

## Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 25th October 2023 at 7:00pm

**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:**

Glen Waru and Stephen Hillier  
Welcome to Dr Lisa Watson and Amos Cook

Thank you to Dr Lisa Watson for coming to talk to the board. Lisa gave the board a rundown of her career history, currently working for the University of Auckland as a PD Facilitator working in schools to support them in whatever professional development they require. Currently working with Waipu Primary with how to enhance cultural capabilities.

Welcome to Amos Cook, recently elected onto the board in the recent election, along with Dave Field who had been re-elected. Introductions around the board members, acknowledge the process of election and the acceptance of the nomination from Amos. Farewell and thanks to Steve Hillier acknowledged his efforts in the short term.

### **CURRICULUM REPORTS**

<b>Curriculum Area</b>	<b>Health and PE Report</b> <i>Taken as read</i>	<b>Supplied by:</b>	<b>Kirstyn Hoddle</b>
<b>Discussion:</b>	Milkroom needs to be cleaned out, dealt with in school. Acknowledge that Kirstyn does an amazing job, is very passionate and very well organised.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Glenice/S/Dave</b> <b>All in favour</b>	<b>Results</b>	

<b>Curriculum Area</b>	<b>PB4L Report</b> <i>Taken as read</i>	<b>Supplied by:</b>	<b>Sarah Herbert</b>
<b>Discussion:</b>	First report since Sarah has taken over P44L and finding her way. Opportunities taken up to attend courses and she is getting her head		

	around how it all works. Currently submitting Applications for some projects with one being to do with zone regulations which is support for students for self-managing their emotions and another is for an activity path which had been on the agenda for a long time so getting back on track with this with a planned area in place. Making sure we incorporate the values into this pathway too.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Dave/S/Stacey All in favour</b>	<b>Results</b>	

### **Minutes of Last meeting:**

#### **Matters arising:**

Plumber has looked at the pool.

Pool Contract - has been amended with times and prices.

New Barrel requested an arrangement of disposal of previous barrels.

Midterm election - schedule of board members and their timelines. Cindy still has to do this.

Celtic School Proposal - Discussion under Agenda items.

Security Cameras - all done and fantastic. Cindy will post a thanks to Grassroots on facebook page and put it in the newsletter. This way the community will know we have them too.

Bullying Procedure - to be reviewed. Julie and Maree are currently working on a report outlining all of the schools procedures on how we deal with behaviour based around PB4L. The strategies we use around minor, major and severe behaviors. Zones of Regulation that we will be bringing in. What causes these behaviours and how we manage all of these things. A one stop shop for parents to see everything in one place. Bullying Policy that will sit within that behaviour plan so it is easy for parents to follow. Should be ready by the next board meeting.

Templates for OSCAR for student release - Cindy is going to sit with Dalleise to go over as a separate one will be required for those children playing Touch over at Caledonian park.

Cindy will find out from the PTA for the date of dinner for BOT/PTA and Staff.

Costs for Hui - buffet and platter costs - Done - Just need a date, Cindy to message RSA to find out what dates are available.

<b>Move that the minutes of the last meeting</b>			
<b>Moved Seconded</b>	<b>M/Julie/S/Stacey All in favour</b>	<b>Results</b>	

### Confirmation of Agenda

<b>1. Topic:</b>	<b>Questions for Community Consultation</b>		
<b>Discussion:</b>	<p>Two board members met on two occasions to coordinate the questions. Narrowed it down and covered all board objectives. Questions sent through to all board members.</p> <p>Discussion and suggestions made. Would have Lisa review questions to see if requirements are being met.</p> <p>Happy with questions and move forward and continue the process. Survey to hopefully be open next week. Selected board members would meet to consult with students in groups of year levels and cultural representatives from junior and senior cohort.</p> <p>Cut off would be 20th November.</p> <p>Week 8 data collated, raw data for board would be available. 6th December, extended board meeting and work through information.</p> <p>Date of community consultation, open afternoon at RSA or drop in centre at the RSA. Find out dates of availability at the RSA.</p>		
<b>Actions to be taken / motion</b>	<b>RSA Availability</b>	<b>Person(s) Responsible</b>	<b>Cindy</b>
<b>Moved Seconded</b>	<b>All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Policy Reviews and Assurances for Term 4</b>
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<p><b>Discussion:</b></p>	<p>Julie had reviewed. Board to make any comments <u>on review items in School Docs</u>.</p> <p>All employees vetted and teachers registered.</p> <p>Professional growth cycle is underway for teachers, and has been all year.</p> <p>Note conflict of interest with board member being married to current teacher.</p> <p>Julie had shortlisted applicants for teaching position next year, then would be invited for interviews, followed by a letter of appointment or rejection letter.</p> <p>Donations Scheme acceptance in the last newsletter, bound to advertise that fact.</p> <p>Will have completed the correct number of half days at the end of year.</p> <p>Emergency Drills completed.</p> <p>Bus checklist - on school docs. Feedback on school docs site, have a browse and add your suggestions or comments, and acknowledge that you have read is an expectation.</p> <p>Action plan for Pasifika education which we don't have, only Māori but not Pasifika.</p>		
<p><b>Actions to be taken / motion</b></p>	<p><u>Board to make any comments on review items in School Docs.</u></p>	<p><b>Person(s) Responsible</b></p>	
<p><b>Moved Seconded</b></p>	<p><b>M/Julie/S/Ella All in favour</b></p>	<p><b>Results</b></p>	

<p><b>Topic:</b></p>	<p><b>Education Outside the Classroom - Prior approval camp Term 1, 2024 and updated forms</b></p>		
<p><b>Discussion:</b></p>	<p>EOTC forms are new forms, Stacey had looked at these and agreed on which forms were required to be completed for camps, as not all forms were relevant for camp.</p> <p>There is a checklist of forms for all year levels and Julie was checking these off as they came in and notifying Stacey of them.</p> <p>Event proposal for camps in March next year, requiring BOT approval for camps to go ahead for planning stages. Overnight camps, team building camps in Whangarei Heads. Board was happy to plan for the senior start of the year 2024 camps and await more information for confirmation.</p>		

<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Julie/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Audit Outcome</b>		
<b>Discussion:</b>	Acknowledgement made of a clear Audit with the comment of being of a high standard.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	<b>Julie</b>
<b>Moved Seconded</b>	<b>M/Stacey/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Celtic Games - Summer 2024</b>		
<b>Discussion:</b>	Julie updated the board on her updates from the Celtic Summer School proposal, which had been held at Whangarei Heads for a number of years. Julie phoned Whangarei Heads school to find out why they had no interest in having this held at their school anymore, their response was that there had been some minor damage , that they had no formal lease arrangements and were worried about insurance and the liability on the school if something were to happen along with privacy of people going in and out of classrooms. Julie had spoken with a senior advisor from the Ministry when he was at school and he had said schools were a community resource and didn't see anything wrong with it, that it came down to board approval.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Julie/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Principals PD</b>
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<b>Discussion:</b>	<p>Julie informed the board of a \$6k grant for Principals which was one of the outcomes of the collection agreement, for Principals own well being. Julie was happy to roll this over to next year and had some coaching/mentoring type training which she felt would be really useful. This was for Julie's own professional growth and would like to propose finding a suitable provider to do this, she had looked and there are several online providers. Board was happy for Julie to progress with this.</p>		
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	<b>M/Julie/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Hui - Staff/Board</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>			
<b>Moved Seconded</b>	<b>M/Julie/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Property - LVL Contract project update</b>		
<b>Discussion:</b>	<p>Julie informed the board about the LVL Contract, a mowing contract held between the school and Carter Holt Harvey for over 10 years. They are now going to take this back and do this in house. This incurs a loss of income of approximately \$22k. Julie updated the board with the projects happening over the Christmas holidays with these being Administration Block, the wall/door between Rooms 1 and 2. The driveway - waiting for draining pipe consent. Rooms 7 and 8 pushed back to April 2024.</p>		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	

Moved Seconded	<b>M/Ella/S/Glenice</b> <b>All in favour</b>	Results	
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## Reports

### Health & Safety Report

Topic:	<b>Health &amp; Safety Report</b>		
Discussion:	Forms - Camp Rams.  Accident Report - <del>Cindy to see Mel about working out how to show the increases/decreases.</del>		
Actions to be taken / motion	<u>Cindy to see Mel about working out how to show the increases/decreases.</u>	Person(s) Responsible	
Moved Seconded		Results	

## Financial Report

Topic:	<b>Finance Report - <i>Taken as read</i></b>		
Discussion:	Cindy and Julie would start on the 2024 Budget next week.		
Actions to be taken / motion	<b>MOVE THAT THE FINANCE REPORT BE ACCEPTED</b>	Person(s) Responsible	
Moved Seconded	<b>M/Stacey/S/Ella</b> <b>All in favour</b>	Results	

## Principals Report

Topic:	<b>Principal's Report - <i>Taken as read</i></b>		
Discussion:	The Writers Showcase was amazing, it was great seeing all children recognised. Julie would pass on the board's positive comments to staff. More events like this would be outstanding. Ag day was also a successful day.		

<b>Actions to be taken / motion</b>	<b>MOVE THAT PRINCIPALS REPORT BE ACCEPTED</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Julie/S/Glenice</b> <b>All in favour</b>	<b>Results</b>		

## Bus Network Report

<b>Topic:</b>	<b>Bus Network Report</b> <i>Taken as read</i>			
<b>Discussion:</b>	<p>Cameras and Seatbelts had been on the action list for a while to be looked at. Buses don't currently have cameras, feedback provided was that they do make a difference, improving student behaviour and driver interaction/behaviour. The option of leasing would be best as the bus network does not have an asset register. The cost of these would be spread across all 4 schools.</p> <p>There is no legal requirement for seatbelts and the cost to fit buses could be high. At least ask the questions and investigate it with Ritchies. Board was happy for Dave to go along to the bus network meeting to look at options for this.</p>			
<b>Actions to be taken / motion</b>			<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Dave/S/Stacey</b> <b>All in favour</b>	<b>Results</b>		

## Property Report

<b>Topic:</b>	<b>Property Report</b>			
<b>Discussion:</b>	Cameras have now been installed. The Fire Brigade had looked throughout the school and Julie had spoken with Wormald today regarding a few minor issues.			
<b>Actions to be taken / motion</b>			<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>		<b>Results</b>		



### **Policies to be reviewed:**

<b>Topic:</b>	<b>Policies Reviewed</b>		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>		<b>Results</b>	

### **Correspondence:**

Resignation letter from Debra Van den Bergen for end of Term 1, 2024.

Positions for permanent teachers had been advertised.

The board extended their recognition of the amazing extended service that Debra had provided and wished her very well in her retirement and very successful career as a teacher.

<b>Next Meeting Date and Time Confirmation:</b>	<b>6th December 2023</b>
<b>Meeting Closed:</b>	<b>9:46pm</b>