

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School, Friday 9th December 2022

Present: Ella Buckle, Julie Turner, Cindy Kane, Glenice Andrews, Glen Waru, Dave Field, Vaughan Luff, Simon Couper

Apologies and Welcome:

Stacey Dye

CURRICULUM REPORTS

Curriculum Area	Student Achievement Report	Supplied by:	Julie Turner
Discussion:	Taken as read. Can student results be taken when children go to College to see comparison? Bream Bay College does not do this. Unsure about other colleges.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Nick/Glen All in favour	Results	

Curriculum Area	ALL Report	Supplied by:	Amy Eager
Discussion:	Taken as read		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Nick/Glen All in favour	Results	

Curriculum Area	Reading Recovery Report	Supplied by:	Donna McGregor-Cox
Discussion:	Taken as read Funding for 0.6fte for 2023. First time we have full funding for this so school does not need to fund 0.2fte for 2023.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Nick/Glen All in favour	Results	

Curriculum Area	Stepsweb and Literacy Report	Supplied by:	
Discussion:	Taken as read All interventions put in place, if they are not successful what do we use in their place?		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Nick/Glen All in favour	Results	

Curriculum Area	Hybrid Project	Supplied by:	
Discussion:	Taken as read This is done with Bream Bay College. Our teachers to work on their connections with family/whanau in lockdown, how we can ease that learning between home and school. We don't currently have anybody learning from home, so how better do we connect with whanau to support children's learning.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Nick/Glen All in favour	Results	

Minutes of Last meeting:

Matters arising:

Topic: Carnival Fundraising			
Discussion:	There was not really a decision made about what fundraising would be with next year's carnival. No actions were made. PTA discussed the fizzy drinks and healthy food option and because the number of events they actually provide food and drink for are minimal they are going to decide event by event on what they sell. No decision was reached about the money for the carnival and where it goes to.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic: Fire Alarms			
Discussion:	Stacey had followed up with the fire alarms and Julie had contacted Tony from Scope. It is not going to happen, there is no way we are going to be able to get monitored fire alarms where they go through to the fire brigade. The only way to through that is to go to the Ministry. Glenice needed to know now so she could organise something else in the camp's place. We may possibly meet the guidelines, put as an action item with property to review regulations with the ministry to host a school camp.		
Actions to be taken / motion	Julie to follow up with the MOE property to see if there is any way around this.	Person(s) Responsible	Stacey Dye
Moved Seconded		Results	

Topic: Test & Tag			
Discussion:	Mike had been too busy to organise this but said it would be something he would do on a wet day.		
Actions to be taken / motion		Person(s) Responsible	Mike Jury
Moved Seconded		Results	

Move that the minutes of the last meeting			
Moved Seconded	Glen/Nick All in favour	Results	

Confirmation of Agenda

1. Topic:	Health Survey - taken as read		
Discussion:	Sex education, preference was to not include transgender conversations, came through quite strongly. Limiting it to Year 6 and parents aware of the content before it is delivered. It is in the curriculum but not promoted but shouldn't be excluded. Need to be careful that the processes are followed. Survey data had gone out in the newsletter with a link to the results. Julie has to update this every two years. Link to school docs.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Dave/Glen All in favour	Results	

Topic:	Principal Appraisal		
Discussion:	Julie and Shirley had had their last meeting and completed the appraisal process. As a bit of a backstory next year it becomes a mandatory process from having an external appraiser or board chair to appraise. Now a professional growth cycle which can be done together. Next year this would be run within a professional learning group with those principals who endorse each other, trusted and as professionals felt this year was the most beneficial, goals are set to work through during the year. Julie had shared some of this and the results of a NZCER staff survey with Ella and was just about to complete the process for this year.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Glen/Glenice All in favour	Results	

Topic:	Pool Committee		
Discussion:	Glen, Vaughan and Julie would be BOT representatives with phone numbers available at the pool for people to be able to contact.		
Actions to be taken / motion		Person(s) Responsible	Glen, Vaughan and Julie
Moved Seconded		Results	

Topic:	PB4L		
Discussion:	Gina was going to be coming, 29th March 2023, same time as the board meeting.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Vision Sign Off		
Discussion:	Final version of the vision is "To be a learning community, where akonga will be happy, successful, life-long learners who are connected, confident and engaged". The vision is the overall visual statement of what we would like as an outcome. Values are the everyday implementation that we would like to see in the strategic plan upheld.		

Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	Ella/Glen All in favour	Results	

Topic:	Cybersafety		
Discussion:	Review cycle in school docs. Four things, data security, identity, safety of what they are accessing and then their safety. Previous board members still have access. Safety of the children and what they are accessing. Safety of the children using those devices, google accounts, has access anywhere. Email addresses - that they all have these email addresses. Cybersecurity audit - potentially to do this. Julie had spoken with James about making the emails safe and had forwarded them to Vaughan. Vaughan to lead a review on cybersecurity audit and could work along side Jordan on that.		
Actions to be taken / motion	To remove previous board members.	Person(s) Responsible	Vaughan
Moved Seconded		Results	

Topic:	Strategic Plan		
Discussion:	Julie had started to draft this up, connections between Nelps.		
Actions to be taken / motion	That the strategic plan and NELP's can be shared with the board, google doc that the board can comment on or add comments onto.	Person(s) Responsible	Julie
Moved Seconded		Results	

Topic:	Food and Healthy Drink		
Discussion:	PTA are going to consider at each event that they cater for.		
Actions to be taken / motion		Person(s) Responsible	PTA
Moved Seconded		Results	

Topic:	Nick - departure from the board		
Discussion:	Officially Nick's last meeting as an official bot member, he is staying on for special meeting on Monday 19th December. Resignation officially accepted effective 20th December 2022.		

Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Structured Literacy		
Discussion:	From the PTA meeting one outcome was that they want to state that they will support any resource purchases \$20k per year and want to commit to doing this with it being an ongoing commitment, fitting with the strategic plan.		
Actions to be taken / motion	<p>MOVE THAT THE BOARD ARE HAPPY FOR THE PTA WORKING TOWARDS ASSISTING THE BOT TO FUND ONGOING RESOURCES FOR PRIORITY LEARNING AREAS</p> <p>MOVE THAT THE PTA FUND FOR THE YEAR THE STRUCTURED LITERACY RESOURCES TO BE SUPPLIED</p>	Person(s) Responsible	
Moved Seconded	<p>Julie/Simon</p> <p>All in favour</p>	Results	

Topic:	Staging/Chairs for the hall		
Discussion:	Celtic barn is no longer hiring out staging and chairs. \$38k cost for PTA to get our own stage and chairs. Main concern was for safe storage, could make the pe shed storage for the chairs or expand caretakers place and make a better shed.		
Actions to be taken / motion	<p>MOVE THAT THE BOT ARE HAPPY TO PROGRESS WITH THE PROGRESSION OF STAGING AND CHAIRS FOR THE HALL WITH THE CONDITION THAT WITHIN 3 MONTHS A STORAGE FACILITY IS PROVIDED FOR IT</p>	Person(s) Responsible	
Moved Seconded	<p>Glen/Julie</p> <p>All in favour</p>	Results	

Topic:	Apply to Pub Charities for Start of Year Camp		
Discussion:	Cindy asked the board to move this motion so she can apply in January for senior and junior start of year camp costs.		

Actions to be taken / motion	MOVE THAT WE APPLY TO PUB CHARITIES FOR START OF YEAR CAMP EXPENSES	Person(s) Responsible	Cindy
Moved Seconded		Results	

General:

Health and Safety
(Taken as read)

Topic:			
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Reports

Financial Report
(Taken as read)

Topic:			
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Principals Report
(Taken as read)

Bus Network Report
 N/A

Property Report
 N/A

Policies to be reviewed:

N/A

Correspondence:

N/A

In Committee:

Topic:			
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Next Meeting Date and Time Confirmation:	Monday 19th December at 9.00am
Meeting Closed:	2.45pm