

**Minutes of the
Waipu Primary School Board of Trustees Meeting held at
Waipu Primary School on Wednesday 21 February, 2024
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:

Apologies Glen Waru. The board acknowledged Glen's time on the board with his term ending March 2024, the board thanked Glen for his contribution.

CURRICULUM REPORTS

Curriculum Area	<i>Analysis of Variance - also known as Statement of Variance</i> <i>Taken as read</i>	Supplied by:	Julie Turner
Discussion:	With low results in writing, the Writer's toolbox has been introduced for 2024. This has now been signed up for so we could get going from the start of the year, resources had been bought and PD scheduled for the end of February, we have committed a large amount of money to this and hope that the PTA would fund this after Carnival.		
Actions to be taken / motion	Request funding from PTA after Carnival	Person(s) Responsible	Julie Turner
Moved Seconded	M/Julie/S/Glenice All in favour	Results	

Minutes of Last meeting:

Matters arising:

Student Achievement Report - This would be in the school newsletter emailed out tomorrow.

Camp - make sure that information is received in the correct time frame - would be ready by Friday so Stacey would have one week to go through this.

Dave spoke to Greig about the compliance checklist - now completed.

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

Confirmation of Agenda

Katy Hinton's request for board - moved to committee.

1. Topic:	Appoint Presiding Member		
Discussion:	Ella Buckle stood down as presiding member. Dave Field took the meeting over and called for nominations for presiding member. Stacey Dye nominated Ella Buckle and Glenice Andrews seconded this. No other nominations. Ella Buckle accepted the nomination. Presiding Member handed back to Ella Buckle.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Policies and Procedures		
Discussion:	Assurances and policy reviews for Term 1. CRT policy (changes) Require board approval for discretionary leave over 5 days. Park leave policy until Term 3.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Julie/S/Ella All in favour	Results	

Topic:	Bullying Procedure		
Discussion:	Policy had had a revamp after the 54 page document that we had which an ex board member did 4 years ago. Maree and Julie received a bare bones policy from Bruce Ashton and fleshed it out and came up with one that will now go up on the website, parents can go to see what we do to manage bullying in our school if it happens. Hopefully that will be helpful for parents. It includes ways to be proactive with preventing bullying. A report would come through at the Senco meeting from the Principal. Incidents are recorded on etap. CRT Policy - classroom release time, time has increased for this and will increase further in Term 3 and again in 2024, this is a substantial increase in CRT time. All CRT time is recorded by teachers.		
Actions to be taken / motion	MOVE THAT THE BULLYING PREVENTION POLICY REPORT PLAN BE MOVED	Person(s) Responsible	

Moved Seconded	M/Ella/S/Stacey All in favour	Results	
---------------------------	--	----------------	--

Topic:	Conference - 6-9 June 2024 in Wellington		
Discussion:	Ella had suggested last year that this year it would be more ideal if 2 board members were to attend. If anybody was wishing to go to Wellington for a board conference this year. It had been budgeted for and was very insightful. Dave would be interested so note down for a maybe. Vaughan could also be interested.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Meeting Dates		
Discussion:	2024 board meeting dates recorded as follows: 21st February 3rd April 15th May 26th June 7th August 18th September 30th October 11th December Cindy had sent these meeting dates through to Education Services.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Board Work Plan 2024		
Discussion:	Updated board work plan is on the drive/ NZSTA example, ours was aligned with what they had suggested apart from wellbeing. Nothing was under curriculum - we need to decide whether we persist with the same reporting schedule that we have done in the past. Still deemed necessary. The amount of reports and subjects - what is the information that we are looking at and making it effective for us. Should add this as a work action - working party that Dave is proposing in order to assist to provide an outline or framework of what we would like to see in those		

	reports. Templates would be so much easier and more consistent across the reporting. Julie, Ella and Dave would work together on this. Everybody agreed to progress through with the work plan = curriculum reporting to be added to the work plan.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Constitution		
Discussion:	Every board has to have a constitution, all boards have the same one. Only if you would like to amend this then you would have to contact the Ministry.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Conflicts of interest		
Discussion:	Stacey Dye - husband does plumbing work for school. Dave Field - wife works for school. Amos Cook - wife works for school. Ella Buckle - works at a contributing school and works with multiple agencies that sometimes have some privacy/professional role concerning students from Waipu Primary. It hasn't yet created anything beyond the role. No impact on role currently but if it did then Ella would be informing the board. If at any time a conflict of interest arises within a Board meeting, then the Board member is to remove themselves from the discussion.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Vaughan All in favour	Results	

Topic:	Schedule of Delegations		
Discussion:	Annual exercise where the board delegates responsibilities within the school.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Board Training		
Discussion:	NZSTA - Emails sent out.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Budget Approval		
Discussion:	<p>Only recently received the December report from Education Services so was able to cross check with the draft budget. Budget moved, Amos to come to the next finance meeting.</p> <p>Portfolios now change</p> <p>Amos - Finance</p> <p>Stacey - Health and Safety</p> <p>Property - Vaughan</p> <p>Dave - Bus Network</p> <p>Add writers toolbox in budget.</p>		
Actions to be taken / motion	MOVE THAT 2024 BUDGET BE APPROVED	Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Topic:	Behaviour Plan		
Discussion:	<p>Minor and major behaviour and how things are dealt with when an issue arises. Flowchart - process that we work through.</p> <p>Looks great, good work.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Principal Appraisal - Questions		
Discussion:	<p>Julie is part of PLG, group of Principals who can approve each other's appraisal process. Shirley and Julie had been working together on their appraisals.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	New Government Regulations x 2		
Discussion:	100 day initiative, - No phones at school and 1 hour per day reading, writing and maths.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Bricks - Cindy		
Discussion:	Cindy had two quotes for engraving/etching bricks - now seeking approval to sell these for \$150, already have many bricks at school so only cost was for engraving. Cindy explained one was with her husband so therefore a conflict of interest, quotes are similar and Cindy is able to take the bricks to and from so no costs involved with couriers or getting them to town and picking up.		
Actions to be taken / motion	MOVE THAT STEEL ART NZ ARE USED FOR ENGRAVING BRICKS	Person(s) Responsible	
Moved Seconded	M/Ella/S/Glenice All in favour	Results	

Topic:	Website Progress		
Discussion:	Julie went through the progress with website with it coming along nicely with a photographer recently taking new photos around the school of students, staff and facilities. Making great progress with this.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Topic:	Te Rito		
Discussion:	Information has been shared about students - to be uploaded onto Te Rito		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Topic:	Strategic Plan Draft/Giving Effect to Te Tiriti o Waitangi/NELPS		
Discussion:	Highlighted in orange the direct links to our Strategic Plan.		
Actions to be taken / motion	MOVE THAT STRATEGIC GOALS AS PER THE DRAFT PREPARED AND PRESENTED TO THE BOARD TONIGHT WILL BE THE STRATEGIC GOALS FOR THE NEXT 2 YEARS.	Person(s) Responsible	
Moved Seconded	M/Ella/S/Vaughan All in favour	Results	

Topic:	Incident Report - Waterslide - (<i>taken as read</i>)		
Discussion:	Discussion held around why were we replacing the polythene if it has caused an accident? Replacing it as it is 5 years old and had never been a problem.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Ella/S/Stacey All in favour	Results	

Topic:	Dave - Buses - Amendment to Policy		
Discussion:	Amendment to policy - complete.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

Reports

Health & Safety Report

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

Financial Report

Topic:	Finance Report - <i>Taken as read</i>		
Discussion:			
Actions to be taken / motion	MOVE THAT THE FINANCE REPORT BE ACCEPTED	Person(s) Responsible	
Moved Seconded	M/Stacey/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/Julie/S/Ella All in favour	Results	

Bus Network Report

Topic:	Bus Network Report <i>Taken as read</i>		
Discussion:	N/A		
Actions to be taken / motion		Person(s) Responsible	Dave
Moved Seconded		Results	

Property Report

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

Policies to be reviewed:

Topic:	Policies Reviewed
---------------	--------------------------

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

Correspondence:

Resignation Letter from Julie Turner

Next Meeting Date and Time Confirmation:	3rd April 2024
Meeting Closed:	10:00pm