

**Waitākiri School Board of Trustees
MINUTES OF BOARD MEETING
HELD AT 6.15PM ON
WEDNESDAY 7 APRIL 2021
AT WAITĀKIRI PRIMARY SCHOOL
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH**

PRESENT: Andrew Barker, Ben Naylor, Adele Mitchell, Leroy Lewis, Jude Borchers, Kim Hillson (minute secretary), Bianca Scott

APOLOGIES: Joy Banks

MINUTES OF LAST MEETING HELD 03 MARCH 2021.

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

MATTERS ARISING: Trees on neighbouring boundary - an arborist is going to take out cabbage trees on border and thin out larger trees in the school holidays.

PTA REPORT: no report

PRINCIPAL'S REPORT: reported by Andrew Barker

Attendance: Continued to be followed up. We have several staff involved and can look back at last year's data as well. Trying to help ease pressure on parents, offer support, etc How many are siblings? Only a few, generally if one if off they all are. By far are individual children. Parents are happy to receive the help with some positive outcomes.

NAG 1 CURRICULUM

Camp - reported in Principal's report.

Some Board members were also at camp and all had positive feedback.

School Travel Survey - reported in Principal's report.

Andrew asked about one change in the survey, all are happy with the change. ***Ben moved that survey be accepted, seconded by Leroy. All in favour.*** Will be sent out at the end of this week.

Climate Change - reported in Principal's report.

Is there anyone on the Board who would like to join the advisory group. Andrew has spoken to Nikki about it who wanted more information, Andrew will touch base with her. **Andrew will ask the following questions: Can the position be shared? What is the time needed for the role? How long do you need to be in the group for?**

Kahui Ako - reported in Principal's report.

Discussion around other schools joining. Parkview have formally applied to join, they were in another cluster and have recently pulled out. Potentially Queenspark may also be interested in joining. Makes sense using the AGHS/SBHS zone. Criteria of early childhood centres is they must have a decent percentage of children attending a cluster school. Is there an average/optimal size? No, there is a range, 10/11 schools are ideal. Criteria is around the pathway of learning. Steering committee (Principal's and ECE leads) will make a decision

after consulting with their boards. Need to come up with clear criteria for schools wanting to join ours.

NAG 2 DOCUMENTATION & SELF REVIEW

Kaumatua - reported in Principal's report.

Couldn't meet today, Andrew will arrange a time with him to come and meet us. Do we need to approve him being our Kaumatua? He would like to meet with us first. Would be great to get him to bless our new build that has been finished this week.

Strategic Planning - reported in Principal's report.

ERO is coming at the beginning of next term. One person will visit all schools in our Kahui Ako. Slightly different to previous visits from ERO. Our wellbeing model is around Te Reo Maori and tying it all together. Our Maori children enrolling are growing in numbers. We have had a number of teachers complete Te Reo development with many teaching Te Reo in studios now. Are ERO reports still completed? There will be some kind of documentation and compliance. **Andrew moved that we adopt 'Quality Teaching and Leadership' and 'Meaningfully incorporate Te Reo Māori and tikanga Māori into the everyday life of the place of learning' as our major focus with ERO, seconded by Ben, all in favour.**

School planning and Reporting: reported in Principal's report.

Strategic Plan draft: Jude will meet with Andrew and complete the Strategic Plan. Ben is happy to join the group also.

- Thoughts on school visions? *All board members accepted this.*
- Learning? Akonga are empowered to make REAL CHOICES which enable them to achieve their highest educational potential. *All board members accepted this.*
- Hauora? Our school culture and systems enhance wellbeing and safety and encourage our whole school community to flourish. *All board members accepted this.*

NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL

Resignation - by Kelly Naylor which we will need to replace in cafe and as learning assistant. We have some options for Barista who we are currently contacting. Q: Are OSCAR staff available for cafe? **Will look into.**

Support for Windsor - reported in Principal's report.

OSCAR Wages - in committee

NAG 4 FINANCE AND PROPERTY

Financial Report: reported by Andrew Barker

Kerrie is providing everything we need. It would be great to get Kerrie at a meeting for some additional guidance. Surplus in OSCAR - why is this so small? We have tied in against actual not budget. Auditor spoke about looking at other avenues of income. Board last year talked about a rental property, buying it outright as an investment. **What is the GST for? Andrew to check and advise.**

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

We approved the budget running at a deficit to allow additional Learning Assistants. There is play based Hero time for some children three afternoons run by Dianna and Learning Assistants who are struggling in studios.

There is a new boy who started today who has some funding. **Andrew moved that we employ a Learning Assistant go into Travis each morning, seconded by Ben. All in favour.**

Library books - We haven't had any budget for library books for the last three years, we have applied from a charity for some this year but haven't heard as yet. **Andrew moved that we use \$3,000 for new library books, which will get us around 200 books. Seconded by Adele, all in favour.** Do families still donate books? Not as much now as was previously done.

Property:

New build - will be opened at the beginning of next term. **Andrew moved that we purchase new furniture for some of the new build in the learning support area, which will be approx \$4,000 to \$5,000. Maximum of \$5,000 to be spent. Seconded by Ben, all in favour.**

NAG 5 HEALTH AND SAFETY

Stand downs this term: reported in committee

Report on Ministry Directed Student - reported in committee

Health and Safety meeting: Lockdown drill - to be completed this term

NAG 6 ADMINISTRATION

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

Ben moved that the documents listed be destroyed (updated version), seconded by Jude. All in favour.

Leroy moved that the In Committee Reports be signed as approved. Signed by Ben, seconded by 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 : 8:10 pm

..... Ben Naylor, Chairperson

..... 2021