

**Minutes of the Waiau School Board of Trustees Meeting
held
10th August 2022, 7.30pm**

1. Administration Matters

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

1.2. **Apologies:** None

1.3. **Minutes** from the meeting of 25th May 2022, having been circulated, were accepted as read.
Walker/Pemberton

Correspondence: Electrician quote

Declaration of Interests: None

Resolved that the above administration matters be accepted

Walker/Ferguson
Carried

1.0 Public Excluded Business

N/A

Karakia

2.0 Leaders Report: Ms Walker's report was tabled

Moved that we go ahead with the hall quote from Nairn electrical for \$1728.43 to replace the fluorescent lights with covered LED lights as discussed previously. We will use the funds from the Hall Earthquake account.

Walker/Ferguson
Carried

Strategic Goals

Set a date to meet with NZSTA to look at goal setting. This will also tie in with our community consultation we will be sending out week 6.

Hautū Self Review

The Hautū leadership module document to go home with board members to read the leadership documents. Courtney to run this module at the next meeting.

Community Consultation

Megan reads through the draft Community Consultation Questions. Everyone is happy with the questions. Liv to send the google form to the board members to test before sending out to our school whānau.

Policies and Procedures

- Board shared the sun safety policy on school docs. Change the end time from 4pm to 3pm for students to be wearing sunhats.
- Health Statement
Megan shares our health statement with the board; this was not finalised after the consultation in 2021. The board is happy with the statement. (Attached)

Data

Megan shares the spelling, reading, writing data for room 1 and 2. Shows the progression from the 2021 data. 85% of the identified cohort for writing have made gains since the beginning of the year. 4 students from this group are now working at their expected level for the end of the year.

Ms Walker explains the Progress and Consistency Tool (PaCT) and how the staff are now using the Literacy Progression Framework (LPFs) to track students in writing.

Attendance

Megan shared the data from our Term 2 Attendance survey. The attendance for Term 2 is at an expected low due to sickness with covid, flu and gastro bugs that were circulating. Unjustified attendance is a concern. Discussion over unjustified attendance and how we can improve these absences. Megan to share some info in our next newsletter.

10YPP/ MOE Property

Discussions over the 10YPP documents.

Roof Replacement to Block 1, 2, and 3

- Roof replacement is a "like-for-like". The re-roofing project is ready to be signed off. This is unlikely to be completed over the Christmas holidays as hoped. The sign off process can take some time to complete.

Toilet Redevelopment in Block 1

- We are expecting to refresh the toilets, and add a storage room.
- Possibly update the exterior door.

The board is happy for Megan to go ahead and submit the documents for the fee offers.

LSC Space

The current plan is to use the dental clinic for our LSC space. We are waiting to hear what we can do within the budget.

Hot Water Cylinder

Liv to get some quotes to put a hot water cylinder in the staffroom. Discuss options at the next meeting.

Board Property

The old tile drain has been replaced with a PVC drain at 14 Montrose. The grass needs re-leveling and re-sowing. Liv to ask Amanda to do this in the spring.

A new heat or 2nd hand heat pump to be put in House 1. Liv to share quotes at the next meeting.

Term Dates

Megan shares the 2023 year term dates
Additional PD on resilience and wellbeing with Rotherham on 30th January as one of 2
Teacher Only days prior to school starting on 31st January. This has arisen out of Principal
Wellbeing funds, in conjunction with Rotherham School.

Kapa Haka Uniform

Cath asks about funding some new uniforms for our Kapa Haka group. We have received
\$2000 funding from the Community Response Committee / Te Puni Kokiri, with cost estimated
at \$3000. Cath has asked if the board will fund the shortfall of approximately \$1000.00.
The board would be happy to discuss funding this option when we have a final figure at the
next board meeting. Cath to finalise amount and bring to the next meeting.

Cath asks on behalf of staff if the school would consider paying half of their teacher
registrations as the fees have recently doubled. Megan to look into this as there may be some
legalities around this action.

Uniform

Liv to get samples of the bottle green softshell jacket for our next board meeting.

Moved that the principal's report be accepted.

Harris/Ferguson
Carried

3.0 General Business

3.1 Board Election Results

Parent Elections: At the close of nominations as the number of valid nominations was equal to
the number of vacancies required to be filled. We don't require a voting election. Samatha,
Paul and Courtney have been duly elected.

Staff Elections we have received 1 nomination. We don't require a voting election. Cath
Ferguson has been duly elected.

Thank you to Henry Pinckney for your term on our board.

Our new board will take office September 14.

4. Meeting closure 9.40

Next meeting: 21st September 2022

Meeting closed:

Confirmed:
(Chairperson)



