

**Minutes of the Waiau School Board of Trustees Meeting  
held  
20<sup>th</sup> September 2022, 7.30pm**

**1. Administration Matters**

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

**1.2. Apologies:** None

**1.3. Minutes** from the meeting of 10th August 2022, having been circulated, were accepted as read. Harris/Ferguson

**Correspondence:** Kitchen quote  
Tipu Maia document

**Declaration of Interests:** None

**Resolved** that the above administration matters be accepted

Walker/Harris  
Carried

**1.0 Public Excluded Business**

N/A

**Karakia**

**2.0 Leaders Report:** Ms Walker's report was tabled

**Election of board chair.**

Nomination for Annabel Harris as board chair until the end of the year.

Walker/Ferguson  
Carried

**Moved** I hereby nominate Mrs Harris to be re-elected as board chair. She is happy to stand as chair until the first meeting of 2023.

**Tipu Māia Report/**

Ms Walker shares the Tipu Maia achievement challenges for 2023 from the principals meeting. The 3 Achievement challenges for our school are Cultural Competency, Wellbeing and Literacy. The Kāhui Ako will run 4 Achievement Challenges, however, only the 3 mentioned above relate to our school. The Wellbeing Achievement Challenge will involve our pupils completing a survey in Term 1 2023 and the Literacy Achievement Challenge will be tracking our 2023 Year 6 pupils over the next 3 years. For Literacy we will be looking at prior and post year 6

programmes. Is the board happy for our school to participate in the 3 goals. The board was happy for Ms Walker to proceed.

### **Board Training/Strategic Plan**

Ms Walker to arrange training for governance essentials.

Strategic planning for our charter with Debby Dawson from NZSTA in early Term 4. Board set a date of Week 3 Wednesday of Term 4.

The Hautū leadership module to be shared at our next meeting. Mrs Pemberton to run this module at the next meeting.

### **School Camp 2023**

The board discussed the high camp costs for our Wainui Camp and how this will be hard for families to pay. Discussion around using Trailride money to cover some of the costs. Discuss trail ride funding allocation at our next meeting to see how much we can lower this fee. The board are not in favour of additional fundraising.

### **Health & Safety**

Mr Clemens has completed Term 3 Grounds Health and Safety check. Buildings still to be completed.

The tree outside the senior girls toilet is causing problems with the septic tank due to tree roots. The best solution would be to remove the tree to stop further problems and continuing costs. Ben Ferguson has kindly offered to remove the tree. Mr Galletly has offered to help. A quote to top the trees outside the classrooms and the main Oak tree. Mr Galletly to ask his contact (Warren Johnson Hedge Trimming). Mrs Pinckney to ask Al Dalmer.

### **Finance**

The board looked at the budget versus September actuals. A new profit and loss report has been created to mirror the budget to improve usability.

### **PTA**

We would like to see the PTA reestablished. Mrs Pemberton and Rebekah Kelly have offered to help start this up in Term 4. Advertise a meeting in this week's newsletter to recruit new members.

### **Policies & Procedures**

We are happy with the Harassment Review and no changes are required to the policy.

**Moved** that the principal's report be accepted.

Harris/Ferguson  
Carried

## **3.0 General Business**

### **3.1 Board Roles and Responsibilities**

Does the board want roles and responsibilities? Everyone is happy to take on a role and be the point of contact for that area.

- Board Property School Property/Grounds - Mrs Pemberton & Mr Galletly
- Finance - Mrs Armstrong
- Health and safety - Mr Clemens
- Community Liaison - Mrs Pinckney & Mrs Ferguson

Board property - Looking into the board's responsibilities regarding cleaning House 2 gutters. Mrs Pemberton and Mr Galletly to arrange inspection in the near future.

Mrs Pinckney to contact Warren Thompson about the progress of the sculpture.

### 3.2 Technology Curriculum Report

Ms Walker explains what the digital technology curriculum is. Shares a coding activity to gain understanding of what is being taught in the classroom.

### 3.3 Community Consultation feedback

Ms Walker shares the data feedback from our community consultation. We had 50% uptake from our school families. We will share the feedback in our school newsletter and use the responses for our strategic planning in Term 4..

### 3.4 Kapa Haka Uniform

Waiau School Kapa haka uniforms total \$3876.50 inc gst. The Community Response Committee has kindly offered to fund \$2500.00 leaving a remainder of \$1376.50 inc gst for the school to cover. Is the board happy to pay for the extra amount of \$1376.50 for 26 Dresses and 26 Rapaki? We are looking at getting a few spares for new students, and this includes a range of sizes. A similar finished product was shared with everyone.

**Moved** that we fund the difference of \$1376.50. The Kapa haka uniform invoice will be made out to the school and we will be directly compensated by the Community Response Committee.

Harris/Galletly  
Carried

### Softshell Jacket

The board looked at the sample jackets supplied and all agree the Olympus Bottle Green Softshell Jacket would be a good addition to our uniform. Mrs Pinckney to confirm price per unit and arrange an embroidered sample.

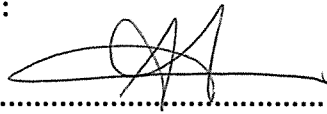
### 3.5 Marae Visit 2023

Ms Walker asked the board if they would be happy for the Noho Marae Trip being a biennial event. We will look at new cultural experiences every other year - everyone was happy with this decision.

## 4. Meeting closure 9.53

**Next meeting: 26th October 2022**

**Meeting closed:**

**Confirmed:**   
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**(Chairperson)**

