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| **Minutes of the****Waipu Primary School Board of Trustees Meeting held at** **Waipu Primary School on Tuesday 25th June at 7:00pm** |

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

**Apologies and Welcome:**

**CURRICULUM REPORTS**

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| **Curriculum Area** | **Six Year Surveys*To be taken as read*** | **Supplied by:** | **Glenice Andrews** |
| **Discussion:** | Great report. Junior teachers PD is not alot. A very good process to see including the percentage of stanine shift.Not sure what is happening in regards to support with reading recovery for next year. Money may be redirected? |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Glenice/S/EllaAll in favour** | **Results** |  |

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| **Curriculum Area** | **The Arts*To be taken as read*** | **Supplied by:** | **Emma Couper** |
| **Discussion:** | CRT timetabled for Juniors and Seniors. It can be a juggle sometimes trying to get all the time that everybody is entitled to.Curriculum is so full, we are very fortunate with the amount of drama/dance/arts which is still a curriculum subject so all students have to take part and they don’t have that option to opt out of. Some challenges managing high needs children. Expectations are exactly the same as home class, not all high needs children have teacher aides and very few would have them in the afternoon, although we are really well resourced with teacher aides this term in the classrooms. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Ella/S/GleniceAll in favour** | **Results** |  |

**Minutes of Last meeting:**

**Matters arising:**

**6 year survey.**
Camp survey done in 2017, health questionnaire in 2020 included a question on EOTC. A survey of staff was carried out following suggestions that camps were taking too much time out of school and that the time on camp wasn’t being used productively enough. Majority of staff were in favour of keeping the time spent attending camps but would like to reduce the time spent on fundraising and put more back on parents or PTA to support.
Form filling is becoming less time consuming as teachers are using google forms to gather information from parents. Time spent on camps is already reducing as Year 6’s are only spending four days away at the end of this year and Year 5’s are having two activity days - not actually staying overnight. Also suggested that there are more educational activities involved e.g. a journal/include activities which tie into the curriculum.

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| **Actions to be taken / motion** | Decision made to continue as is this year. | **Person(s) Responsible** |  |

**Website** - could not be linked with the school loop.

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| **Actions to be taken / motion** | Possibly remove the option of the calendar which is not linking with Skool Loop from the website. | **Person(s) Responsible** |  |

**Senior girls toilets**:
Cannot be put in 5YA as all 5YA had been spent and we were already applying for supplementary funding for the classrooms. We could prioritise these for the next round however this would not be for a few years. Thoughts on doing something superficial, flooring, hand basins, new toilet seats in the meantime.

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| **Actions to be taken / motion** | Get some prices for upgrades and feedback at the next meeting. | **Person(s) Responsible** | Stacey |

 **Junior toilets**

Issue raised regarding taps in junior toilets that they are not fit for purpose for 5 year olds. Plumber was coming in on the first Monday of school holidays to look at toilet issues.

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| **Actions to be taken / motion** | Raise with scope | **Person(s) Responsible** | Vaughan  |

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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:** | **Principal Appraisal/New Principal Induction** |
| **Discussion:** | Julie advised the Board she has not undertaken her PGC for appraisal due to resignation. Julie continues to meet with her professional learning group. Priority area for Julie to support Belinda’s induction. Board was satisfied with that. NZSTA Supports boards with inductions so something to consider. Certainly an interesting process for Julie and Belinda to work together to make decisions for 2025.Dinner went well, thank you to the board for supporting Belinda on her introduction, thank you to Cindy for organising. |
| **Actions to be taken / motion** | Ella to contact NZSTA regarding induction | **Person(s) Responsible** | Ella |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **PTA - report back from meeting / decisions needed by BOT on priorities for spending** |
| **Discussion:** | PTA has $105k in the bank. Julie was encouraging the idea of the 3rd/3rd/3rd option with long term project, medium project and then the smaller things, but would like to know what the board would like to prioritise. What would the board like as a long term and middle project to work towards.Explore upgrading toilets, potentially upgrading new structures to playgrounds and removing wooden structures.Discussion held around the kitchen extension on the hall with MADD/Oscar and Garden to table all sharing the same space.A sub committee could possibly be established, open to ideas, what we can achieve through ministry funding and then engage with PTA around that and where we could work together to achieve a long term project, along with medium and short term plans and how long timeframes would be. PTA had already approved money for construction sets, new playhouse equipment and structured literacy. They do have to keep a $35k float for the next carnival, so approximately 20K/20K/20K. The PTA were keen to work on something with the playground. Board was happy for the PTA to look at the playground and possibly some funding to progress towards. Future planning into work plan about this time of year, going into the next carnival knowing what we are fundraising for and to work into budget for 2025.  |
| **Actions to be taken / motion** | Timeline - Vaughan would draft something up and send to Dave | **Person(s) Responsible** | Vaughan |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Attendance Report** |
| **Discussion:** | Attached.Very impressed with it, the actual report is graphed and really impressive with levels of ethnicity and year groups etc. Government is pushing on attendance and getting attendance levels up. Great visual way to see how your school is performing over time and how attendance is going. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Response to camp questionnaire (teachers)** |
| **Discussion:** | Discussd above. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Matariki Festival planning** |
| **Discussion:** | Was ticking along well. There would be over 400 students from the area, programme went out to parents today with delegated classrooms to change in, other children would be supervised with other activities. Would be stalls from other schools along with the Lions, Hangi so there would be plenty of food. Everything was under control. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Kahui Ako - Neuro - diversity for parents / Gifted & Talented** |
| **Discussion:** | Gifted and talented - both those had been put on Kahui Ako agenda and how we can more inform our communities around these. Alot is being provided already, alot going on that meets those children’s individual interests that we cater for already.  |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Assurances: Performance Management (included in Principal’s Report) + Teacher Registration / Certification / LAT** |
| **Discussion:** | Move those down to policies in the future. Part of Julie’s Principals report and to let the board know that all teachers are police vetted and certified.We now have a LAT which is a teacher aide that is registered and now eligible to go into the classroom for teaching time, it’s working really well. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

**General:**

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| **Topic:** | **Health and Safety - AIA** |
| **Discussion:** | Discussion held around changing head knock wording in the AIA report to have Concussion separately to head knock.Safety checking and police vetting - all staff are vetted.Performance management - to put in the Principals Report and refer to again that we are following this.Staff conduct - report came through a few meetings ago and signed off assurances and ticked off as completed.Did the board want a few policies at each meeting or all in one hit? How would the board like this to be done, 2 or 3 per term. # at each meeting - so to work on this going forward.EEO - Julie needed to assure the board that we have been an equal opportunities employer.Motat forms to be sent through to Stacey. |
| **Actions to be taken / motion** | AIA report to have Concussion separately to head knock? | **Person(s) Responsible** |  |
| **Moved Seconded** |  |  |  |

**Reports**

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| **Topic:** | **Finance Report*(Taken as Read)*** |
| **Discussion:** | Amos had one query regarding annual leave provision sitting on the financial statement, Cindy would follow up with Education Services and get back to Amos.A few items of significance this month but apart from that we are tracking on budget and confident.Were a few new teacher aides for the term, several new enrollments requiring substantial teacher aide support. These would be withdrawn at the end of term. We are receiving IRF funding for these students. Need to future budget for overallocation for teacher aides next year. |
| **Actions to be taken / motion** | Cindy to contact Education Services regarding annual leave provision. | **Person(s) Responsible** | Cindy |
| **Moved Seconded** | **M/Dave/S/JulieAll in favour** | **Results** |  |

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| **Topic:** | **Principal’s Report*(Taken as Read)*** |
| **Discussion:** | Bullying survey within the senior school, some interesting points of view. Helps to make us aware of how children are feeling, heartening to see that most children have a good relationship with their teacher and have a sense of belonging at school. Quite balanced. There was nothing to show any cyberbullying.Were there any further programmes that we needed to consider? There was nothing to compare this survey to as this was the first one done. Now being aware of it, it could be taught to and more watchful over these specific children. Was this something the board would like to do going forward and review each year, part of the bullying policy that we do on an annual basis.To do this again and put on board workplan for the same time next year. Bullying policy was reviewed and is on the website.Driveway - all completed, well done for getting that through. |
| **Actions to be taken / motion** | **Bullying survey added to yearly board workplan.** | **Person(s) Responsible** | Julie |
| **Moved Seconded** | **M/Julie/S/Ella****All in favour** | **Results** |  |

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| **Topic:** | **Bus Network Report** |
| **Discussion:** | Bus meeting was delayed so it would now take place on Tuesday next week. There was growing concern with one of the drivers, reported to Greg with an incident which seems to be a trend. Could the network potentially not allow her to drive if the company did not take any action. Feedback from the bus company that there was a list of incidents. If everybody was happy then this would be forcefully presented at the meeting.  |
| **Actions to be taken / motion** | Dave/Julie to raise concerns at meeting re driver. | **Person(s) Responsible** | Julie and Dave |
| **Moved Seconded** |  | **Results** |  |

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| **Topic:** | **Property Report** |
| **Discussion:** | Nothing immediate to do. |
| **Actions to be taken / motion** | Report next month. | **Person(s) Responsible** | Julie/Vaugh |
| **Moved Seconded** |  |  |  |

**Policies to be reviewed:**

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| **Topic:** |  |
| **Discussion:** | Everybody to go and look at the policies that needed to be reviewed. Complete feedback on School Docs section.  |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  |

**Correspondence:**

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| **Topic:** | Revised Timeline for Curriculum implementation |
| **Discussion:** | Curriculum change document - slight change that isn’t going to affect us much. Required as of 2025. |
| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |
| **Moved Seconded** |   | **Results** |  |

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| **Topic:** | General Business: |
| **Discussion:** | Correspondence - Belinda’s file and Julie’s contract. Resignation letter to go into folder. |
| **Actions to be taken / motion** | Transfer into google drive for principal appointment process - Ella/Dave | **Person(s) Responsible** |  |
| **Moved Seconded** |   |  |  |

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| **Next Meeting Date and Time Confirmation:** | **Wednesday, 4th August 2024** |
| **Meeting Closed:** | **9:07 pm** |

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