

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 2nd August 2023 at 7:00pm

Present: Julie Turner (Principal), Ella Buckle (Board Chair), Steve Hillier, Vaughan Luff, Stacey Dye, Glen Waru, Dave Field Glenice Andrews (Staff Rep) and Cindy Kane (Secretary)

Apologies and Welcome:

CURRICULUM REPORTS

Curriculum Area	<i>Mid year student achievement report</i> <i>Taken as read</i>	Supplied by:	Julie Turner
Discussion:	<p>Results were pleasing for Maths and Reading, anticipate that what happens is mid year the result at the end of the year tends to go up. Targets in Strategic Plan have been met for Maths.</p> <p>Writing is disappointing, Ideal programme with spelling and punctuation should improve results, too early to see any impact of that yet but should be at the end of the year.</p> <p>Investigating "Writers Toolbox", an online tool which is proving to be successful in other schools, has avatars and visuals that hook children in, especially boys. Gives immediate feedback on their writing. Some teachers are looking at visiting another school to see how it works there and see if it is something we could potentially look at getting.</p> <p>PTA are happy to financially support and the Board is very happy with the PTA funded structured literacy.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Stacey All in favour	Results	

Curriculum Area	<i>Accelerated Literacy Report</i> <i>Taken as read</i>	Supplied by:	Amy Eager
Discussion:	<p>Teachers are managing this themselves, previously a teacher aide would release teachers but this had naturally petered out. Good demonstration of results. Does not cost the school any money. Have been running this for three years now so it will come to an end at the end of the year. It is</p>		

	a tried and tested way of lifting achievement and additional support whilst still doing their normal writing programme and this is an addition, it's structure is based on the Maths Programme Alim for children sitting at or just below expectation.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Glenice All in favour	Results	

Minutes of Last meeting:

Minutes had not been uploaded to drive. Once uploaded and everybody has had a chance to look at these then they would be moved.

Matters arising:

Actions from last meeting - had community consultation been uploaded to the drive?
Cyclical maintenance - dates were incorrect, whole review of the whole cyclical maintenance with a new template which had been sent to us to update, this involved more than just an amendment of the dates.

Cindy had applied to Alex McLean Trust for security cameras and declined so had now applied to Grassroots.

Julie to look at Evacuation Policy to be reviewed.

Move that the minutes of the last meeting			
Moved Seconded		Results	To upload the last board minutes onto drive.

Confirmation of Agenda

1. Topic:	Property Requests - Garden to Table
Discussion:	Conversation at PTA meeting last Monday night, requests from PTA for next phases of garden to table. Consider where in the school it would expand too. The area was originally set up around 10 years ago , was voluntary run and soon became overgrown. Garden to table is gaining traction and putting all these resources in, will need some sustainability. It is a fabulous initiative that needs consideration of long term continuation.. Currently a teacher is employed 0.1fte along with a large number of parents supporting this, helping with the classes on Tuesday morning sessions. Waipu Hammer Hardware and Bunnings are a few businesses that are supporting the programme. This programme does

	<p>need to be managed, the Board to be involved if it will be changing the property and finances considered. Currently some of the programme and resources are supported by the PTA.. Sustainability required for both volunteers and the space used.</p> <p>Email requests considered, prepared to go to PTA to discuss money for the pathway and possibly get a property team to meet with the garden to table to discuss pathway options.</p>		
Actions to be taken / motion	<p>Property team to meet with Rebecca. Chicken Coop - Julie Floors - Cleaning</p>	Person(s) Responsible	Property Julie
Moved Seconded		Results	

Topic:	NZSTA Conference - Reporting back		
Discussion:	<p>Fabulous conference and learnt a lot, notes supplied. It would be worthwhile that a few Board members went along to the next conference, other schools had two or three people there as a team. Better to go to sessions and be taken back as a group instead of only one person. Every two years potentially two people attend.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	PTA - Fencing across front of School		
Discussion:	<p>Given the task of finding out from the Ministry about the likelihood of having a fence installed out the front of the School. PTA expressed concern around the security of our children with anybody being able to come into the school as well as children going outside of the School. General discussion held around this, the Ministry would only fund this for a specific student of high risk or a "runner". Could potentially be put in a 5YA or property plan but would have to be a priority plan. PTA requested a security audit for this health and safety concern, they also asked if a camera could be installed facing the entrance to the school. Bollards are currently in place along the border to stop cars</p>		

	<p>from coming onto School grounds from the carpark. If we have anybody who is a potential runner this needs to be noted, a recording of how many times it is occurring.</p> <p>Reminder to parents about procedures and to children about behaviour outside the front of the school.</p> <p>Future concerns are encouraged to come to Julie out of PTA meetings, to follow our concerns and complaints procedures.</p> <p>The appropriateness of items to be discussed at PTA for professionalism, and privacy was discussed.</p> <p>Next steps if PTA would like to progress with fencing the front of the school they would need to bring a proposal to the Board and to look at the Ministry guidelines of what the fence would need to be.</p> <p>Martin Gedes had been involved to find out the safest crossing area and a Senior Constable had also visited to look at both Argyle Street and St Mary's Road.</p> <p>The Board does not view this as a property concern, and therefore will not be progressing this at this stage, but will continue to monitor any data that may arise.</p>		
Actions to be taken / motion	Feedback to PTA to occur at next meeting.		Person(s) Responsible
Moved Seconded		Results	

Topic:	Invite to Teacher Only Day		
Discussion:	On Monday 7th August a teacher only day would be held at Bream Bay College. All Board members are invited to attend this. There would be a bus ride in the afternoon visiting local sites.		
Actions to be taken / motion	Ella Buckle to send Board members a timetable/schedule for teacher only day	Person(s) Responsible	Ella
Moved Seconded		Results	

Topic:	Mid Year Review - Strategic Plan		
Discussion:	New community consultation, Strategic Plan in January - draft and then actual comes into effect. Community consultation would need to happen this year with goals that will last for 2 years. Normally a three year community consultation, to coincide with the triannual new Board and making their new Strategic Plan. From that, time would need to be set		

	<p>aside for planning, consultation and what happens thereafter. Did we want to find out if anybody can lead us through this or do it ourselves, possibly as a Kahui ako, although this could lose our own identity, we need to involve our parents, our community and Iwi and what we want and other groups that would be specific to the Waipu community. Last time it took 9 months with all these different community groups inviting them to Hui, surveys and getting as much response as you possibly can and it took several different ways. It takes a lot of time to collate all the information and send out to the community then responses back from the community before you think about what goes into the Strategic Plan. Could do a condensed version to get through the next few years.</p> <p>Have a good Strategic plan to draw from, potentially going to come up with the same direction the school is heading in. A STA webinar would be held on 8th August in the evening which Board members could sign up for.</p> <p>Scheduled a Sunday to meet on 27th August at 9:30am.</p>		
Actions to be taken / motion	Ella to send out link for Webinar	Person(s) Responsible	Ella
Moved Seconded		Results	

Topic:	Mid Term Board Elections		
Discussion:	Steve and Dave's Board term is coming up this year. Would need to find a returning officer to proceed with electronic board election and dates would need to change along with being published.		
Actions to be taken / motion	Ella to send Cindy information	Person(s) Responsible	Ella
Moved Seconded		Results	

Topic:	Mid Year Review Strategic Plan		
Discussion:	<p>Actual outcomes compared against where we are at with Strategic Goals. LSC teacher is on long term leave, our Senco teacher has taken on the 0.3fte so it was working really well already having her in our school working with those children and following up everything.</p> <p>PB4L unit and Maori Unit had now been taken on by new teachers. Kiwischools had been appointed to construct our Website and that would start soon.</p>		

	Northpine were no longer sponsoring Inventionators. Board were very happy with the progress towards the Strategic Plan		
Actions to be taken / motion	Ongoing document as it is occurring		Julie
Moved Seconded		Results	

Topic:	Camp Approval		
Discussion:	Year 4, 5 and 6 End of Year Camps were currently being organised and required Board permission to go ahead and book/pay for events. Health and Rams forms would follow later. Rams forms to be looked at over with fresh eyes this year, no Rams forms reproduced generacially.		
Actions to be taken / motion	MOVE THAT THE BOARD APPROVE SENIOR END OF YEAR CAMPS		
Moved Seconded	M/Glen/S/Glenice All in favour	Results	

Topic:	APPLICATION TO GRASSROOTS		
Discussion:	Board to approve application to Grassroots for funding for Senior End of Year Camps for buses and accommodation.		
Actions to be taken / motion	MOVE THAT THE BOARD APPROVE SENIOR END OF YEAR CAMPS		
Moved Seconded	M/Glen/S/Glenice All in favour	Results	

Reports

Health & Safety Report

Topic:	Health & Safety Report		
Discussion:	Mike had sprayed the deck with wet and forget, need to pick up matting from Whangarei. Look at putting the AIA report into a spreadsheet to see differences month by month.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Financial Report

Topic:	Finance Report - <i>Taken as read</i>		
Discussion:			
Actions to be taken / motion	MOVE THAT THE FINANCE REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Principals Report

Topic:	Principal's Report - <i>Taken as read</i>		
Discussion:			
Actions to be taken / motion	MOVE THAT PRINCIPALS REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Bus Network Report

Topic:	Bus Network Report <i>Taken as read</i>		
Discussion:	No meeting, next meeting is 16th August.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Property Report

Topic:	Property Report		
Discussion:	Vaughan had builders look at framing on canopy, has some damage and welds need fixing, rusting on the welds. Need to get some quotes to see what this would cost. Requote required for painting for administration block now that we know what is covered in the upgrade of the senior block.		
Actions to be taken / motion	Get two quotes for fixing canopy framing	Person(s) Responsible	Vaughan
Moved Seconded		Results	

Policies to be reviewed:

Topic:	Policies Reviewed		
Discussion:	Julie had sent out policies to be reviewed, please comment on school docs that you have read and understand.		
Actions to be taken / motion	Board to comment on School Docs review information:	Person(s) Responsible	
Moved Seconded		Results	

Correspondence:

Next Meeting Date and Time Confirmation:	13th September 2023
Meeting Closed:	9:46pm