

**Waitākiri School Board of Trustees
MINUTES OF BOARD MEETING
TUESDAY 2 MARCH 2021
HELD 6.15PM ON 2021
WAITĀKIRI PRIMARY SCHOOL
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

PRESENT: Andrew Barker, Adele Mitchell, Leroy Lewis, Jude Borchers, Joy Banks, Kim Hillson (minute secretary), Kate Peterssen (interested observer, left during Numeracy Report), Jacqui Malham (for Literacy Report only)

APOLOGIES: Ben Naylor

ELECTION OF BOARD CHAIR: Andrew Barker nominated Ben Naylor as Board Chair, seconded by Joy Banks. All in favour.

ELECTION OF PRIVACY OFFICER: Leroy Lewis nominated Andrew Barker to be Privacy Officer, seconded by Jude Borchers and Adele Mitchell. All in favour.

MINUTES OF LAST MEETING HELD 08 DECEMBER 2020.

Moved by Jude that the minutes of the meeting be taken as read and be signed as a true and accurate record of that meeting. Seconded by Andrew. All in favour.

MATTERS ARISING: none

PTA REPORT: no report

PRINCIPAL'S REPORT: reported by Andrew Barker

Attendance: Senior Leadership and teachers who have a connection with families who are having poor attendance are following up.

NAG 1 CURRICULUM

Literacy Report - reported by Jacqui Malham

- Our SMS (Student Manager System) has changed last year to Hero and in the process managed to lose a lot of historic data, we have only been able to see data in a manual format. Lots of great things about Hero, but it still needs tweaking to be a more efficient data reporting system.
- We have a lot of transferring students from other schools, who have often been to multiple schools, with over half of them below or well below.
- We have a different set of children coming to school in the last few years, with higher needs.
- Each team has target children with Jacqui working with teams to improve readers/writers. We also have coaches in each community working beside teachers and children.

Numeracy Report - reported by Andrew Barker

- What can we learn from the successful year 6 group? Observed growth/positive mindset, saw shift in previously negative children, positive feedback from students, groups that are supporting each other.
- Are we taking a holistic approach across the board? Correlation across the board where often a child is low, or high, in everything.

Camp - If we are still at level 2 when camp begins, we have been given permission by the camp to attend. *Andrew moved that the Board is happy for this to go ahead at level 2, seconded by Leroy and Jude. All in favour.*

NAG 2 DOCUMENTATION & SELF REVIEW

Strategic Goals: Presented by Andrew

- School Vision, Teaching, Learning, Hauora, Culture goals : high level strategic goals, each year we would make objectives for a three year strategic plan and as a Board come back to these goals. These are going to guide us setting our Annual Plan.
- Andrew shared a 2021 **Leadership map** with the Board. Should this go out to the community in a list form? Or added to the teachers profiles? Agreed that this information is for staff only, may confuse parents.
- Andrew will ask Barbara Aberhart to send the Board the Road Safety information before it goes out to the community.

Term 4 2020 SchoolDocs Policies & Procedures reviewed:

- CRT - Classroom Release Time
- Salary Units/Management Allowances

Both policies discussed. There has been one unit we had to advertise 3 times before someone picked up, so there are units available.

Term 1 2021 SchoolDocs Policies & Procedures up for review.

- Home Learning (Board, Staff and Parents)
- Finance and Property Management Policy (Board)

These reviews close at the end of Term 1 and will be reviewed next term. Staff and Board have been advised.

School planning and Reporting: due to be submitted to MOE. Andrew has advised the Ministry this is coming out in the next week or two once we have decided on our Strategic direction.

NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL

Assurances:

- **Equal Employment opportunities:** Principal is appointed in this role
- **Police vetting for non-teachers:** all non teachers and contractors on site are police vetted

Administration pay review - completed in committee 8.28pm, out of committee 8.40pm

Teacher Aide Fixed Term Review: we have some Teacher Aides (Learning Assistants) that should not be on fixed term. NZEI and NZSTA are currently working on fixed term contracts for Learning Assistants. Some of our fixed term Learning Assistants may go to permanent status.

Continuation of Kāhui Ako Lead: Andrew Barker and Justin Fields (Chisnallwood Principal) are currently joint leads in this role with the role being up for review during the year. They would like to continue in this role. The Board feels it is beneficial for us as a school. *Jude moved that the Board are happy for Andrew to share the lead role of Kāhui Ako, seconded by Adele. All in favour.*

NAG 4 FINANCE AND PROPERTY

Financial Report: reported by Andrew Barker

Financial report moved by Andrew, seconded by Leroy. All in favour.

Andrew moved that we confirm the 2021 budget, seconded by Leroy. All in favour.

Property:

10 Year Property plan - We do not need to have one as we are a new school build with no funding in this area. Andrew is having additional information sent through this week.

Current Build: is going really well, all on track to be finished at the end of term 1.

Chartwell reserve: the reserve is open and gives us more space, we may trim the bushes out more to make them thinner and higher to give better sight through to the reserve from the field. There is an additional duty teacher on duty at morning tea and lunch in this area.

Trees: Andrew has met with a neighbour who is not happy with our trees overhanging the west path that runs up alongside the field. We are looking at removing a couple of cabbage trees between the path and fence. Ben and Andrew will consult with the neighbour and work together to look at trimming other larger trees. Andrew will also consult with an arborist.

NAG 5 HEALTH AND SAFETY

Minor Injury: reported in Principals report

Moderate Injury: reported in Principals report

Risk management: reported in Principals report

Stand downs this term: reported in committee 8.15pm, out of committee 8.22pm

Report on Ministry Directed Student: reported in committee 8.43pm, out of committee 8.55pm

Health and Safety meeting: reported in Principals report

NAG 6 ADMINISTRATION

Request of archives to be destroyed by Document Destruction (see report)

The 2018 folders are enrolment forms and much of it is now digital, would be obsolete for those children now at high schools. *Andrew moved that the documents listed be destroyed, seconded by Joy and Jude. All in favour.*

Calculation in Hours for BoT - to complete in google doc at the end of the meeting

2021 Board Meetings (Tuesdays at 6.15pm)

Term 1 - Week 10, Wednesday 7 April

Term 2 - Week 5, 1 June

- Week 10, 6 July

Term 3 - Week 4, 17 August

- Week 10, 28 September

Term 4 - Week 4, 9 November

- Week 9, 7 December

MEETING CLOSED : 8:55 pm

..... Ben Naylor, Chairperson

..... 2021