

Waitākiri School Board of Trustees
MINUTES OF BOARD MEETING
HELD AT 6.15PM ON
WEDNESDAY 8 JUNE 2021
AT WAITĀKIRI PRIMARY SCHOOL
170 BURWOOD ROAD, BURWOOD, CHRISTCHURCH

PRESENT: Andrew Barker, Ben Naylor, Adele Mitchell, Leroy Lewis, Jude Borchers, Joy Banks, Kim Hillson (minute secretary), Kerrie Cady (for financial report only), Matt Bush (for wellbeing survey only).

APOLOGIES: none

Finance questions: Kerrie Cadie - Executive Officer held a financial Q & A session:

- Suggest for out of school events where children pay to attend, ie basketball, do not give out uniforms until parents have paid their fees. **Advise Ro & Shirelle.**
- OSCAR - What you see each month (surplus) is just a snapshot. We need to create a surplus budget. **Kerrie to action.** OSCAR pays rent but not utilities.

Travel to school survey: The Board read this survey prior to the meeting:

- One point continually raised was the roundabout at Mairehau Road, this needs to be addressed as many people found this to be a dangerous corner.
- Next steps are getting a team together - Leroy offered to do from a Board level and will put out to the community to get some parents, staff, PTA, students involved.
Andrew to action.

Wellbeing Survey: Matt Bush presented this survey to the Board

- The survey was completed by all 7 schools in the Kahui Ako. It is just from Year 4 and up. This was in line with the AWE survey. This report is just the Waitākiri students.
- Will reask the anxious/worried question again in the next couple of weeks as well as the last three 'dont' questions. Difficult to take anything from these answers without asking them again. The questions with the 'don't' are confusing.
- Across Kahui Ako, the teacher's questions that were asked, Waitākiri was really good. High schools don't always have a close relationship with their teacher.
- Would be great to put children's names as an optional addition. We could ask students if they would like to see or chat with a teacher if they put a 1 or 2.
- Big job to collate the data for all schools. Matt has also been one of the organisers for the Kahui Ako PD staff day on Friday. Thank you Matt for the fantastic job you have done in both roles.
- Ben suggested Google data studio is a good tool for future surveys.
- **Andrew will share some snippets in the newsletter.**

MINUTES OF LAST MEETING HELD 07 APRIL 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 Leroy. All in favour.

MATTERS ARISING: Did Andrew get in touch with the Kamatua after the last meeting? Yes but it hasn't gone any further, not heard back. **Andrew will follow up.**

PTA REPORT: no report

PRINCIPAL'S REPORT: reported by Andrew Barker

Walk through new Hero hub

Attendance: Reported in the Principal's report.

Continuing to monitor attendance and follow up. On the whole attendance is improving and we are well above other schools. Need to keep at it.

NAG 1 CURRICULUM

Education Review Office (ERO) visit: reported in the Principal's report

Andrew explained what happened on the day of the ERO visit.

- Jacqueline will be at our next Board meeting, and will be with us for around three years.
- They are supporting schools with milestones along the way around progress. We will be asked to identify a project.
- **Ben and Andrew will sit down and discuss the list they have given**, these are the next steps and are ERO questions.

NAG 2 DOCUMENTATION & SELF REVIEW

Strategic Plan: reported in the Principal's report, Andrew presented the plan to the Board.

- Do we need to do anything else around the Strategic goals? Some are further along than others - shared with the senior leadership team and some staff in leadership roles.
- Make sure we have consistent wording with the Charter, most have been tidied up.
- It is a working document, if we get feedback we can improve.

Andrew moved that the Strategic Plan be adopted through to 2023, seconded by Ben.

All in favour. Next steps will be aligning the Annual Plan.

ERO BOT Review: reported in the Principal's report (**will be a standard Agenda item**)

Review Recommendation Implementation: Ben asked the Board to look at these items that have been added and we will review these at the next meeting.

If Andrew can please share at the next meeting needs for SLT to be supported by the Board.

Climate Action Campus Update - reported by Adele who attended the advisory group meeting

- Some red zone land has been leased for 10 years - the old AGHS land and also other land near there, they have greenhouses already there which we can use - along with a portaloos.
- They want to know what we want to do there and if we want the space now.
- They were talking about the cost of security.
- We discussed the way for our children to get to the venue - option to request funding for a bus to get students there. Students could look into how to get there carbon neutral. Talking about fundraising for electric bus.
- They want to have a website to make bookings for use of space.
- There is no expectation to supply money.
- We can put in the newsletter that we are part of this Climate Change group and tap into our community resources. Parents may have skills to share.
- We have a year to work out what our children want to do and how to get down to the area.

Share this information with our community via the newsletter. Attach a link to the Stuff article.

Term 1 2021 SchoolDocs Policies & Procedures reviewed:

Home Learning

Wendy du Toit is now Home Learning Lead.

- Are the teachers consistent? Staff have good expectations, need to promote.
- Students don't have to share everything - can present just to a small group, what works for them and what their challenge is. It is about teachers knowing their children.
- Children's University has come on board, 30 Year 5 children are included in this.
- Sharing of ideas and resources children can access.
- Is this still meeting our families needs? Discussion with kids and an opportunity for parents to add feedback.
- Do we need to add additional expectations and clear communication with parents? Expectations are very clear at learning conferences.
- We support those we can support.
- News Crew could do a report? Facebook is a good tool to promote student challenges and give parents/students ideas/inspiration.

Andrew will pass onto Wendy to get some student voice, Student Council could gather the information. Kim and Andrew to look at home learning from the SchoolDocs Demo site.

Finance and Property Management

Conflict of interest register - Andrew to look at new draft in SchoolDocs for policy

Assurances: reported in the Principal's report

- Digital Technology and Cybersafety/Cyberbullying
- Computer Security and Cybersecurity
- Student Attendance
- Abuse Recognition and Reporting
- Evacuation Procedure/Emergency Kit
- Risk Management
- SUE Reports
- Health Education

NAG 3 EMPLOYER RESPONSIBILITY/PERSONNEL

OSCAR Wages - in committee

NAG 4 FINANCE AND PROPERTY

Financial Report: reported by Andrew Barker

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

Banked staffing - reported in the Principal's report

Andrew moved the Auditors Report to be accepted. Seconded by Ben. All in favour.

This will be added to our website.

Property:

Container (outside the hall) - reported in the Principal's report.

Ideal storage area, especially for hall users, PTA, when we have a fair, etc. Good location on the courts for easy access. We would need to pay for the addition of a fence anyway.

Andrew moved that the school purchase the container at a cost of \$2,000 +GST, seconded by Joy. All in favour. Kim will contact Rechurch to organise.

New build: reported in the Principal's report.

This is slow - ***Andrew will be asking questions at our next property/new build meeting.***

Doors: reported in the Principal's report.

Many hinges are being replaced and adding additional hinges. ***Andrew to look into locking doors from the inside.***

Roof: reported in the Principal's report.

Ongoing leaks in the studios, leaking through smoke detectors and in contact with MOE to be fixed. We are continuing to contact MOE with issues.

NAG 5 HEALTH AND SAFETY

Stand downs this term: reported in committee

Health and Safety meeting: Reported by Leroy

- Most concerning is teenagers lighting fires, and has been reported to the police. Camera footage we have was not able to identify persons involved.

- Pool is fragile and won't last too much longer - we have the potential of a parent at school who can give us a good price for a permanent pool. We are waiting on a quote.
- Two reports of children almost being hit by cars on Travis Rd, on going issue around road safety.
- Wheel free areas in school - looking at having a wheel free area in high foot traffic areas of school starting term 3 - through the foyer and in Te Ao Marama. There have been a few H&S issues. Information will be sent out to staff, families and students.

H&S issue regarding a student - In committee

NAG 6 ADMINISTRATION

Out of Zone 2022 Applications: reported in the Principal's report

Andrew moved that we are not able to accept any Out of Zone students for 2022 due to high numbers of in zone students. Seconded by Ben. All in favour.

Kim to update website to advise this.

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

2021 Board Meetings (Tuesdays at 6.15pm)

Term 2 - 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 : 10.15 pm

..... Ben Naylor, Chairperson

..... 2021