

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 25th June 2025 at 7:00pm

Present: Belinda Bunny (Principal), Vaughan Luff, Ella Buckle (BOT Presiding Member) - via zoom, Stacey Dye, Dave Field, Maree Smith (Staff Rep), Cindy Kane (Secretary)

Apologies and Welcome: n/a

Karakia

• Minutes of Last meeting

Matters arising:

- Zone enrolments, on agenda to update. Need to wait until the consultation period ends, all actions are currently with the Ministry.
- Hazard register will sit at the top of minutes so you can jump in and have a look.
- Fencing - got maps here to make some decisions to move forward.
- Uniform results have all been communicated via email.
- Playground - decisions around spending. Minute email approval for the next round of grant applications.
- Asset Register sitting there and will be attended too.

Moved Seconded	M/Vaughan /S/ Stacey All in favour
-------------------	---

• Correspondence

Discussion:	Link from Auditor		
Actions to be taken / motion		Person(s) Responsible	Belinda/Cindy

Discussion:	Fencing Modification		
Actions to be taken / motion	Discussed preferred options and placement of manual gates. Automatic gates can be looked at at some point in the future. Belinda to send the amendment through to the MoE.	Person(s) Responsible	Belinda

• Confirmation of Agenda

Add application to Pub Charities for Kapa Haka Uniforms.

Strategic Review

Dates and process for Strategic Review/Consultation - Term 3 start. Staff meeting/brainstorm and write down a vision statement. Everybody should learn this and know it.

Get people involved - workshops/people move around and add their thoughts.

Elections coming up - Separate strategic planning meeting. Could do alongside the new board so they are on board with the Strategic Plan.

Everything currently undertaken is stored. Ella will move information into a separate 2025 folder, everything still looks relevant, link in agenda, workplans/invitation/who was approached. A very thorough job was done last time. Survey monkey could be duplicated, good outcomes received last

time. Set aside a date for earlier in the school term to review in more detail and map out. Have a full board initially then split out to be a sub-committee.

Date for discussion decided - Term 3, Week 2 - Wednesday, 23rd July 2025.

Belinda visiting Marae on Sunday and would discuss Maori consultation.

- **Reports**

Topic:	Principal's Report <i>(Taken as Read)</i>
Discussion:	<p>Neurodiverse students, Ongoing work, no further actions at this time, continuing on doing our very best to meet targets. Senco teams are always in close contact with parents.</p> <p>Camps - options provided to the board to make decisions alongside senior management with which option regarding parents attending camps going forward.</p> <p>Discussion held around ratios and types of activities, driving involved, costs of parents going.</p> <p>All in agreement for option 1 with limited numbers of parents with their costs covered.</p> <p>Copy of option details as taken from Principal's Report:</p> <p><i>Option 1: We take baseline numbers of parents in addition to teaching staff depending on ratios required (numbers of students & type of activity). These parents have their costs covered by grant funding. They do not pay. Interested parents apply to come on camp listing their skills and qualifications ie. First aid, netball coach, past experience.... Staff select the parents based on their skills.</i></p> <p><i>Option 2: We continue to take those parents who would like to come. These parents need to pay as we can't afford to pay for everyone to come.</i></p> <p><i>Option 3: We take TA's and staff only. No parents. The cost of this would be spread out across the students going. This would be an expensive option.</i></p> <p>Attendance Management Plan for the next year to be put in place, a requirement from the Ministry. Nothing required from the board, the Ministry have already spelt out what they require.</p> <p>Staff Wellbeing Survey, NZCER have one that Belinda has followed in the past. Compiles the responses in a number of different ways similar to Survey Monkey.</p> <p>Belinda would like to have a leadership survey too, cost is around \$300 for a school our size and tracks over time, not compared to other schools. Saves a lot of time, can use it this year and see what you think.</p> <p>Happy for Belinda to work it out and get a survey out to staff, ready for board meeting week 4 of Term 3.</p> <p>Cushion Fall/Bark - this is part of PTA Project, 3 companies came to look at playground to see what we have, what needs to go and then come up with a concept plan, this can then be taken out to kids and community and piece together a plan then then this would be likely to be phase 1 and phase 2 with a cost of approx \$200k.</p> <p>In the meantime cushioning needs to be sorted out, bark is no longer</p>

	<p>compliant, mainly because it is mixed with stone/rock. Cushionfall, have a few quotes for this, Vaughan to look at other options that meet playground safety standards. Cindy to apply to Grassroots for funding for this.</p> <p>Employment appointment committee - Scale A teacher position, second week of holidays to look at documentation and then shortlist and interview at the beginning of Term 3. Belinda and Jordan along with a board member to conduct an interview. As this is a permanent position a board member is required. Dave was happy to sit in as well as Maree.</p>
Actions to be taken / motion	MOVE THAT OPTION 1 BE CHOSEN FOR FUTURE CAMPS.
Moved Seconded	M/Dave/S/Stacey All in favour

Actions to be taken / motion	MOVE THAT WE APPLY TO GRASSROOTS TRUST FOR CUSHION FALL MAKING PLAYGROUND COMPLIANT.
Moved Seconded	M/Ella/S/Marie All in favour

Actions to be taken / motion	MOVE THAT WE APPLY TO PUB CHARITIES FOR KAPAHAKA UNIFORMS
Moved Seconded	M/Ella/S/Maree All in favour

Topic:	Finance Report <i>(Taken as Read)</i>		
Discussion:	<p>Hero - do not have to pay anything until next year, 2026 however agreement needs to be signed so background work can begin this year in time to start for 2026. Cost is an additional \$2,300 to what we currently pay now for Etap. Board happy to confirm to change to Hero, authorised to sign the hero agreement.</p>		
Actions to be taken / motion	MOVE THAT HERO AGREEMENT SIGNED FOR 2026	Person(s) Responsible	Belinda
Moved Seconded	M/Amos/S/Dave All in favour	Results	

Topic:	Health & Safety Report <i>(Taken as Read)</i>		
Discussion:	<p>Emergency booklet is reviewed and updated at the start of every year and should be hanging by every exit point. Currently about half way through this. Doing our best to do drills but be assured that yes we are actively keeping staff and students in the loop. Emergency drill log - can be looked at. Trees - not urgent but Mat Blainey to look at the condition and safety of trees, Dave would talk to Matt. Hazards Register - looking good. Chemical inventory needs to be undertaken.</p>		

	Fencing - map looked at and decided on fencing route, Belinda to send to Hannah at the Ministry.		
Actions to be taken / motion	Belinda to send map to Hannah for fencing	Person(s) Responsible	Belinda
Moved Seconded	M/Ella/S/Maree All in favour	Results	

Topic:	Property Report <i>No report submitted</i>		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded			

Topic:	Bus Network		
Discussion:	<p>Risk that MOE may look at our network and pull back on our funding, may not in the future receive any surplus so not to budget for it, anything we receive will be a bonus.</p> <p>CCTV Footage, policy provided in earlier bot meeting, records held only accessible by Principals with justification to view footage for a reason. Cameras currently on 2 buses and rotated to buses requiring these. Aim to eventually have cameras on all buses.</p>		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Dave/S/Stacey	Results	

Topic:	Curriculum Reports		
Discussion:	<p>PD Report - 10k budget for this which is very small so making use of this the best we can.</p> <p>Kahui Ako - coming to an end at the end of the year, thank you to Kellie Stevenson-Border for her work with this.</p> <p>Maori/Kapa Haka - PLD request in her report, a no at this stage, to come back to Belinda when we are working on this, depending on Strategic Plan, at the moment it is not a priority.</p> <p>EOTC - Request for consideration of wider EOTC reporting, Belinda to feedback and further information supplied to Board.</p> <p>Arts/Curriculum - Deep in literacy and maths so doing what we can with the arts, there is a big gap with music, arts and drama. With CRT now a day a fortnight. Not enough time in our day to have the old system for this.</p> <p>Science/Social Science - same boat as Arts/Music/Drama.</p>		
Actions to be taken / motion		Person(s) Responsible	

Moved Seconded			
-------------------	--	--	--

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

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

- Governance Topics

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

General Business

Topic:	Exit Interview		
Discussion:	Exit interview for Kylie Farr, Ella happy to sit in on this, standard procedure and important to do. Principal does not sit in on this, normal process to share details back to Principal. Belinda would find a template to conduct exit interview.		
Actions to be taken / motion	Ella to liaise with Kylie on when to hold interview. Belinda to get template.	Person(s) Responsible	Ella Belinda
Moved Seconded			

Topic:	In committee		
Discussion:	N/A		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded			

Next Meeting Date and Time Confirmation:	Wednesday - 6th August 2025
Meeting Closed:	9:54pm