

**Minutes of the  
Waipu Primary School Board of Trustees Meeting held at  
Waipu Primary School on Wednesday 13th September  
2023 at 7:00pm**

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

**Apologies and Welcome:**  
Glen Waru and Stephen Hillier

**CURRICULUM REPORTS**

<b>Curriculum Area</b>	<b><i>Digitech</i></b> <i>Taken as read</i>	<b>Supplied by:</b>	Jordan McDonald
<b>Discussion:</b>	Record of what had been done with digital technology over the course of the year. Very well equipped for this so nothing required from the board. In line with Curriculum. Reasonably well equipped with senior chromebooks and junior ipads.		
<b>Actions to be taken / motion</b>	Structure around the report, provide more direction and information. Template required for this.	<b>Person(s) Responsible</b>	Board
<b>Moved Seconded</b>	<b>M/Julie/S/Stacey</b> <b>All in favour</b>	<b>Results</b>	

<b>Curriculum Area</b>	<b><i>Senco</i></b> <i>Taken as read</i>	<b>Supplied by:</b>	Maree Smith
<b>Discussion:</b>	Behaviour management plan - on agenda as another item.  Discussion regarding funding of teacher aides and requests to PTA. Requests to Board for future teacher aide funding, as employers. Teacher Aides are traditionally on fixed term contracts. The Ministry is thinking of funding teacher aides for every school to have assurity. After 2 years teacher aides should be made permanent. ESOL and speech language, Shelley comes in for speech therapy and Teacher Aides take ESOL. Never ending need for teacher aide support.		

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

**Minutes of Last meeting:**

E-motion passed for the July report - noted in minutes.

Garden to table property team to check in with Rebecca in regards to plans of potentially going forward. Julie met with Rebecca, she outlined the path plan that she would like. Mike measured and needs to be 4 inches thick because of moisture in the ground. Approximately 9500 cubic meters. Mike would get a quote around what that would cost.

Chicken coop idea had been dropped.

Floor cleaning - Julie talked to the cleaner who is now mopping the floor on a Tuesday night and Dalleise at OSCAR's cleans the floor every Friday evening.

**Matters arising:**

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

**Confirmation of Agenda**

<b>1. Topic:</b>	<b>Swimming Pool - Key cost/Contract</b>		
<b>Discussion:</b>	Change time to close at 8pm instead of 9pm due to complaints from neighbours of noise. Change price from \$120 with \$30 bond refund to \$100 with \$20 refund. Pool leak - in the process of having a plumber look at this.		
<b>Actions to be taken / motion</b>	<b>Plumber to look at leak - poor repair. Amend Pool Contract with above changes</b>	<b>Person(s) Responsible</b>	<b>Cindy</b>
<b>Moved Seconded</b>	<b>Julie/Vaughan All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Midterm Elections</b>		
<b>Discussion:</b>	E-motion sent electing Sandra Barton as Returning Officer. Election to be held on 15th November. Two positions. Glen to continue as co-opted board member.		
<b>Actions to be taken / motion</b>	<b>Find out when Glen was co-opted. Schedule of board members</b>	<b>Person(s) Responsible</b>	<b>Ella Cindy</b>
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Celtic Summer School Proposal</b>		
<b>Discussion:</b>	Julie was approached by Robyn Hollis to use the school for 2025 for their event which had 130 to 150 people, an annual event with history, music, classes and games for Scottish heritage which is held early January after the Highland Games. Had been held at Whangarei Heads school but they cannot continue there.		
<b>Actions to be taken / motion</b>	<b>Find out why this is not continuing at Whangarei Heads. Find out from the Ministry and Insurance if we are covered.</b>	<b>Person(s) Responsible</b>	<b>Julie</b>
<b>Moved Seconded</b>		<b>Results</b>	

**Commented [1]:** It will be interesting what the Ministry have to say on this matter. The online advice is not clear, but it is suggested that for such a large group we would need the Ministry's sign off.  
Guidance - <https://www.education.govt.nz/school/property-and-transport/leasing-and-hiring/leasing-or-hiring-to-third-parties/>

<b>Topic:</b>	<b>PTA report back from meeting/cameras</b>		
<b>Discussion:</b>	Successful with \$10k grant from Grassroots for security cameras along with \$2k from PTA for balance. PTA asked if cameras extend out to the front roadway, Julie had investigated with Matt from Arc Security, the quote would be quite substantial to change the camera to be able to reach roadside with piping, wiring and steel pole. Quote was \$9k extra. Another option was given of mounting a camera from Room 4 that looks up the pathway past the swimming pool, vegetation could block this. Camera on workshop that looks across to the tractor shed. The PTA had a vote and decided not to discuss the fencing for at least another year. Camera		

	<p>hardware allows us to add more cameras later if we wish too.          Long term funding project has been mentioned again with the PTA wanting to contribute towards a long term project.          Potential areas for this from consultation.          Academic achievements reported back to the PTA. Normal cycle that Julie undertakes that happens in our end of year report, both mid term and end of year.          Christian to talk with Cindy and Julie regarding chocolate fundraising.          Carnival going ahead for 2024</p>		
<b>Actions to be taken / motion</b>	<b>Proceed with the quote to have security cameras installed.</b>	<b>Person(s) Responsible</b>	<b>Julie</b>
<b>Moved Seconded</b>	<b>MOVE THAT WE ACCEPT SECURITY CAMERA QUOTE M/Stacey/S/Ella All in favour</b>	<b>Results</b>	Julie to organise installation of cameras over school holidays.

<b>Topic:</b>	<b>Bullying Procedure</b>		
<b>Discussion:</b>	<p>Currently a large outdated document for behaviour procedure along with its context of bullying prevention. Need ease for parents to go on a website where they can access behaviour management, it is not accessible to parents. PB4L talks about having a place where all this is in one place and links, working around minor and major behaviours and strategies with flowcharts with various things in place such as restorative practice. Important to have a place where parents can go to see what consequences and levels of behaviours and the different responses. School doc's do not get into things so need to either remove this policy and procedure response and replace it with our own.</p>		
<b>Actions to be taken / motion</b>	<b>Update policy and procedure under behaviour management/bullying</b>	<b>Person(s) Responsible</b>	<b>Julie</b>
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>OSCAR Audit</b>		
<b>Discussion:</b>	<p>The OSCAR audit went very well with the Auditor impressed with how smoothly and well run the OSCAR programme is. A few minor tweaks in regards to updating paperwork with current privacy acts for example. WWe currently have some children that have signed permission from their parents to leave the programme at 4pm to walk home, this was deemed as appropriate in audit. Concerns were raised as as these children sometimes do not go straight home and feel they can do or say what they want once they sign out. .</p> <p>Process supported by Board,parents consent and knew they were responsible once their child left OSCAR it could continue. Template of consent to be prepared and worded to make them aware of responsibilities.</p> <p>Note that these were all children that were leaving at the end of the year so would only be for one more term.</p>		
<b>Actions to be taken / motion</b>	<b>Cindy to set up a template for leaving OSCAR</b>	<b>Person(s) Responsible</b>	Cindy
<b>Moved Seconded</b>		<b>Results</b>	

<b>Topic:</b>	<b>Donation Scheme</b>		
<b>Discussion:</b>	Decided to opt in again for 2024.		
<b>Actions to be taken / motion</b>	<b>MOVE THAT WAIPU PRIMARY OPT INTO THE MINISTRY DONATION SCHEME FOR 2024</b>		
<b>Moved Seconded</b>	<b>M/Julie/S/Ella All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>PTA/Board/Staff Get Together</b>		
<b>Discussion:</b>	PTA were organising this year's annual get together, save the date 2nd December.		
<b>Actions to be taken / motion</b>			

<b>Moved Seconded</b>		<b>Results</b>	
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<b>Topic:</b>	<b>Move Minutes for Special Meeting</b>		
<b>Discussion:</b>	<p>Move minutes from the special meeting, questionnaire and responses to our questions, a lot of work that needs to be done in the next phase of consultation.</p> <p>Since this meeting Ella met with Kahui Ako to see what all other boards are doing and consult with and understand objectives as a board. Shirley has a working part along with the other Principals with Ella and Lisa Watson, a Dr of Education Cultural Practices, she is going to walk alongside us as a board and make sure we are giving effect as we should be. All the boards will go to the Marae. Lisa would be at the next board meeting and can be introduced to Glen.</p> <p>Julie would check how many responses to survey monkey and prices. Communications - Facebook page. Message out to the community. Budget - get a quote for nibbles for a community evening approx 50. Questions for consultation - ask staff what they might consider.</p> <p>Questions - winning group of questions and leading questions. Community, staff and learner questions. Discussion around security of privacy of comments for board to view for staff responses. Do not need names, privacy of the individual is important, have privacy officer go through first. Julie is Privacy Officer so would go through and nil and void any with names, this alleviates concerns.</p> <p>Stacey and Ella would nominate themselves to come up with questions and feedback</p> <p>Ella would come and do student consultation. Timeline - before next bot meeting with some e-motions, notify to put questions into survey (Mel or Cindy) 20th November, prior to Julie leaving (2nd November) and by 6th December which is the next board meeting.</p>		
<b>Actions to be taken / motion</b>	<p><b>Julie to get prices for survey monkey</b> <b>Cindy to get quote for nibbles for 50</b></p> <p><b>MOVE THAT STACEY AND ELLA COME UP WITH QUESTIONS</b></p>	<b>Person(s) Responsible</b>	Julie Cindy

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

Health & Safety Report

Topic:	<b>Health &amp; Safety Report</b>		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

## Financial Report

Topic:	<b>Finance Report - <i>Taken as read</i></b>		
Discussion:	Cindy, Julie and Stacey were meeting with Jessica from Education Services tomorrow.		
Actions to be taken / motion	<b>MOVE THAT THE FINANCE REPORT BE ACCEPTED</b>	Person(s) Responsible	
Moved Seconded	<b>M/Stacey/S/Ella All in favour</b>	Results	

## Principals Report

Topic:	<b>Principal's Report - <i>Taken as read</i></b>		
Discussion:	Staff member had an accident falling down some steps insuring her knee, no mitigating circumstances.		
Actions to be taken / motion	<b>MOVE THAT PRINCIPALS REPORT BE ACCEPTED</b>	Person(s) Responsible	

Moved Seconded	<b>M/Julie/S/Ella</b> <b>All in favour</b>	Results	
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### Bus Network Report

Topic:	<b>Bus Network Report</b> <i>Taken as read</i>		
Discussion:			
Actions to be taken / motion	<b>Looking at cameras to be installed on buses.</b>	Person(s) Responsible	
Moved Seconded	<b>M/Dave/S/Stacey</b> <b>All in favour</b>	Results	

### Property Report

Topic:	<b>Property Report</b>		
Discussion:	Going ahead with a ramp for disabled toilet blocks. A lot of projects taking place at the moment.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

### Policies to be reviewed:

Topic:	<b>Policies Reviewed</b>		
Discussion:	Learning Support policy, waiting until the end of term and looking at feedback.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	



**Correspondence:**

Resignation letter from teacher.  
Appointment of Returning Officer for Sandra Barton

<b>Next Meeting Date and Time Confirmation:</b>	<b>26th October 2023</b>
<b>Meeting Closed:</b>	<b>9:22pm</b>

