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| **Minutes of the****Waipu Primary School Board of Trustees Meeting held at** **Waipu Primary School on Wednesday 15th May at 7:00pm** |

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

**Apologies and Welcome:**

**CURRICULUM REPORTS**

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| **Curriculum Area** | **6 Year Survey*To be taken as read*** | **Supplied by:** | **Glenice Andrews** |
| **Discussion:** | Glenice apologised that the 6 Year Survey report was not quite ready and asked that she present at the next meeting. |
| **Actions to be taken / motion** | **Report to be put on next month’s agenda** | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Curriculum Area** | **Kahui Ako*To be taken as read*** | **Supplied by:** | **Kellie Stevenson-Border** |
| **Discussion:** | No questions, good report, thank you Kellie for preparing this report. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Ella/S/DaveAll in favour** | **Results** |  |

**Minutes of Last meeting:**

**Matters arising:**

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| **Discussion:** | Website - Not quite there yet but very close and the website is live! Well done on getting this to the live status. EOTC - A list had been prepared of out of school activities in 2023, Was good to see it displayed like that. Comment made that Year 5 & 6 camps were too heavy with too much time out of class when looking at academic results dropping off. Suggested one camp instead of two, as there is a lot of work going into these, not just time out of class but fundraising and planning. End of Year Camps are more of a celebration camp whereas Start of Year Camps are more for meeting friends and connecting however it was felt that by this year most had friend groups and therefore not required for this purpose.  Survey was done back in 2020 coming back with parents feeling quite strongly in favour of the camps and a decision was made at that time to continue with both start of year and end of year camps although they may have changed since then as we have a different group of parents now.The decision on whether to continue with both camps would need to be decided by the board in consultation with caregivers and staff. It was suggested that only one camp per year take place and more content of what happened on camp and educational activities with structured learning activities incorporated. New enrollments - discussion around parent evening for these - nothing eventuated. |
| **Actions to be taken / motion** | Find out exactly when the camp survey was done and review. Staff feedback around the workload, structure and number of camps.  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Move that the minutes of the last meeting** |  |
| **Moved Seconded** | **M/Ella/S/StaceyAll in favour** | **Results** |  |

**Confirmation of Agenda**

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| **1. Topic:** | **Website** |
| **Discussion:** | Website is now with Kiwischools, calendar now completed. Check if Skool loop can be in sync with the website. |
| **Actions to be taken / motion** | Skool loop can be in sync with the website. | **Person(s) Responsible** | Cindy |
| **Moved Seconded** |  | **Results** |  |

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| **2. Topic:** | **Matariki Festival** |
| **Discussion:** | Meetings had been held every 2 weeks to progress with this. Had received a bit of kickback for having this during the day from one school. The three previous years had been held in the evening and held at the College. Expectation now was that it was hosted at the College and in the evening. WPS felt that we would much prefer to have it during the day, it is cold in June and a long night for children, also with getting them to and from the school at that time proved problematic therefore opting for daytime. We as a school were handed the Mauri at the end of the Ruakaka School Matariki and the responsibility was handed to us, we have deemed to have it here at our school during the day. It is now a massive event and the expectation rises. Julie had spoken to the PTA about supporting it and had a lot of ideas. |
| **Actions to be taken / motion** |  |  |  |
| **Moved Seconded** |  |  |  |

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| **Topic:** | **Policies /Procedures** |
| **Discussion:** | Code of Conduct updatedVolunteer Agreement updatedCRT has been updated with new hours that teachers get released for.Feedback to conduct an annual performance review of the board, to be actioned Term 3 with new Principal. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Report back from PTA/AGM** |
| **Discussion:** | Christian has been voted back on as PTA Chairperson, Dee is Secretary, Meghana is the new treasurer and Wendy Ridge is Vice-Chairperson. Discussion was again brought up about the fence which was meant to be put aside and not discussed for a year. $55k profit from carnival, ⅓, ⅓, ⅓ - Short Term, Mid Term and Long Term in regards to their funding - what would the board like to see as a long term project? Would be good to have a plan in place to take back to PTA.Thank you Julie for presenting strategic plan to the PTA. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Application to Pub Charity for Magnetic Whiteboards for Writer’s Toolbox** |
| **Discussion:** |  Move that we apply to Pub Charity for magnetic whiteboards for Writer’s Tool box at a cost of approximately $5,500.00. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** | Cindy  |
| **Moved Seconded** | **M/Ella/S/Stacey****All in favour** | **Results** |  |

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| **Topic:** | **Dave’s Queries/Principal Appointment** |
| **Discussion:** | Principal appointment update with 12 applicants received and conducted a shortlist and interviews will be held on Saturday with 4 applicants. No staff onsite for the day and no staff to enter the administration block or senior block. Cindy had organised catering for the day.Communicate to staff once a new Principal had been appointed, the board would meet with the staff, find appropriate time to communicate with staff once confirmed.Letter from the board for the wider community with announcement of new Principal, through local Bream Bay news.Principal handover - Julie would be available to meet with and meet when suits.Farewell plans and assembly to be arranged. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

 **General:**

Health and Safety

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| **Topic:** | **AIA**  |
| **Discussion:** | Updated to include broken limbs and code updated, tables under year levels.Audit of school grounds - Julie and Stacey - put in work plan.Garden to table pizza oven - this needed to come to the board as a written proposition, this would not be able to go ahead until proposed to the board and a decision made. |
| **Actions to be taken / motion** | **Put audit of school grounds into work plan** | **Person(s) Responsible** | Julie |
| **Moved Seconded** |  |  |  |

**Reports**

Financial Report

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| **Topic:** | **Finance Report*(Taken as Read)*** |
| **Discussion:** | Have not received either the March or April report back from Education Services, no finance meeting held. |
| **Actions to be taken / motion** | **MOVE THAT FINANCE REPORT BE ACCEPTED** | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Ella/S/DaveAll in favour** | **Results** |  |

Principals Report

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| **Topic:** | **Principal’s Report*(Taken as Read)*** |
| **Discussion:** | Conscious of the writing achievement levels, work done as staff on what we are going to change to make a difference which is something done constantly, writer's toolbox is in place. A Lot of work is currently going on so hopefully see better results soon. |
| **Actions to be taken / motion** | **MOVE THAT PRINCIPALS REPORT BE ACCEPTED** | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Julie/S/Stacey****All in favour** | **Results** |  |

Bus Network Report

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| **Topic:** | **Bus Network Report** |
| **Discussion:** | No report this meeting. Next meeting is 30th May. Ritchies have purchased Leabourn bus company. Queries around a few of the buses being suitable for rural roads. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

Property Report

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| **Topic:** | **Property Report** |
| **Discussion:** | Final pour of driveway due next Monday, going really well.Projects completed during holidays including Room 3 and 4 carpet and vinyl. Hold on doing anymore with Rooms 7 and 8 due to potential rebuild due to asbestos and walls and windows on the south side where water comes in when it rains heavily so the Ministry is working out which option to take. Doors between Rooms 1 and 2 are on hold, discussions held around whether it should go ahead. Senior toilets potential 5YA project, board to follow up. |
| **Actions to be taken / motion** | **Board to follow up whether senior toilets can be 5YA?** | **Person(s) Responsible** | Ella |
| **Moved Seconded** | **M/Ella/S/JulieAll in favour** | **Results** |  |

**Policies to be reviewed:**

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

**Correspondence:**

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

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| **Topic:** | **General Business:** |
| **Discussion:** | N/A |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |   |  |  |

**MOVE INTO INCOMMITTEE: 8.25PM

MOVE OUT OF INCOMMITTEE: 8:26PM**

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| **Next Meeting Date and Time Confirmation:** | **Wednesday, 26th June 2024** |
| **Meeting Closed:** | **8:27pm** |