

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 29th March 2023 at 7:00pm

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

Apologies and Welcome: Welcome to Gina from the Ministry of Education (PB4L) and Steve Hillier (parent).

Gina from the Ministry spoke to the board about PB4L which is creating a positive, safe, supportive environment that promotes wellbeing for all learners. Waipu Primary School's values are Respect, Kindness and Resilience.

Gina explained to the board the ways in which they could be involved for example being evident in the strategic plan, upcoming property modifications, website, communication, inductions with new families and new board members.

Julie spoke about the token system for rewards and supporting and celebrating good behaviors as well as Etap entries for behavioral incidents to keep track of and see any red flags or repetitiveness.

The board thanked Gina for coming to speak with them.

Karakia to open the board meeting.

CURRICULUM REPORTS

Curriculum Area	<i>EOTC Report</i>	Supplied by:	Jordan McDonald
Discussion:	Good to see that the local camp was favourable. Found that the report could be aligned with focus, some guidance for somebody who is writing a report of what the board would like to see, a template perhaps. Julie said that the camps were very well attended and a lot of parents also attended. It was noted that it was a nice community night for the junior camp dinner. Could be an idea to hold another to encourage people to get involved with the working bee once planned. The children loved the night having their parents and siblings attend and as Glenice mentioned a great way to get new parents involved and meet other parents.		
Actions to be taken / motion	Guidance with what the board requires in the report - template.	Person(s) Responsible	Ella / Board
Moved Seconded	M/Glenice/S/Vaughan All in favour	Results	

Curriculum Area	<i>Te Ao Maori</i>	Supplied by:	Linda Kramer
Discussion:	Some major changes are coming up that we need to be proactive about how we can help as a board. Julie said the biggest challenge was resourcing people to be within the school, we are finding it difficult to find that support. Do we need to cast the net further, advertise in Northern Advocate if we cannot find somebody locally. How can we fund this? Any parents available?		
Actions to be taken / motion	Possible advertising?	Person(s) Responsible	Julie Turner
Moved Seconded	M/Glenice/S/Vaughan All in favour	Results	

Curriculum Area	<i>Professional Development</i>	Supplied by:	Julie Turner
Discussion:	Julie noted that this was a living document which will change as everybody has identified their goals and then we will identify which PLD is available to fit with those goals. Same things going on as this year that were happening last year. BOT conference would be 21/22 July in Rotorua although nothing on the website yet. It was acknowledged that Glenice gave up her own time to attend Literacy Association meetings.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Glenice/S/Vaughan All in favour	Results	

Minutes of Last meeting:

Matters arising:

Topic: Test & Tag			
Discussion:	We have progress with the certificate of calibration with the machine being sent away to be re-calibrated. Mike now needs to complete online courses and once that is done everything can be re-tested.		
Actions to be taken / motion	Mike to complete online courses.	Person(s) Responsible	Mike Jury
Moved Seconded	M/Glenice/S/Vaughan All in favour	Results	Certificate completed

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

Confirmation of Agenda

1. Topic:	Board Presence at PTA meetings		
Discussion:	The PTA have requested that a board member/s be present at their meetings, to make sure we are on the same page in regards to what PTA funds go towards. Stacey said she would be happy to attend, it was suggested that this was rotated so each board member attended, this would bring different perspectives. Stacey would attend the May meeting.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	ERO Profile Report		
Discussion:	Julie met with Michelle, ERO Education Office Evaluative partner for the completion of the School Profile report, this two page document is what had been developed jointly, and is in draft with a copy on the drive. The school vision needed to be changed. It was a very brief statement. Julie would load onto the website once approved by the Board and confirmed with Michelle.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Property Audit/Vandalism		
Discussion:	Vaughan, Stacey and Julie have completed a walk around the school and have a list of defects / work to be done. We will need to divide it out with the things required to get done soon and then the rest less urgent things. Dave spoke about property and finance being linked with the cyclical maintenance 5YA and 10YA, with the audit suggesting that school needed repainting this year which wasn't agreed with. 5YA current work plan status is all up to date and on track and about half way through it now, ticking a lot of things off that were on there with the next two tasks being lighting and roofing which will both be done in the holidays. Julie had a meeting scheduled for Monday if any board		

	<p>members would like to attend with both the contractors for the last preview before the work is completed in holidays, then onto stage 3 of the driveway. Julie said Scope has all the information for 5YA. Julie updated the board about the vandalism with the perspex on the playhuts with an attempted fire which melted the perspex. Discussion held around the security cameras which had been discussed in the past, Cindy would look for funding from a grant for this.</p>		
Actions to be taken / motion	CINDY TO LOOK AT POTENTIAL GRANT APPLICATIONS FOR SECURITY CAMERAS AT SCHOOL	Person(s) Responsible	Cindy
Moved Seconded	M/Dave/S/Glen All in favour	Results	

Topic:	Privacy Policy/OIA		
Discussion:	<p>OIA stands for Official Information Act, Julie is the privacy officer and she has a job to make sure that this is up to date with the retention and disposal of information. We have a document destruction bin which is locked. Julie also informed the board that the school handbook is on the website and our uniforms are both gender and culturally acceptable. Code of Conduct - this is on drive, we need to uphold any changes or we deem it to be read - agreed to change from Code of Behaviour to Code of Conduct which would be more appropriate. Julie needed to add the three values to this, once it's finalised we can send it out to parents.</p>		
Actions to be taken / motion	Change from Code of Behaviour to Code of Conduct. MOVE THAT CODE OF CONDUCT BE ACCEPTED, UPDATED AND THEN CIRCULATED	Person(s) Responsible	Julie
Moved Seconded	M/Ella/S/Dave All in favour	Results	

General:

Health and Safety

Topic:	TOD Approval		
Discussion:	<p>Teacher only day proposed for 5th May - day that had been allocated from the Ministry that we have to take between certain 3 week period, to look at the new curriculum.</p>		
Actions to be taken / motion	BOT APPROVED TEACHER ONLY DAY TO TAKE PLACE ON 5TH MAY 2023	Person(s) Responsible	

Moved Seconded	M/Ella/S/Glenice All in favour		
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Topic:	NZSTA Conference		
Discussion:	Already discussed.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Strategic Plan Approval		
Discussion:	Julie thanked the board for their comments, Julie could not change the front page until everything else was approved. Taken as being read. To give PTA and parents the link to the strategic plan.		
Actions to be taken / motion	MOVE THAT THE STRATEGIC PLAN BE APPROVED	Person(s) Responsible	
Moved Seconded	M/Stacey/S/Julie All in favour	Results	

Reports

Health & Safety Report

Topic:	Health & Safety Report		
Discussion:	Stacey had walked around the school grounds with Julie and Vaughan, safety concerns around bark in the playground conscious that it is below the depth that it should be. Sandpit also needs to be topped up. Need a price for the bark and sand, Cindy would message Nick to find out who we got it from previously.		
Actions to be taken / motion	MOVE THAT THE HEALTH & SAFETY REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Glen/S/Ella All in favour	Results	

Financial Report

Topic:	Finance Report - <i>Taken as read</i>		
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Discussion:	Auditor came this morning to collect paperwork and walk around to view selected items from our asset register, this time to see the 40 new I pads purchased in 2022. Second installment of ops grant due for 1st April. Apply for more ESOL funding for new students.		
Actions to be taken / motion	MOVE THAT THE FINANCE REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Vaughan/S/Ella 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/Dave All in favour	Results	

Bus Network Report

Topic:	Bus Network Report		
Discussion:	Dave had included Greg's report, Greg is on top of Ritchies that they are not that great in communicating although it is improving. Still work to be done on recognised bus stops by drivers.		
Actions to be taken / motion	MOVE THAT BUS NETWORK REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Dave/S/Stacey All in favour	Results	

Property Report

Topic:	Property Report		
Discussion:	Already discussed		
Actions to be taken / motion		Person(s) Responsible	Vaughan & Julie
Moved Seconded		Results	

Policies to be reviewed:

Topic:	Restraint Guidelines		
Discussion:	New restraint guidelines - shared on the drive. 7th May these come into effect. All staff understand the processes that they know how to restrain a child. Any incidents are reported to Julie and she completes forms to send through to the Ministry.		
Actions to be taken / motion	MOVE THAT THE BOT ACCEPT THE NEW RESTRAINT POLICY AND PROCEDURES THAT HAVE BEEN PUT INTO PLACE BY WAIPU PRIMARY SCHOOL	Person(s) Responsible	
Moved Seconded	M/Glen/S/Ella All in favour	Results	

Correspondence:

Calibration Certificate - electrical tester

PTA carnival correspondence - we are aware of our obligations of health and safety occur there, very comprehensive just some dates and names that need to be altered. Stacey to send back confirmation.

In Committee:

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

Next Meeting Date and Time Confirmation:	10th May 2023
Meeting Closed:	9:22pm