



Minutes of a Meeting of  
WAIMATAITAI SCHOOL BOARD OF TRUSTEES

Held on 7 August 2023 at 5.20pm



Karakia Nicky Severinsen

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

**In Attendance:** Chrissi Davidson, Jill Crossan (minute secretary)

**Apologies:** Julian Donaldson

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

Minutes of the previous meeting held 19 June 2023 accepted as read and confirmed.

**Matters Arising:** Nil

**Consider new items:** Nil

**Declaration of conflicts of interest:** Nil

**Correspondence Inwards:** Nil

**Correspondence Outwards:**

- Oceanview Heights School – Proposed enrolment zone

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

**TOTAL ROLL for August :** 494

**4. AUDIT AND SELF-REVIEW**

- The following policies will be reviewed in SchoolDocs during Term 3:
  - Learning Support
  - Inclusive Education
  - Maori Educational Success

**5. FINANCE**

2023 Invoices for payment :

May \$182,754

June \$129,772

RATIFIED

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

**6. Board Delegations List**

**Kiwi Park Delegations List** (Example recommended by MOE)

- The Board agreed to utilise this example instead of the existing 'Delegation List' that we are currently using. Jono to format for approval next meeting AGREED

**7. Code of Conduct Mapping**

- The Board agreed to use the Code of Conduct supplied by the Ministry starting 2024 AGREED

## **8. Principal Performance Review**

- Judith will be here 28<sup>th</sup> August, so her review should be available at the next Board meeting (September)
- Requested that a Board Member (if available) meet with Judith to provide input from the Board's perspective

## **9. Enrolment Scheme Notice**

- The Ministry is aware of the impact the zone is having on our school ie reduced enrolments, which will inevitably lead to reduced number of classrooms/teachers
- To counteract the drop in numbers, more out-of-zone enrolments can be accepted in each ballot
- Jono to initiate MOE discussion to increase our zone if possible
- Jono meeting with SCPA to set a common ballot date for all schools, for start of year enrolments

## **10. Mid-Year Budget Check Up**

- Jono confident we are on track
- It was suggested the spending for 'Learning Resources' be more utilised earlier in the year. The budget for this is based on feedback/requirements by teachers. Jono to remind teachers to use their quota

## **STRATEGIC MONITORING**

### **ROCKON**

- This programme is working well now, with members sure of roles
- Same number of students involved in the programme - some have moved on, for various reasons and replaced by others
- Regular communication with parents - Increased correspondence / meetings

### **WoW Update**

- Purpose Grants received through Alison Black have alleviated the need to focus on raising money, so is now focusing on school community relationships
- The committee is a socially positive vice for parents but is currently lacking in parent members / largely made up of teachers
- New Entrant group suggested. This would give parents who are new to the school, the opportunity to meet others while their children play (as has been done in the past)
- What do other schools do?

## **STRATEGIC PLAN REPORTING**

### **Mid-Year Snapshot Report – Whole School**

- Reading and Maths is progressing well
- Re-focusing on writing
- Structured Literacy to link with practical writing activities
- Is the student demonstrating the knowledge now (not predicting they will at the end of the year)
- Encourage parents to limit use of devices (newsletter)
- Reporting to parents (steps within levels) – interpretation varies

### **Mid-Year Achievement and Progress Reporting for Priority Learner Groups**

- Structured Literacy does have an impact on writing
- Still needs further attention

### **2024 Term Dates**

- To be advertised to school community via Hero and Newsletter

### ELL Report – Chris Davidson

- Is there enough support for teachers? Great consistency with Support Staff; funding available for 1 x hour per week, per student
- Expect 2-3 years for ELL students to catch up with peers
- Good interaction with the wider community eg sport
- TALL Project Term 1 & 2 next year - 6 x teachers to attend
- Claire thanked Chrissi for providing a clear and thorough report

### CURRICULUM AND PROFESSIONAL LEARNING REPORTING

#### Provisionally Registered Teachers

#### HEALTH & SAFETY

- **Monthly Property Report** – provided by Julian Donaldson

#### MEETING EVALUATION:

**Difference?** ROCK ON

**Student focused?** Yes x 2, ROCK ON,

**Principal empowered?** Yes x 1

**Highlight? Positive:** ELL, Growth in academic charts, High achievement in Maths (well done teachers),

**Interesting:** WoW, student attendance, ELL graph, PB4L reached 100% on first level (this is where DMIC and Structured Literacy has made a difference)

MEETING CLOSED: 7.10pm

Closing Karakia: Nicky Severinsen

NEXT MEETING: 11 September 2023

Signed as a true and correct record of the proceedings.

*C. Carran*

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Claire Carran (Presiding Member)

*11/09/2023*

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Date