

Minutes of the Waiau School Board of Trustees Meeting
held
26th October 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, Mrs O Pinckney (Secretary).

Casual: Ginny Macfarlane

1.2. **Apologies:** None

1.3. **Minutes** from the meeting of 20th September 2022, having been circulated, were accepted as read. Harris/Pemberton

Correspondence: Reading recovery report
Tipu Maia Report

Declaration of Interests: None

Resolved that the above administration matters be accepted

Walker/Harris
Carried

1.0 Public Excluded Business

I move that the public be excluded from the following part of the meeting.

Personnel
Draft Budget

This resolution is made in reliance on section 48 (1)(a) of the Local Government Official Information and Meetings Act 1987 as discussion of this matter in public would infringe the privacy of natural persons under Section 9 (2) (a) of the Official Information Act 1982

Harris/Walker
Carried

Karakia

2.0 Leaders Report: Ms Walker's report was tabled

Correspondence

Ms Walker shares the report with the board. Alison Nimmo (Reading Recovery) is with us this term. She is taking one child for accelerated literacy intervention and is working with a group of 4 of our year 1 pupils. This will run for the duration of the term.

Policies

- The 'Wheels' policy requires updating to allow students to use bikes and scooters on school grounds.
- Hazardous substances register needs to be completed plus a first aid kit made available in the caretakers shed. Mrs Pinckney to organise.
- Emergency kit for lockdown food, cups, blind in Room 2 cloak bay. Ms Walker and Mrs Pinckney to arrange this.
- Covid health policy updated - read to board, everyone happy

Wellbeing

Ms Walker shared the Term 3 Attendance Report with the board. Attendance has improved in Term 3 this is a big improvement on Term 2.

Cyber Safety

Ms Walker shared information on the Linewiz Online safety programme that had been recommended at a Principals Conference. This is a content filtering and cyber safety programme for schools - helping schools filter content, manage classrooms, and keep students cyber safe. It also has an online safety hub for our school whānau to use. Quotes received were for \$1035 for the first year inc set up and \$900 per year to follow. Board to confirm if they are happy to go ahead with the linewiz. Ms Walker to follow up about children using incognito mode.

MOE Property

A letter of frustration is to be drafted to MOE Property and the Education Minister about the difficult process in obtaining a wheelchair access ramp, whether temporary or permanent for a student that required wheelchair access. We would like to see this process streamlined for other schools in the future. Mrs Harris to write a letter on behalf of the board.

Ms Walker shared the procurement plans for the Room 1 toilet upgrade. The board was not happy with the colour schedule in the bathrooms. Ms Walker to look at the colour schedule and make desired changes.

Finance

Reviewed draft budget for 2023.

Camp

A discussion over using trail ride funds for our Wainui Camp as the cost is very high per student. Families can pay the remaining camp fees in increments. Advertise payment options in the newsletter.

Moved that the board covers camps costs beyond \$150 per student.

150th Jubilee Celebration

The 150th Jubilee Celebration will be held in 2027. Mrs Pinckney and Ms Walker to advertise for committee members in The Citizen. Do we need to consider allocating money for this? Details to be worked out sooner rather than later.

Board Property

House 1 Heat Pump - Mrs Pinckney shared the quotes received from North Canterbury Energy Centre. The board is happy with the quote received. Mrs Pinckney to organise the install of the 2nd hand heat pump in 14 Montrose Street. The total cost will be \$1316.75 for install and \$800 for the 2nd hand heat pump from the Pinckneys. This price was estimated by NC Energy Centre.

House 2 Inspection

Mrs Pemberton and Mr Galletly to arrange the repairs noted from the recent inspection and arrange the replacement of a new clothesline.

MOE Property

Ms Walker/ Mrs Pinckney to ask Andrew Murdoch to carry out an annual playground and grounds safety check. He could also be asked to design a maintenance schedule for general wear and tear on buildings/hardware so that we can budget accordingly.

Moved that the principal's report be accepted.

Harris/Ferguson
Carried

Board Professional Development

Board members to attend Governance Essentials training with Amuri Area School on the 8th of November.

3.0 General Business

3.1 Huatū Document

We will cover this another time.

The Board/staff dinner is set for the 3rd of December. Mrs Pemberton to organise. Budget to be confirmed.

Meeting evaluation document filled out by board members.

4. Meeting closure 9.45pm

Next meeting: Monday 21st November 2022

Meeting closed:

Confirmed: 

(Chairperson)

