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

**Present:** Julie Turner (Principal), Vaughan Luff, Dave Field , Stacey Dye and Cindy Kane (Secretary), Glenice Andrews (Staff Representative)

**Apologies and Welcome:**Ella Buckle and Amos Cook  
  
***Karakia***

**CURRICULUM REPORTS  
*(as taken from the work plan) - discussed in Principal’s Report.***

**Minutes of Last meeting:**Senior girls toilets - moved to Property,  
Cistern has been replaced in Junior Girl’s toilets - under Property

Board work plan around PTA spending, add to work plan so that we can discuss what money raised might be used for.  
Head knock and concussion separated on AIA report.

Leave sorted with Education Services  
Survey - wellbeing every year - put into the workplan

**Matters arising:**

N/A

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| **Actions to be taken / motion** |  | **Person(s) Responsible** |  |

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| **Move that the minutes of the last meeting** | |  | |
| **Moved Seconded** | **M/Julie/S/Vaughan All in favour** | **Results** |  |

**Confirmation of Agenda**

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| **1. Topic:** | **Strategic Review - Strategic Plan - Ministry of Education Request** | | | | |
| **Discussion:** | Annual implementation plan as requested by the Ministry by 31st March 2024. Request from MOE to include a Strategic Plan for 2024 to 2025 List strategic goals Links to education national educational priorities. Julie had sent it to Alastair at the Ministry and he will take a look and get back to Julie, then submit it to Wellington through the portal. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  | | |

**Reports**

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| **Topic:** | **Finance Report *(Taken as Read)*** | | | | |
| **Discussion:** | Audited Accounts received. Apply to Grassroots for end of year camp expenses. | | | | |
| **Actions to be taken / motion** | **MOVE THAT WE APPLY TO GRASSROOTS TRUST FOR END OF YEAR CAMP EXPENSES M/Julie/S/Stacey**  **All in favour** | | | **Person(s) Responsible** | **Cindy** |
| **Moved Seconded** | **M/Dave/S/Julie All in favour** | **Results** |  | | |

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| **Topic:** | **Principal’s Report *(Taken as Read)*** | | | | |
| **Discussion:** | Ground keeps shifting on this, something is put in report and then the Ministry comes through with new mandates, this time such as Maths. Consistent planning template progressing. Julie had been checking to see if teachers have completed this, easy to access weekly planning for when relievers come in which makes it much easier to access and follow so minimum disruption to the class programme.  Curriculum Report - Mid year results - Reading/Writing and Maths, first part is generally generic. Grid shows in comparison for 2023 results with a running picture. **Reading:** This year incorporated together both junior and senior reading, last year this was done separately. Julie needs to work out with Glenice how to determine when a child is below expectation with structured literacy, Julie would discuss with Glenice. The Ministry has come out with free PD, junior school has decided to trial a different programme BLSA “Better Start Literacy Approach” and integrate the two, all resources are NZ based. **Writing:** Writers toolbox has had an impact on results and it is doing its job, the quality of the writing is improving, being given the tools to write well structured sentences, write creatively within those sentences and understanding those tricks of writing that they are getting taught. Will be interesting to see how it goes through to the end of the year. **Maths:** Direction from the Ministry with assessing to now use e-astle and PAT, currently using Jam for Juniors and Gloss for seniors. Government looks like they are picking up a programme similar to Prime Maths and putting in all schools starting at the beginning of 2025, this programme is all book based, compared with the problem solving approach currently used.  Results look very very good, teachers are doing a fantastic job so well done. | | | | |
| **Actions to be taken / motion** | **Julie and Glenice to discuss determining below expectation levels for Structured Literacy** | | | **Person(s) Responsible** | **Julie and Glenice** |
| **Moved Seconded** | **M/Julie/S/Dave**  **All in favour** | **Results** |  | | |

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| **Topic:** | **Health & Safety Report** | | | | |
| **Discussion:** | EOTC forms proposal - Maree gave to Julie - EOTC approval for their Year 5 end of year trips. Two days of trips to Paihia for R J Tucker Thompson and Weta workshop as well as the All Blacks experience. Julie would check with Maree if she has a backup plan for bad weather.  EOTC courses for Jordan and Stacey to complete, they do not have any coming up this year in Whangarei however will book them in if anything comes up, possibility of online course? | | | | |
| **Actions to be taken / motion** | **Julie to follow up with Maree if they have a back up plan for the Paihia trip if weather turns bad and R J Tucker Thompson needs to be canceled.**  **Look for alternative training courses for 2025**  **Agreement in principle for Year 5 trips to be planned.** | | | **Person(s) Responsible** | **Julie** |
| **Moved Seconded** | **M/Stacey/S/Dave All in favour** | **Results** |  | | |

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| **Topic:** | **Bus Network Report** | | | | |
| **Discussion:** | One of the bus drivers had been removed from our school bus runs, raise this with Greg to get confirmation that this driver has in fact gone.  Cameras - would need to be purchased then leased to us. Suggested that put costs onto the network, before the budget is set for 2025. Keep pushing this, Julie, to raise this at the next bus meeting.  Feedback on seat belts, pushed back onto BOT, review whether we should or should not have them, frustratingly slow. | | | | |
| **Actions to be taken / motion** | **Dave to find out if the driver has been moved from the bus run. Julie to raise the Camera issue at the next bus network meeting. Dave to email details to Julie to present.** | | | **Person(s) Responsible** | **Dave and Julie** |
| **Moved Seconded** |  | **Results** |  | | |

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| **Topic:** | **Property Report** | | | | |
| **Discussion:** | AMS Project currently in progress therefore not a good time to look into changing or other options of Property Managers  New (used) oven in the workshop that was given to us but does not have a plug, Cindy has organised for Steve Van Veen - Evolution Electrician to come and do this.  Senior girls toilets - Stacey took photos and since flush parts cannot be replaced the Cisterns would need to be replaced along with toilet seats, approximately $800 to $1000 for the 4 toilets so not as expensive as we thought, toilet bases are fine. Flooring is painted concrete, so floors need repainting with epoxy paint. The rest of the bathroom is in good condition and just needs a really good clean.  Aim to do all this in Term 3 holidays, funded by the school at an approximate cost of $3k-$5k.  Shade Sails out front of senior blocks - PTA, board was happy with shade sails, check with staff of those classrooms and go back to PTA with a yes.  Vaughan has made a table with PTA spending ideas for Link below [https://docs.google.com/presentation/d/17SKPURLV3siSvXOX4cYrM8cOzM5q7uv9/edit?usp=drive\_link&ouid=110218379051061906462&rtpof=true&sd=true](https://urldefense.proofpoint.com/v2/url?u=https-3A__docs.google.com_presentation_d_17SKPURLV3siSvXOX4cYrM8cOzM5q7uv9_edit-3Fusp-3Ddrive-5Flink-26ouid-3D110218379051061906462-26rtpof-3Dtrue-26sd-3Dtrue&d=DwMFaQ&c=_Zm2Kb9yJrso4r0-N78Ezl-a6DfgMbIISn5tZXXqWk4&r=mnumU1XUTgPZttjDxUMenamsAoJouHJVRGSF5O-RH_0&m=TEFoccPnhyp7SSv6SuO6Vvw8Fy7mLksOjbk1WLpSBC5_9-UvBFv_OCGtOQK34luI&s=Hl5YLukCXDrgn7tm-90YZuX0UADfyqtfSzeP8OPCBMQ&e=) | | | | |
| **Actions to be taken / motion** | **MOVE THAT SCHOOL COVERS COST TO UPGRADE SENIOR GIRLS TOILETS DURING TERM 3 SCHOOL HOLIDAYS** | | | **Person(s) Responsible** | **Cindy and Stacey** |
| **Moved Seconded** | **M/Dave/S/Glenice All in favour** |  |  | | |

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

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| **Topic:** | **Review T3 Policy and Assurance Review** | | | | |
| **Discussion:** | Julie has been through all policies this term and left comments, board members to go in and take a look. Feedback has been looked at for last term’s policies. Discrepancy around appointment of teaching staff and who is on committee for appointments. Need to clarify the meaning just to be clear. Currently NZSTA format for letter of appointment is used.  Julie informed the board of a new vacancy - a fixed term position for 15 weeks, until end of year to start week 6 to pick up the overflow of new entrant children. This has been advertised. Board does not need to be involved in this appointment. Relievers that we use are qualified and have a current teacher registration that we have a copy of.  Safety Checking - all steps followed.  All School Doc’s for Term 3 were assured by Julie and Cindy. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  | | |

**Correspondence:**

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| **Topic:** | **Resignation - Emma Couper** | | | | |
| **Discussion:** | Emma Couper has resigned from her 0.6fte position effective end of Term 3, 2024 due to focusing on her singing teaching, with everything Emma does outside of School she feels that she’s over committed and decided to resign.  This position would be covered for Term 4, currently organising this. Belinda can decide what she would like for 2025 for this position and advertise for 2025 based on her decision. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  | | |

**General Business:**

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| **Topic:** | **Communication - questions for parent survey / in response to consultation comments end of 2023** | | | | |
| **Discussion:** | Major theme came through about our communication systems within the school, from a parental view, maybe a small committee, how to communicate to parents instead of numerous ways. Some support about what questions to ask, board to help with questions. Would be done through survey monkey. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** |  |  |  | | |

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| **Next Meeting Date and Time Confirmation:** | **Wednesday, 18th September 2024** |
| **Meeting Closed:** | **9:30pm** |

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