



Minutes of a Meeting of
WAIMATAITAI SCHOOL BOARD OF TRUSTEES
Held on 11 September 2023 at 5.40pm



Whakatauki Jonathan Young **Karakia** Nicky Severinsen

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

In Attendance: Jill Crossan (minute secretary)

Apologies: Nil

Confirmation of Minutes/In-committee minutes:

Minutes of the previous meeting held 7th August 2023 accepted as read and confirmed.

Matters Arising: Nil

Consider New Items: Principal's Appraisal Report received from Judith Catton

Declaration of conflicts of interest: Nil

Correspondence Inwards:

- Resignation – Board Member. Plan for replacement to be addressed at the next meeting
- D & G Consulting - Legislation changes re Strategic Planning to align with Board Elections
- General Election re space to be provided for meetings if needed
- Parent request- re hats

Correspondence Outwards: - Nil

Motion to accept above: **Moved:** Kelly Martin **Seconded:** Jonathan Young

TOTAL ROLL for August : 505

4. AUDIT AND SELF-REVIEW – Policies to review:

- Learning Support
- Inclusive Education
- Maori Educational Success

5. FINANCE

July 2023 Invoices; total for payment: \$175,494

RATIFIED

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

6. Delegations List

- New version to be used for 2024 and adopted at first meeting of the year

7. Code of Conduct

- Using existing one this year and will change to updated version 2024

8. Principal Performance Review

Principal Appraisal received from Judith Catton.

- The Board read and commented favourably on the report
- Claire thanked Judith for her thorough report and her insight for fresh ideas
- Congratulations to Jonathan for a positive appraisal reflecting that he is well settled into his role and doing a great job
- Suggested it may be time to change appraiser for next time as usual process would be a rotation after 3 years

9. Teacher Only Day

- MOE Thursday, 23rd November
- Two more of these days next year re emphasis on Curriculum Refresh

10. Report on the Disciplinary Meeting

- Physical altercations resulting in suspension. This was lifted with conditions
- Feedback provided to parents
- A positive response to having privilege incentives eg Year 8 dinner

11. Out of Hours Music

- Offer received from OOHM to manage the process next year
- Work together with another school
- 5 x possible spaces available that could be used for lessons / storage available for instruments
- 900 hours funded (plus 100 hours that we already have)
- Suggested that noise could be a possible negative
- Monday-Wednesday after school - Includes children from other schools
- Discussion around interaction with Mrs A's music – Jono to investigate
- 'Scholarships' to be offered

The Board agreed to look upon this favourably to take place next year

AGREED

12. Carpet & Lino Cleaning Machine

- Suggested the school purchase a Lino Polisher and Carpet Cleaner (get price comparisons)
- Caretaker to do the cleaning
- Positive: Possible to do spot cleaning during the year and/or stagger classroom cleaning
- Negative: What happens when Wayne isn't here to do it ??

Jono will finalise the cost for both, carpet cleaner and lino polisher and email to the Board for their consideration

AGREED

STRATEGIC MONITORING

- Roll growth and attendance

BOARD DELEGATION TO PRINCIPAL

STRATEGIC PLAN REPORTING

- DMIC
- Structured Literacy
- Student Learning Conference Outcomes
- Science Curriculum Report – need to refocus on science? Science incorporates reading / maths
- Gifted & Talented
- Special Needs

The Board recognised the quality of the reports and appreciated the information they provided

Units – process for allocating for 2024

DISCUSSED

CURRICULUM AND PROFESSIONAL LEARNING REPORTING

- Maori Educational Success
- Health Consultation Report

PERSONNEL

- Status – fully staffed
- Provisional Staffing 2024 –Waiting for Provisional Staffing to confirm positions for 2024

FINANCE

- Payroll Internal Controls
- Banked Staffing

PROPERTY

- 5 & 10 Year Property Plan Review

HEALTH & SAFETY

- Monthly Property Report – provided by Julian Donaldson
- Stand Downs and Suspensions

PB4L

- Big 5 Behaviour Report

POLICY REVIEW

- SchoolDocs

RESPONSE TO PRINCIPAL'S APPRAISAL

DISCUSSED

- To enable the Principal to effectively manage the work load, a new time management plan was requested which would allow the Principal to occasionally work from home as required
- Professional services suggested to support wellbeing – EAP ? or additional admin resource
- Jonathan to consider possible ways to implement improvement

The Board recognises and understands the difficulties that can be experienced in a Principal role and fully agree to support the request for the Principal to occasionally work from home AGREED

MEETING EVALUATION:

Difference? Yes

Student focused? Yes

Principal empowered? Yes

Highlight? Tim's Report re Community Health Consultation, All reports very informative x 2, appreciation of Jono's feedback re Appraisal x 3, great appraisal x 2, positive recognition of student's behaviour, music

MEETING CLOSED: 6.58pm

Closing Karakia: Nicky Severinsen

NEXT MEETING: 6TH November 2023

Signed as a true and correct record of the proceedings.

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Claire Carran (Presiding Member)

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6/11/23.
Date