

Minutes of the Waiau School Board of Trustees Meeting held

14th February 2022, 7.30pm

1. Administration Matters

1.1. **Present:** Ms Megan Walker (Principal), Mrs Annabel Harris (Chairperson), Mrs Ferguson (Teacher Representative), Mr Hamish Galletly, Mr Henry Pinckney, Mrs O Pinckney (Secretary).

1.2. **Apologies:** Mr Courtney Pemberton, Mr Paul Clemens.

1.3. **Minutes** from the meeting of 6^h December 2021, having been circulated, were accepted as read. Harris/Ferguson

Correspondence: ERO Review Draft Report

Declaration of Interests: None

Resolved that the above administration matters be accepted

Harris/Walker
Carried

1.0 Public Excluded Business

N/A

Karakia

The goal of the meeting is:

1. Getting to know each other and establishing roles/ expectations.

2.0 Leaders Report: Ms Walker's report was tabled

10 Year Property Plan

Discussions over the 10YPP Report. The report received from the Ministry of Education gives very little information on the scope of works. Mrs Harris to contact Marcus and Yvonne from School support to progress and confirm the details of the work that has been approved.

Boiler Survey

Discussions over the boiler survey and WRN received. The recommended works are not a safety requirement, water treatment to slow corrosion is not required especially if the boiler is to possibly be decommissioned in the near future. An authorised person's only sign has been placed on the door to the boiler room.

Covid Response Stages

Ms Walker shares covid response stages plan with the board. A form has been sent home to gather information on whether families require a loan of device and hard packs have been sent home with 2 weeks worth of activities to whānau if distance learning occurs.

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2022 Charter/ Analysis of Variance

Ms Walker shares the 2022 Charter. She explains the 2022 achievement targets for reading, writing and maths. These targets were identified from the 2021 Analysis of Variance data. Explains to the board how data is collected and how it will be reported during the year. A visual graph has been created on the staff wall to show progress in the target areas as well as entering data in our student management system.

Some minor changes to be made to the charter and annual plan. This is to be submitted to the MOE by 1st March.

Ms Walker shares the Analysis of Variance for 2021 explains how our 2021 targets are reported to the MOE.

Rose from Evaluation Associates will continue working with staff to develop an overall curriculum plan, develop student agency, and ensure that reading, writing, and maths tasks link to our inquiry/topic learning.

Better start literacy - Ginny has started the Better Start Literacy Programme.

Reading Recovery - will be working with 1 student from terms 2 and 3, and Alison will work with a group of students to support their identified literacy needs such as learning letters, sounds etc. This will give us greater coverage for those students who need acceleration.

Swimming

Discussions over the possibility of moving Wai Swim to the end of the year to minimise disruptions and the developing classroom routines at the beginning of the year. A strong consensus was made on utilising the skills of Caroline Eastmond to prepare our tamariki for swimming sports at the start of the year. Ms Walker to email Wai Swim to see if this is possible.

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Moved that the principal's report be accepted.

Walker/Harris
Carried

3.0 General Business

3.1 Principals delegations

Mrs Harris reads out the principal's delegations. This document has been signed.

3.2 Principal Appraisal

Ms Walker has an agreement that Peter Mitchell as her appraiser.

3.3 Code of Conduct

Code of conduct signed by present members.

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3.4 Board PLD /2022 Board Election

Board training on governance essentials to be arranged for Mr Galletly and Ms Walker. Dates TBC. A NZSTA workshop for our Charter for 2023 and beyond to be arranged in Term 3

or 4.

Talks about the next election. We need to discuss board recruitment and set a date for the election.

Moved that we set the triennial board election date for the 7th of September 2022.

Harris/ Walker
Carried

Moved that we appoint Liv Pinckney as the returning officer for the 2022 triennial election.

Harris/ Walker
Carried

3.5 Board Meeting Payments

Mrs Harris asks the board if they are happy with the current arrangement for meeting payments. The board offered the option to have payment made after each meeting if required to cover childcare costs etc.

Moved that we reimburse Ms Walker up to \$40 per month to cover her phone bill for school related calls.

Harris/Galletly
Carried

3.6 2022 Trail Ride

The plan is to go ahead with the Trail Ride at this stage. We will make a decision closer to the time depending on levels/restrictions. Mr Galletly and Chris Harris to visit farms this week. Mr Pinckney to make contact with Tracktion and Kawasaki regarding 2022 sponsorship.

4. Meeting closure

Next meeting: 6th April 2022

Meeting closed: 9.40pm

Confirmed: 

(Chairperson)

