
- MoE approval required to appoint any teachers (if required) this year

GENERAL

Code of Conduct

- MoE have issued a new Code of Conduct for Board Members , Jono to map new one to existing one, to be reviewed for next meeting

Solar Energy

- PLD importance of sustainability - suggested for the Solar decision to be re-investigated and reconsidered
- Kelly will lead research into future possibilities going forward, with Julian's technical assistance

Board membership

Discussion around skills on board and how to cover skill gaps – eg. Shoulder tap, co-opt

Health & Safety

- Emergency Procedure being reviewed – Liaising with Fire & Emergency NZ re FENZ report to be submitted. Alternative Emergency meeting point required – details of procedure to be confirmed
- Monthly Property Report – completed by Julian Donaldson

Attendance Report

- Decrease in Student attendance mostly due to illness

Better Start Literacy – “The Code”

- Positive outcome of Structured Literacy Programme

MEETING EVALUATION:

Difference: Yes x 5

Student focused: Sometimes x 1, not a lot x 1, yes x 3

Principal empowered: Yes x 5

Highlight: Strategic Planning x 1, health discussion x 1, Māori focus report x 1, delegation schedule x 1

MEETING CLOSED: 6.39pm

NEXT MEETING: 7 August 2023

Signed as a true and correct record of the proceedings.



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Claire Carran (Presiding Member)



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Date