

# **Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 26th March 2025 at 7:00pm**

**Present:** Belinda Bunny (Principal), Vaughan Luff, Ella Buckle (BOT Chair), Stacey Dye, Dave Field, Maree Smith (Staff Rep) and Cindy Kane (BOT Secretary)

## **Apologies and Welcome:**

Apologies from Amos Cook and welcome to Alistair Gilbert (MOE)

## **Karakia**

Welcome to Alistair Gilbert from Ministry, Principals Advisor to share information about the implementing an enrolment scheme to assist with managing resources as a response to being at 96% capacity October 2024.

- The Board was presented with map considerations and discussed considerations for zoning.
- Zoning guidelines were provided including information regarding out of zone enrolment processes.
- The Grandparenting clause was considered by the Board, with predicted impacts being minimal, the Board decided to include this clause in the proposal.
- Next Steps: MOE to confirm information and collate for consultation.
- Consultation process: Website, consultation with surrounding schools, community meeting.
- Timeframe: Throughout 2025, commencement for enrolments for 2026.

**MOVE THAT THE BOARD WERE HAPPY TO PROCEED WITH CONSULTATION BASED ON WHAT HAD BEEN PRESENTED.**

**M/Ella/S/Belinda**

**All in favour**

## **• Minutes of Last meeting**

### **Matters arising:**

Add to the agenda the application to Grassroots Trust for a grant towards furniture.

Welcome to Maree Smith, our new Staff board representative.

Code of conduct has now changed to Policy and Role Description:

Changes presented to BOT, and amendments agreed upon

To be signed by all board members each year in February and when new board members are inducted.

New Policy and Role Description for Staff Board Representative created and confirmed.

**MOVE NEW POLICY AND ROLE DESCRIPTION BE ACCEPTED WHICH WOULD BE REVIEWED FROM THE BEGINNING OF NEXT YEAR.**

**M/Ella/S/Stacey**

**All in favour**

Conflict of interest doc had been created by Ella and could be found in the admin folder, this would be completed for the next board meeting to be moved and minuted.  
 The next meeting would be the date that it is implemented.  
 Put N/A if required and can be changed anytime throughout the year.

Belinda is currently in the process of the work plan, this is a working document and will be added too as required so that it is refreshed and updated rather than set in stone.

Property modification application had been submitted to the Ministry for safety fencing.

Asset Register would be aligned with the new 10 year property plan and Hannah from the Ministry is going to work alongside with Belinda and combine the two we have onto the new template. New template has a lot in the background that includes calculating current pricing rather than historical pricing.

Working bee date decision was not made so will now have to take place after carnival.  
 List of jobs to be documented, proposed date of 18th May which was the end of Week 3 in Term 2. Ella would create a flyer.

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

- **Correspondence**

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| Discussion:                  | A new doc had been created and any correspondence would be in there so that it is all in one place. |                       |  |
| Actions to be taken / motion |   | Person(s) Responsible |  |
| Moved<br>Seconded            |   | Results               |  |

- **Confirmation of Agenda**
- **Reports**

|             |   |
|-------------|---|
| Topic:      | <b>Principal's Report</b><br><b><i>(Taken as Read)</i></b>  |
| Discussion: | <p>New entrants enrolled in Terms 1 and 2 would start as Year 1 students and in Terms 3 and 4 they would start as Year 0 students, the time to review any changes would be in Year 3. Ministry cut off date for funding is 1st July so is aligned with this.</p> <p>One stand down this term, Belinda's duty in her report is to advise the board that there had been a stand down but nothing more needed to be done, only moves to board level around suspension. The student had now returned to school with plans in place to support that student.</p> <p>Restraint, letter of authority, Ella had found board documents for when we did minute this for Teacher Aides, things had tightened up a lot since with specific people and those are specifically with which child. Belinda would circle off which staff had done the modules.</p> <p>Minute that we approve pending training for the physical restraint from the senior</p> |

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|                              | <p>leadership team/SENCO/classroom teacher H T-R and teacher aides B dC cout, SB, DJ along with one other OSCAR staff member. Noted that safety always overrides at point of crisis, A safety plan has been created and agreed upon with support of Parents. Board noted their appreciation for everybody's involvement in this.</p> <p>Helicopter rides that were being held as part of the Waipu Easter Carnival, Belinda was looking into liability as a school if anything were to happen as the helicopters were taking off on school grounds. Currently in process waiting to hear back from our insurer.</p> <p>Belinda requested approval from the Board to attend a Principals Conference in Brisbane</p> |                       |  |
| Actions to be taken / motion | <b>MOVE THAT BELINDA ATTEND THE APPA CONFERENCE IN BRISBANE USING UNSPENT FUNDS FROM 2024 HEALTH AND WELLBEING FUND</b>  | Person(s) Responsible |  |
| Moved<br>Seconded            | <b>M/Ella/S/Vaughan</b><br><b>All in favour</b>  | Results               |  |

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| Topic:                       | <b>Finance Report</b><br><b><i>(Taken as Read)</i></b>  |                       |  |
| Discussion:                  | <p>Minute 2025 budget approval via email with Amos.</p> <p>Discussion held around OSCAR funding with a significant increase. Budget had been set for this year to look at again for the 2026 budget once we know numbers from OSCAR throughout 2025 and then potentially reduce fees. More money had been put into resources and food for 2025 along with a high number of staff for ratio.</p> |                       |  |
| Actions to be taken / motion |   | Person(s) Responsible |  |
| Moved<br>Seconded            | <b>M/Ella/S/Dave</b><br><b>All in favour</b>  | Results               |  |

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| Topic:                       | <b>Health &amp; Safety Report</b><br><b><i>(Taken as Read)</i></b> |                       |  |
| Discussion:                  | No report this meeting.  |                       |  |
| Actions to be taken / motion |  | Person(s) Responsible |  |
| Moved<br>Seconded            |  | Results               |  |

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| Topic:                       | <b>Property Report <i>(Taken as Read)</i></b> |                       |  |
| Discussion:                  | No report this meeting                        |                       |  |
| Actions to be taken / motion |   | Person(s) Responsible |  |
| Moved<br>Seconded            |   | Results               |  |

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| <b>Topic:</b>                       | <b>Bus Network</b>  |                              |  |
| <b>Discussion:</b>                  | Cameras are still on 2 buses. More detailed plan coming in regards to seat belts but wouldn't be happening this year.<br>Potential risk noted with a few new Ruakaka drivers who are not very aware of our roads. |                              |  |
| <b>Actions to be taken / motion</b> |   | <b>Person(s) Responsible</b> |  |
| <b>Moved<br/>Seconded</b>           |   | <b>Results</b>               |  |

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| <b>Topic:</b>                       | <b>Curriculum Reports</b> |                              |  |
| <b>Discussion:</b>                  | N/A                       |                              |  |
| <b>Actions to be taken / motion</b> |                           | <b>Person(s) Responsible</b> |  |
| <b>Moved<br/>Seconded</b>           |                           |                              |  |

- **Policies to be reviewed: (*as taken from the work plan*)**

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| <b>Topic:</b>                       | <b>Policies &amp; Assurances</b>  |                              |         |
| <b>Discussion:</b>                  | Please see details of policy and assurances in the Principal's Report along with highlighted actions regarding hazard management. |                              |         |
| <b>Actions to be taken / motion</b> | Action highlighted aspects of assurances and policy updates to send through to SchoolDocs.  | <b>Person(s) Responsible</b> | Belinda |
| <b>Moved<br/>Seconded</b>           |   | <b>Results</b>               |         |

- **Governance Topics**

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| <b>Topic:</b>                       |  |                              |  |
| <b>Discussion:</b>                  |  |                              |  |
| <b>Actions to be taken / motion</b> |  | <b>Person(s) Responsible</b> |  |
| <b>Moved<br/>Seconded</b>           |  |                              |  |

## General Business

|                                     |  |                              |                        |
|-------------------------------------|--|------------------------------|------------------------|
| <b>Topic:</b>                       | <b>Triennial Election Work Plan</b>  |                              |                        |
| <b>Discussion:</b>                  | An election officer was required, nominate Sandra Barton.<br>10th September date set for election.<br>Would be online, board to decide which option to go with, manage your own option chosen, Ella would go to Sandra to get that up and running. |                              |                        |
| <b>Actions to be taken / motion</b> | <b>MOVE THAT SANDRA BARTON BE ELECTED AS ELECTION OFFICER</b>  | <b>Person(s) Responsible</b> | <b>Ella<br/>Sandra</b> |

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| Moved<br>Seconded | <b>M/Ella/S/Dave</b><br><b>All in favour</b> |  |  |
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| Topic:                       | <b>Board Register</b>                                       |                       |  |
| Discussion:                  | Most had been completed, please check your details on this. |                       |  |
| Actions to be taken / motion |   | Person(s) Responsible |  |
| Moved<br>Seconded            | <b>M/Ella/S/Dave</b><br><b>All in favour</b>                |                       |  |

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| Topic:                       | <b>Application to Grassroots Trust</b>  |                       |              |
| Discussion:                  | Cindy would be applying to Grassroots Trust for Furniture for classrooms.                 |                       |              |
| Actions to be taken / motion | <b>MOVE THAT WE APPLY TO GRASSROOTS FOR DONATION/FUNDING FOR NEW CLASSROOM FURNITURE.</b> | Person(s) Responsible | <b>Cindy</b> |
| Moved<br>Seconded            | <b>M/Ella/S/Maree</b><br><b>All in favour</b>   |                       |              |

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|------------------------------|-------------------|-----------------------|--|
| Topic:                       | <b>Incommitee</b> |                       |  |
| Discussion:                  | N/A               |                       |  |
| Actions to be taken / motion |                   | Person(s) Responsible |  |
| Moved<br>Seconded            |                   |                       |  |

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|---|--------------------------------|
| <b>Next Meeting Date and Time Confirmation:</b> | <b>Wednesday 21st May 2025</b> |
| <b>Meeting Closed:</b>                          | <b>9:45 pm</b>                 |