

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 21st June 2023 at 7:00pm

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

Apologies and Welcome:

Apologies from Glen Waru and Dave Field

CURRICULUM REPORTS

Curriculum Area	<i>The Arts</i> <i>Taken as read</i>	Supplied by:	Emma Couper
Discussion:	Discussion about the quality Arts programme and that it is an area of strength at Waipu Primary School.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Curriculum Area	<i>The Revised Curriculum/Social Sciences</i> <i>Taken as read</i>	Supplied by:	Julie Turner
Discussion:	A good opportunity to amalgamate with the revised curriculum and where it's heading. Julie had a slideshow presentation.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Minutes of Last meeting:

Matters arising:

Mike has now completed bronze and will do silver and gold before he does any testing. Christian had been away and so hadn't met with him yet regarding PTA.

Julie had made password change.

Slippery surfaces - Mitre 10 has matting that would do the job for this and would use 'Wet and Forget' until we get matting.

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

Confirmation of Agenda

1. Topic:	Updated Code of Conduct for Board Members		
Discussion:	A revised 'Code of Conduct' for Board members has come through from Ministry of Education. We already have our own code of conduct. Done under Section 166 of the Education and Training Act. The Board agreed to adopt the new version which generally covers everything we have on our own form, except a few smaller items. All in agreement, and have read and understood this new 'Code of Conduct' for Board of Trustees. We could modify it to add more to it but this was already comprehensive and well written. Conflicts of interest to be declared we are not benefitting personally from any Board decision. This does not need to be signed.		
Actions to be taken / motion	MOVE THAT THE CODE OF CONDUCT FOR STATE SCHOOL BOARD MEMBERS BECOME WPS CODE OF CONDUCT FOR BOARD MEMBERS	Person(s) Responsible	
Moved Seconded	M/Ella/S/Steve All in favour	Results	

Topic:	Strategic Planning/Community Consultation		
Discussion:	<p>Board checklist from NZSTA - have we done everything we need to do? Queried whether we have consulted with our community. 2020 was the last community consultation. Quite alot involved and quite a process - including touching base with everybody including local Iwi. It was really comprehensive last time and information gathered gave us to the development of the strategic plan for the next 3 to 4 years. requested A copy was requested so that we could look at the information from the last community consultation between now and the next Board meeting. Information to be put in the drive to have copies of it so current Board could go through everything, revise and check it was still relevant. Ella would be attending the next NZSTA conference. New legislation has come out.</p>		
Actions to be taken / motion	Community consultation to be uploaded to drive.	Person(s) Responsible	
Moved Seconded		Results	

Topic:	Principal Appraisal		
Discussion:	<p>Julie informed the Board about how the Principal appraisal was now being carried out explaining that in the past Principals had to have an external appraisal for this role. Colin Andrews, an ex Principal, had been Julie's appraiser. He visited two or three times during the year and would then write a report with the Board chair having access to. This process finished at the end of 2022 and was then moved onto a new way or appraising principals called 'Professional Growth Cycle', rather than somebody coming in, Principals now set a goal for themselves and worked through set goals, to grow professionally. Because Shirley and Julie had both had Colin as an appraiser they thought they would frontfoot the change by going into it together themselves without any idea how it should work and it worked really well, it was a far more worthwhile process. There is documentation in place that they use, something that guides them through what they should be doing and what evidence they have to show that they are meeting those standards. Shirley and Julie meet once or twice a term, at the end they will endorse each other or by their Board chairs.</p>		
Actions to be taken / motion		Person(s) Responsible	Cindy
Moved Seconded	M//S/ All in favour	Results	

Topic:	Painting Admin Area		
Discussion:	<p>At the last BOT meeting a discussion had taken place regarding the administration block being upgraded. Julie felt it needs refreshing, looks tired and the bathrooms are awful. Angela Daniels an interior designer had got quotes for painting, flooring and cabinet coming in at \$43k, staffroom excluded. Currently there is \$67k in Cyclical maintenance account. Initially thought that this was not covered in the cyclical maintenance. Confirmed it was 5ya rather than cyclical maintenance, if it's just painting then this could come under cyclical maintenance. Tiana from the Ministry confirmed that interior painting is within the cyclical maintenance.</p> <p>Julie went over our cyclical maintenance noting that many of the dates were very incorrect with when projects were last completed so would go back to Scope with these queries on dates.</p> <p>Flooring would be covered by the 5ya.</p> <p>It was discussed to wait until the AMS project is completed to see if the ceilings would be painted first.</p> <p>Julie would also get a projected timeline from Scope and ask for more specifics for what the planned upgrades of the admin/staffroom.</p>		
Actions to be taken / motion	Cyclical maintenance date follow up with Scope . Projected timeline from Scope and ask for more specifics for what the planned upgrades of the admin/staffroom.	Person(s) Responsible	Julie
Moved Seconded	M//S/ All in favour	Results	

Topic:	Property - Security Cameras - Update and heat pumps - library		
Discussion:	<p>Cindy informed the Board that Alex McLean trust declined her application for security cameras, she did respond back asking if we had been declined due to the number of applications or was it declined for what we applied for but their response did not answer the question. Cindy asked the Board should she apply again to Alex McLean Trust or go with Pub Charities, we are on a tighter timeline with Pub Charities. Board agreed to apply to Pub Charities.</p>		
Actions to be taken / motion	MOVE THAT WE APPLY TO PUB CHARITIES FOR FUNDING FOR SECURITY CAMERAS		
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Topic:	Website Proposal		
Discussion:	<p>Julie proposed to the Board about the need for a new School website and had received a few quotes for this, explaining that a subcommittee had been formed for this, she had scrolled through hundreds of websites looking for freshness, celebrating what our school does. They were quite expensive but one of the companies she found works with schools specifically.</p> <p>After discussion the Board Approved the updating of the school website in line with the proposed quotes. Leave to the committee to decide which one to go with.</p>		
Actions to be taken / motion	MOVE TO APPROVE THE UPDATING OF THE SCHOOL WEBSITE IN LINE WITH THE PROPOSED QUOTES		
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Reports

Health & Safety Report

Topic:	Health & Safety Report		
Discussion:	Nothing to report		
Actions to be taken / motion	MOVE THAT THE HEALTH & SAFETY REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M//S/ All in favour	Results	

Financial Report

Topic:	Finance Report - <i>Taken as read</i>		
Discussion:	<p>Julie and Cindy met with Stacey on Monday and went over the items of significance for the May report. Everything is going along on track.</p>		

Actions to be taken / motion	MOVE THAT THE FINANCE REPORT BE ACCEPTED		Person(s) Responsible	
Moved Seconded	M/Ella/S/Glenice All in favour	Results		

Principals Report

Topic:	Principal's Report - <i>Taken as read</i>			
Discussion:	<p>Numbers are increasing and now sitting at 259 children. An update to the position that was advertised for replacement of Linda Kramer, a good handful of applicants and the position has now been filled. Selecting Madeleine Egan from Mangawhai Beach School. She has experience with juniors and structured literacy. We would however still need to find somebody to take over PB4L and Te Reo Maori responsibilities that Linda did. First Aid course now completed by most staff. Big thanks to all involved and to Vaughan and team for the working bee. Good idea to hold in the warmer months next time due to the wet grounds with heavy machinery.</p>			
Actions to be taken / motion	MOVE THAT PRINCIPALS REPORT BE ACCEPTED		Person(s) Responsible	
Moved Seconded	M/Julie/S/Glenice All in favour	Results		

Bus Network Report

Topic:	Bus Network Report <i>Taken as read</i>			
Discussion:	<p>Money received from the bus network, we need to be mindful that we are not relying on this money and will still survive or cope without it or a reduced amount, it won't change in the short term but to still be mindful. Discussion with Helen from Ruakaka about an overloaded bus, there will be a discussion held for an extra bus.</p>			
Actions to be taken / motion	MOVE THAT BUS NETWORK REPORT BE ACCEPTED		Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results		

Property Report

Topic:	Property Report		
Discussion:	Nothing to report		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Policies to be reviewed:

Topic:	Policies Reviewed		
Discussion:	<p>EOTC Review - on school docs, if all have had the chance to review these up to date at the end of Term 2. Julie's job now once everybody has had their comments on the policies is to take those comments and add to them or explain why it may or not be the case. Respond by the end of term.</p> <p>Assurances: <i>Monitoring and Auditing School Bus</i> Covered in Board reports and termly meeting reports to the Board <i>Expenditure</i> Covered in Board reports and regular finance meetings which cover reports on the monthly Education Services reports <i>Evacuation / Emergency Kits and Supplies</i> - ongoing <i>Abuse Recognition and Reporting</i> Covered with staff last term <i>Child Protection</i> Covered with staff last term <i>Health Education (every 2 years)</i> We did this last year - due again next year. <i>Student Attendance</i> Monitored by office staff / term attendance reports and reported to the Board at each meeting. <i>Computer Security and Cybersecurity</i> Covered by Jordan last term - he went over the Cyber Safety agreement with all seniors, met with Vaughan and James to review cybersafety <i>Digital Technology and Cyber Safety</i> as above. Evacuation to review.</p>		
Actions to be taken / motion	As above EOTC Review to be completed Evacuation to review	Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Correspondence:

Outward - letters to unsuccessful applicants, offer of appointment to successful applicants.

Inwards - Applications for advertised position

**Next Meeting Date and
Time Confirmation:**

2nd August 2023

Meeting Closed:

8:47 pm