

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School, Wednesday 10 May, 2023

Present: Ella Buckle, Julie Turner, Glenice Andrews, Glen Waru, Dave Field, Stacey Dye, Vaughan Luff, Steve Hillier.

Apologies and Welcome:

Cindy Kane

E- Motion acknowledgement of Selection and welcome of Steve Hillier to the Waipu Primary Board of Trustees.

Karakia

CURRICULUM REPORTS

Curriculum Area	Kahui Ako Report	Supplied by:	Kellie Stevenson-Border
Discussion:	<p><i>Taken as read</i> Clarification of goals and Kahui ako role at Waipu. Acknowledgement of Shirley is the leader of Kahui Ako who works with the in school leaders to undertake roles.</p>		
Actions to be taken / motion	Nil	Person(s) Responsible	Nil
Moved Seconded	Julie/M Dave/S		

Curriculum Area	Six Year Surveys	Supplied by:	Glenice Andrews
Discussion:	<p>Taken as read Comparison due to change of assessment information stated. Glenice wanting to continue the existing level or above, in order to monitor over the next few years. Data beginning stages for analysis. The tests that show the writing, hearing and recording sounds, letter identification shows improvement. Biggest pedagogical change in literacy practice is the Structured Literacy approach. PLD occurred for Kara-Jane.</p>		

	Strong connection between reading and writing. Communication of data to parents – undertaken at three way conversations, reporting.		
Actions to be taken / motion	Nil	Person(s) Responsible	Nil
Moved Seconded	Glenice/M Glenn/S		

Minutes of last meeting

Matters arising			
Discussion:	<p><i>Taken as read</i></p> <ul style="list-style-type: none"> - To continue Property audit areas. - Advertised for Te reo Maori position – with no response. - PLD proposal for cultural capability of the staff with MOE, awaiting approval. This will enable staff and community to work with Dr Lisa Watson to offer support in Tikanga and Te reo Maori at Waipu Primary School. - Mike still needing to do his testing. - Code of Conduct has been updated on the website - The Strategic Plan Update is now on the website 		
Actions to be taken / motion	<p>To remove the “Quality is what we do around” sign as new vision established.</p> <p>Board has stated that Mike is required to complete testing course prior to next board meeting to meet Health and Safety requirements.</p>	Person(s) Responsible	<p>Mike</p> <p>Julie/Mike</p> <p>Glenn</p>

	To be a representative at the next PTA Meeting		
Moved Seconded	Dave/M Stacey/S		

Confirmation of Agenda

1. Topic:	PTA Feedback
Discussion:	<p>Chairperson entered correspondence for consideration.</p> <ol style="list-style-type: none"> 1. Sharing of achievement data: Board seeks that the achievement data is published on the website. Achievement Data is presented to Board in December and is to be published. Any further information required as per procedures, should seek an appointment with Julie for further discussion. 2. Funding requests: As per previous suggestion to PTA, funding priorities towards strategic goals supported. If asset register items are to be purchased these are to be presented to the board for a board approval. Current focus areas of potential funding: <ul style="list-style-type: none"> - Playground/property resources. PTA suggested to approach property team for audit information and considerations. Maintenance items for health and safety will be supported by the Board of Trustees. - Accelerating Achievement level: Board supports resources requested by teachers to be funded by PTA.
Actions to be taken / motion	Julie and Ella to meet with Christian to feedback
Moved Seconded	Vaughan/M Stacey/S

Topic:	Approval of the ERO Profile Report
Discussion:	No changes to the ERO report
Actions to be taken / motion	Julie motioned for the Waipu Board of Trustees accept the ERO Report.
Moved Seconded	Julie/M Ella/S

Topic:	Restraint Policy		
Discussion:	<ul style="list-style-type: none"> - Dave and Stacey undertook the Restraint Training, as has Ella. - Julie gave the Board assurances that Non teaching staff have been identified: Written authorization given: All staff members are completing training: Certificates and register is being maintained: Teacher aides will be given an opportunity to undertake Training: Policies and School Docs information meet legislation requirements. - Rule 6 – Information to community: Authorised staff information to be published on School Docs. - Rule 7: Records and archiving. When one is completed Julie is to seek information about record keeping needs and procedures. - Board notification to occur to in Board meetings. Report the trends. Any unjustified/extreme use of restraint: Board seeks to be informed. 		
Actions to be taken / motion	Information to be provided to community and publish authorised staff information in Policy documents	Person(s) Responsible	Julie
Moved Seconded	Stacey/M Dave/S		

Topic:	Admin Upgrade
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Discussion:	<p>Sought parents in community with interior design business for upgrade of Administration area.</p> <p>Re-organisation of office area to be welcoming for whanau.</p> <p>Part of cyclical maintenance from ops grant – to consider utilising. Exterior 2018, so planning for outside will need to be considered in 2028.</p> <p>The admin area was completed in 2000, and has only had some minor maintenance.</p> <p>Finance and property will investigate guidelines and cyclical maintenance areas for school and provide feedback to Board for an E-Motion.</p>	
Actions to be taken / motion	Vaughan will look at to a cyclical management plan Dave and Stacey will support and communicate findings from a finance perspective.	
Moved Seconded	Nil	

Topic:	Schooldocs – Information page / password		
Discussion:	<p>New feature: Left hand side for Boards.</p> <p>Password change required for community use for the School Docs.</p>		
Actions to be taken / motion	<p>Password to be changed</p> <p>EEO Assurance information: Equal employment opportunities. Annual report from auditor. The officer for this is Julie. Julie assured the Board EEO policy when employing staff</p>	Person(s) Responsible	Julie
Moved Seconded		Results	

Topic:	EEO Assurance information:		
Discussion:	<p>Equal employment opportunities.</p> <p>Annual report from auditor includes statement.</p> <p>The EEO officer is Julie.</p>		

	Julie assured the Board EEO policy is considered when employing staff at Waipu Primary School.		
Actions to be taken / motion	Nil	Person(s) Responsible	Julie
Moved Seconded		Results	

Topic:	Property		
Discussion:	<p>Deck – As per hazard information: Wet and forget placed upon it. Grip tape – required urgently. Room 9 priority area.</p> <p>Cameras – Still looking into it</p> <p>Progress Report – Work over the holidays completed: All lights replaced, heat pump in staffroom. Library requires a new switchboard, in order to upgrade to heat pump level. Most roofing was completed and Saturday will be completed. New clear light outside workshop room and room 10.</p> <p>11th June Property Working Bee Vaughan and Julie to work together on the details Ella and Julie to coordinate with the PTA involvement.</p>		
Actions to be taken / motion	Board moved that Julie remedy the health and safety issue of the deck slippery surface.	Person(s) Responsible	
Moved Seconded	Nil	Results	

Topic:	EOTC Review		
Discussion:	<p>EOTC review- are needing Board members to access School Docs before June 21 meeting. Weather updates/Weather warnings – The Board wishes this to be explicitly placed in the RAMS considerations for future planning of EOTC events.</p> <p>Kahui Ako – RAMS for low risk activities discussed.</p> <p>Policy/guideline EOTC – Consideration and review of the documents and policy on commencing all EOTC activities. Assurances that management are explicit in PLD for staff about new guidelines and considerations when undertaking an EOTC event.</p> <p>Consent for activities low risk– on enrolment. RAMS access for parents, so parents are aware of risks that they are agreeing to.</p>		
Actions to be taken / motion	Consent for activities to include that the RAMs are provided for parents.	Person(s) Responsible	
Moved Seconded	Nil	Results	Nil

Topic:	Leave Request		
Discussion:	Julie left room at 8.04pm		
Actions to be taken / motion	Request approved for up to three weeks.	Person(s) Responsible	
Moved Seconded	Ella/M Dave/S	Results	

Topic:	Community Consultation		
Discussion:	2020 consultation was completed.		

	2024 this will need to be undertaken for new strategic planning purposes.		
Actions to be taken / motion	Nil	Person(s) Responsible	
Moved Seconded	Nil	Results	

General:

Topic:	Health and Safety		
Discussion:	Bark has been washed away and is an ongoing safety issue. Julie to assess to see if playground can remain open safely. To be remedied at the working bee. See Property regarding deck. AIA report read.		
Actions to be taken / motion	Nil	Person(s) Responsible	Nil
Moved Seconded	Nil		

Reports

Topic:	Financial Report		
Discussion:	Meeting undertaken no report provided March report On track Budget alterations for resources to be undertaken.		
Actions to be taken / motion	Nil	Person(s) Responsible	Nil
Moved Seconded	Nil		

Principals Report
(Taken as read)

Bus Network Report
N/A

Property Report
N/A

Policies to be reviewed:

EOTC On School Docs

Correspondence:

Entered in from PTA information
Jan Tinetti – Attendance Information.

In Committee:

Nil

Next Meeting Date and Time Confirmation:	Wednesday 21 June at 7.00pm
Meeting Closed:	9.35pm