

**Minutes of the
Waipu Primary School Board of Trustees Meeting held at
Waipu Primary School on Wednesday 6th December
2023 at 7:30pm**

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

Apologies and Welcome:

Amos Cook

CURRICULUM REPORTS

Curriculum Area	<i>Reading Recovery</i> <i>Taken as read</i>	Supplied by:	Donna McGregor-Cox
Discussion:	Very good progress with children she has been working with. Acknowledge that she is aligning her reading recovery teaching to structured literacy. Donna has taken herself through quite a few webinars and is great at sharing these. Glenice tests children that come off reading recovery and is delighted with the results that they get from this programme, life changing for those children. Children are followed and tracked to make sure those children are maintaining progress.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Curriculum Area	<i>Student Achievement Report</i> <i>Taken as read</i>	Supplied by:	
Discussion:	Will be published and promoted so that it can be viewed. Great to see so many children above and not many in the well below for reading. Positive results, no stand out with year groups that were not achieving. Structured literacy included in the expectation against level. Writing still seems to be the challenging area in senior school and seems to have gotten worse. What is the rationale and what can we do? The past few terms showcase and topics were used to increase the engagement to try and get a high level of motivation and engagement and this generally worked well, feedback was that they enjoyed those topics, particularly the boys to get them engaged with writing. Two		

	<p>classes had tried the writer's toolbox and felt that was engaging. Senior school has Ideal, a dictation that helps them with their letter sounds and the way words are constructed. Thinking of ways to develop and grow that writing ability. Those on the writers toolbox have made more improvement than those that are not. It is not uncommon for writing to be below compared to Reading and Maths. Something significant needs to happen for senior writing to improve.</p> <p>Strategic goal - to focus on getting these results up for writing, becomes a focus and look at an action plan as an avenue to target this, definitely a discussion to be had.</p> <p>Maths - Gloss results are currently used, looking at using Pact next year and change in assessment method. Really well done, good improvement from 2022.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Stacey All in favour	Results	

Curriculum Area	ALL <i>Taken as read</i>	Supplied by:	Amy Eager
Discussion:	No longer continuing with this af After this year, we have been doing this since 2020.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Dave All in favour	Results	

Minutes of Last meeting:

Matters arising:

Made a start on the cleaning up of the milkroom.

Found out that Harvey Norman will take a boot load of e-waste.

Bullying Procedure - still underway.

Cindy thanked Grassroots via a facebook post for grants.

Schedule of BOT meeting - Cindy and Julie to work out and would send out.

PTA/BOT/Staff dinner - did not eventuate. Cindy would organise a mid-winter dinner on behalf of the board for 2024 in July.

Move that the minutes of the last meeting			
Moved Seconded	M/Ella/S/Dave All in favour	Results	

Confirmation of Agenda

1. Topic:	Grassroots Funding Request		
Discussion:	Move that we apply to Grassroots for 2024 start of year camps.		
Actions to be taken / motion		Person(s) Responsible	Cindy
Moved Seconded	M/Ella/S/Stacey All in favour	Results	Cindy to apply.

Topic:	Review Camp Processes / Forms		
Discussion:	<p>Look at moving these to Skool Loop or Google Forms. Review forms for EOY Camps will have to continue with how they are currently for the 2024 start of year camps as we are not going to have enough time to change the forms for those camps. Make sure that Stacey receives these in the timeframe.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Topic:	Trip and Camp Approval		
Discussion:	<p>Rooms 4/5/11 to Mangawhai Rams need to be sent out to parents, a pre-requirement of camp is that rams are sent out, we have got to communicate with parents around these. Stacey and Julie to work on these forms to condense down. Board happy to approve planning to the next stage, as long as they have approved the camp the required information is provided to the parents. Confidential information removed for privacy reasons before being uploaded or sent to parents.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Dave All in favour	Results	

Reports

Health & Safety Report

Topic:	Health & Safety Report		
Discussion:	Discussion already held around forms and timeframe around receiving forms.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Financial Report

Topic:	Finance Report - <i>Taken as read</i>		
Discussion:	Forecast that we will have a small surplus. November report due next week. Discussion held around OSCAR staff pay rates after requesting a living wage. Board is happy for Julie and Cindy to assess the financials of OSCAR and consider a pay review. Draft budget is available. Writers toolbox and ideal - to be priced up and included in budget.		
Actions to be taken / motion	MOVE THAT THE FINANCE REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Dave/S/Julie All in favour	Results	

Principals Report

Topic:	Principal's Report - <i>Taken as read</i>		
Discussion:	Great to see new teachers employed, noted that a board member is to be in the interview appointment to hire permanent staff. Zones of regulation for PB4L successful in receiving a \$5k grant. Learner Profile, timeframe on this, Tania coming in on teacher only day in January to work on this. Hidden helpers morning tea was very well done.		
Actions to be taken / motion	MOVE THAT PRINCIPALS REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Bus Network Report

Topic:	Bus Network Report <i>Taken as read</i>		
Discussion:	Good support from the rest of the network regarding cameras. Seatbelts need more research put in, this wouldn't happen until next year but a fair amount of support around the need for seat belts. Compliance checklist to be filled out twice per year. Dave to go back to Greig about this. Feedback at next meeting.		
Actions to be taken / motion	Dave to speak to Greig about compliance checklist	Person(s) Responsible	Dave
Moved Seconded	M/Dave/S/Vaughan All in favour	Results	

Property Report

Topic:	Property Report		
Discussion:	Thank you for all the information put together. Stage 3 of driveway approved and completed hopefully these holidays depending on availability of Robinsons Asphalt. Handrail for special needs bathroom ramp, height of this to be looked into. Still having issues with toilet cisterns sticking and doors jamming. Cindy had contacted Scope and Ezra to fix but nothing at this stage had happened.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Vaughan/S/Ella All in favor	Results	

Policies to be reviewed:

Topic:	Policies Reviewed		
Discussion:	Safety management system - close off is 15th December, please if you have not yet go in and take a look and comment. Principles Professional growth cycle. Julie to meet with Ella next week to sign off. Police Vetting Appointment Procedure		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Correspondence:

Saorsa Contract, received back signed for 2024.

Next Meeting Date and Time Confirmation:	TBA - February 2024
Meeting Closed:	9:35pm