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| **Minutes of the**  **Waipu Primary School Board of Trustees Meeting held at**  **Waipu Primary School on Monday 23rd September 2024 at 7:00pm** |

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

**Apologies and Welcome:**Dave Field and Amos Cook  
Welcome to Jordan McDonald and Amy Eager.  
***Karakia***

**CURRICULUM REPORTS  
*(Taken as read)***

***Writers Toolbox - Amy Eager***

Nice opportunity to share with what is going on with Writer’s Toolbox this year - Amy presented a slideshow on Writer’s Toolbox and what we are noticing with it, hopefully children were coming home talking about this. With writing being something we have needed to work on, nationwide, not just our School. Writer’s Toolbox is an interactive tool, created by a University Professor who was noticing a massive decline in writing capabilities, so then formed this toolbox. Main thing is focusing on sentence structure, creating sentences and why they need to use these structures in their writing, moving into paragraph composition and grammar as well.

Writer’s Toolbox is very interactive and is engaging for the children. Good to see that boys are very active there too. Exciting to see the enthusiasm with the toolbox with children actually starting to enjoy writing.

Thank you Amy for coming and sharing this with us.

**Minutes of Last meeting:**

**Matters arising:**

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| **Actions to be taken / motion** | Grassroots Trust - Cindy had applied for EOY Camps/Trip funding.  Julie and Glenice to discuss structured literacy - reports - keep working on this.  Julie spoke to Maree regarding back up plan if weather is not suitable for R Tucker Thompson. Maree’s response was there was no other option so would cancel if weather was not suitable.  EOTC Courses for 2025 - nothing has come through yet.  Agreement for Year 5 trips to be planned.  Dave to find out if the driver had been removed from the bus run - yes driver had been removed.  Shade Sails from PTA Meeting, the board went back with a yes but that requires more information for decision and a plan required, first before decision, the pta to pursue the concepts and then bring those plans/concepts/budget to the board for us to go over and then approve.  Fence - PTA encouraged to bring the plans/concepts/budget to the board and then pursue it.  There had been a development on this with the school having a “runner” therefore Julie was going to apply to the Ministry for fencing, this could take a term for a decision.  Upgrade Playground focus discussed as this is a priority in Strategic Plan. | **Person(s) Responsible**  **Julie/ Glenice** |

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

**Correspondence**

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| **Discussion:** | Strategic Plan to Ministry, Julie received an email from her advisor to say that we had submitted an implementation plan but not a strategic plan. In the past we would have had a couple of pages at the front of the Strategic Plan of goals for the year, but the Ministry template didn’t have that, but then they came back to say this was needed, so Julie added that information in and resubmitted the Strategic Plan.  The Ministry needs to have more clarity around what they want. | | | | |
| **Actions to be taken / motion** | NIL | | | **Person(s) Responsible** |  |
| **Moved Seconded** |  | **Results** |  | | |

**Confirmation of Agenda**

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| **1. Topic:** | **Monitoring Reports - Senco - Prepared by Maree Smith**  **(Taken as read)** | | | | |
| **Discussion:** | Maree is very diligent and she does a great job, we are very lucky to have her. She will be doing 0.3fte for Term 4 - not sure what we can do for next year. Some sustainability needs to be built in. Julie would discuss it with Belinda. | | | | |
| **Actions to be taken / motion** | Julie to talk to Belinda | | | **Person(s) Responsible** | Julie |
| **Moved Seconded** | **M/Ella/S/Stacey All in favour** | **Results** |  | | |

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| **2. Topic** | **Digitech (Taken as Read)** | | | | |
| **Discussion:** |  | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Ella/S/Julie All in favour** | **Results** |  | | |

**Reports**

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| **Topic:** | **Finance Report *(Taken as Read)*** | | | | |
| **Discussion:** | Cindy and Julie met with Jessica from Education Service.  Really useful meeting where we get to see where we are sitting financially mid-year.  Jessica, happy with where we were at, managed to put money aside to cushion the expense at the end of the year with holiday pay for support staff.  Everything looks to be running where we should be. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Julie/S/Stacey All in favour** | **Results** |  | | |

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| **Topic:** | **Principal’s Report *(Taken as Read)*** | | | | |
| **Discussion:** | Love the learning profile, needs a celebration to get that out to parents. Talking about this tomorrow in a staff meeting. Emma Couper’s last day is this Friday. Great to see roll numbers increasing. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Julie/S/Ella**  **All in favour** | **Results** |  | | |

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| **Topic:** | **Health & Safety Report** | | | | |
| **Discussion:** | Rams forms for any trip or camp - used to be just for camps but now is for everything under new regulations. Check up on what RAMS are required to be passed by the board for day trips, is it for local trips as well. Katy Hinton is our Health and Safety staff member. | | | | |
| **Actions to be taken / motion** | **Follow up which day trips require RAMS.** | | | **Person(s) Responsible** | **Stacey** |
| **Moved Seconded** |  | **Results** |  | | |

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| **Topic:** | **Bus Network Report *(Taken as read)*** | | | | |
| **Discussion:** | Trialing cameras on two buses. A lot of discussion around how many cameras and where to place them. Any privacy issues? And who can view footage. A Policy has been developed for this. Buses may change around so that those with the cameras are trialed on other routes as well. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Vaughan/S/Stacey All in favour** | **Results** |  | | |

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| **Topic:** | **Property Report** | | | | |
| **Discussion:** | All ticking along. The AMS project due to go ahead during the Christmas holidays, starting the first week after we close, has gone to Council. Contractors are able to put quotes in to do the work - emails sent out as well as to locals.  There was money left over for drainage that we didn’t use on the driveway and the suggestion was made to fix the issue of pooling of water by Room 9 so they are putting in a drain to remediate that problem. This would take place during term 3 holidays.  Tree Removal - a neighbour from a neighbouring property on fence line came and saw Julie about removing a large pine tree on their property but would require coming onto school grounds to cut the tree down. This would take place during school holidays. | | | | |
| **Actions to be taken / motion** |  | | | **Person(s) Responsible** |  |
| **Moved Seconded** | **M/Vaughan/S/Stacey All in favour** |  |  | | |

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

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| **Topic:** | **Term 3 Assurance Review - reminder to action in School Docs** | | | | |
| **Discussion:** | Any comments or feedback on previous school docs - Julie did this at the last meeting. Julie asked if the board needed the assurances explained more or to possibly go through one or two in detail at each meeting. Board to look at prior meetings and then come to Julie with any questions. It is the responsibility as a board to look up the assurances. Could put a link on each one so the board could go directly to them. Possibility of spreading them out over the term. | | | | |
| **Actions to be taken / motion** | Ella would ask other school boards how they monitor their assurances from school docs. | | | **Person(s) Responsible** | Ella |
| **Moved Seconded** | **M/Ella/S/Vaughan All in favour** | **Results** |  | | |

**General Business:**

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| **Topic:** | **Communication - Questions for parent survey** | | | | |
| **Discussion:** | Julie would like some help to formulate some questions to put out to the community - communication from surveys and come up with some questions to send out on survey monkey. Would like it from a parent’s perspective. Julie wants to hear from parents what questions to be asked. Look at past documents - some starters in that consultation document. Communication needs to be streamlined. | | | | |
| **Actions to be taken / motion** | **Julie would send it to everybody.** | | | **Person(s) Responsible** | **Julie** |
| **Moved Seconded** |  |  |  | | |

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| **Topic:** | **Other General Business** | | | | |
| **Discussion:** | Meeting with Belinda during holidays - to go over staffing, units and class structure and budget.  Drinks on Friday afternoon - permission required for this from the board. Board supplying nibbles to say thank you to staff. | | | | |
| **Actions to be taken / motion** |  | | |  |  |
| **Moved Seconded** |  |  |  | | |

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| **Next Meeting Date and Time Confirmation:** | **1 November 2024** |
| **Meeting Closed:** | **8:40pm** |

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