

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
13 September 2023 7.10pm
Staff Room



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| PRESENT | Bree Atkinson, Principal Jules McCourt, Presiding Member Paul Heagerty, Paul Roest, Katrina Selfe. |
| APOLOGIES | Melissa Estinel, David Cooper. |
| ABSENT | N/A |
| GUESTS/OBSERVERS | Becky Minton, Chelsea Brown, Sharon Hartley. |

| Matters Arising from Previous Minutes | Who | Result |
|---------------------------------------|-----|--------|
| n/a | n/a | n/a |

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| Karakia ti matanga Kia hora te marino. Kia whakapapa pounamu te moana. Hei huarahi ma tatou i te rangi nei. Aroha atu, aroha mai. Tatou i a tatou katoa. | Opening May peace be widespread. May the sea be like greenstone; a pathway for all of us this day. Let us show love For one another. |
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1.0 Academic

All our students/Akonga will progress and achieve to their highest possible educational potential through Quality teaching and learning, Safe environmentS and Positive relationships.

Speaking rights have been granted to Becky Minton, to present her agenda item as per item 1.2 below.

1.1 - Principal's report - Jules

- The board received Jules' report several days prior to the meeting.
- Jules summarised some of the points contained in the report.
- MOTION - That the board accepts the Principal's Report tabled for the 13th September 2023 meeting.
 - Moved - Paul H
 - Seconded - Katrina
 - Passed - Yes

1.2 - Management unit presentations - Becky Minton, DMIC and Mathswizz

- Becky presented an overview of her work leading the maths curriculum in the school and examples of how Waitoki School learners are engaging positively with the program.
- Massey University staff are providing support for the DMIC program.
- Mathswizz subscriptions for 2023 were free, secured by Jules at Principal's conference.

- Becky advocated for the school to consider renewing the subscription for 2024. The per learner fee is \$27 per year.
- Paul H thanked Becky for her presentation and her work leading this important curriculum area.

2.0 Hauora

Every child in every way.

To foster the hauora of our life long learners in our Whanau / Community / Iwi.

2.1 - Year 6 Camp - Jules/ Katrina:

- Katrina shared with the board that the Year 6's enjoyed a successful school camp this year.
- Benefits included pastoral care, understanding of students and student connections.
- The camp consisted of 3 days and 2 nights at Peter Snell Village.
- Katrina recommended that the school make an early booking for 2024 Term One to take advantage of hosting during Summer to enable outdoor activities involving water sports etc. and enable the students and teacher(s) to establish strong connections at the start of the school year.
- Camp costs will again be paid by families of the attending students.
- The School would need to pay the upfront deposit (\$2200) to secure the booking.

MOTION - That the Board approves the booking and deposit be made for Year 6 Camp for Term 1, 2024.

- Moved - Paul H
- Seconded - Jules
- Passed - Yes
- ACTION - Katrina Selfe to make booking for 2024 Year 6 Camp as per recommended location and dates.

2.2 - Year 7 and 8 Camp 2024 - Jules Mccourt on behalf of Chelsea Brown:

- Proposed location at MERC Long Bay.
- Camp costs will be paid by the families of attending students.
- Recommendation to the board for the camp to be booked now to secure the dates of 19-21 Aug 2024.
- MOTION - That the Board approves the booking and deposit be made for Year 7/8 Camp for Term 3, 2024.
 - Moved - Paul H
 - Seconded - Katrina Selfe
 - Passed - Yes
- ACTION - Chelsea Brown to book the Year 7/8 camp for 19th August 2024.

3.0 Preserving our Essence

Culture Inclusiveness Ruralness Community Engagement

As the school grows we need to take positive action to sustain the very things which have attracted families to Waitoki School.

None of the Items covered in this meeting, uniquely related to this section.

4.0 Stewardship

Property, Finance, Health and Safety, HR.

4.1 - Monthly Financial Report August 2023 - Bree & Jules

- The report had been made available to the board prior to the meeting.
- Bree confirmed that the accounts were in order and there were no material items to highlight to the board.
- MOTION - That the board accepts the Monthly Financial report tabled for the month of August 2023.
 - Moved - Paul H
 - Seconded - Jules
 - Passed - Yes

4.2 - Executive Office Holder appointment - Paul H

- The board notes that Claire Nolan has been appointed by the Principal and Presiding Member of the board as the new Executive Office Holder for Waitoki School, replacing Kerry Cottrill.
- Kerry has finished her permanent employment with the school. Claire Nolan is now the Office Administrator. Finance is part of Claire's role.
- Subsequently, Kerry is no longer the Executive Office Holder. Claire Nolan is now the Executive Office Holder.

4.3 - Term 3 Policy Review - Paul H

- The board read the Policies that are scheduled for board review this term ie:
 - Learning Support
 - Inclusive education
 - Maori education success
- The board discussed the policies and enquired about the school's application of the policies.
- Jules commented on how the school's activities are aligning with these policies.
- The board did not resolve to make any changes to the Policies.

| Standard Monthly Motions: | Moved by: | Seconded by: | Passed: |
|--|-----------|--------------|---------|
| The board accepts the Principal report tabled for the 13th September 2023 meeting. | Paul H | Katrina | Yes |
| The board accepts the Monthly Financial report tabled for the month of August 2023. | Paul H | Jules | Yes |
| The board approves and ratifies the board minutes dated 16th August 2023 as a true and accurate record of the meeting. | Paul H | Jules | Yes |
| The board accepts the following policies are to reviewed this term: (Accepted at meeting 19th July 2023) <ul style="list-style-type: none">- Learning support, inclusive education and Maori education success | Paul H | David | Yes |

| Action(s) items from previous minutes: | Who | Status |
|---|--------------|-----------------------|
| - Paul H to check relevant legislation and find out if the principal's report should be released for public viewing. | Paul H | Pending |
| - Jules and Paul H to follow up with Nick and Yasmin (Ministry contracts) regarding reclaiming the space needed for the playground. | Jules/Paul H | Pending |
| - Jules/Bree to draft up an event format for Centenary Celebration Day, including date and present to the BOT for approval. | Jules/Bree | Pending |
| - Jules to conduct the ballot, including required advertising, in accordance with the dates set out by the relevant ministry instructions. | Jules | Advertising Completed |
| - Paul H to work with Dave and Jules on a survey to collect community feedback to inform the 2024/25 Strategic Plan; survey to be shared with the board for comment before distribution to the community. | Paul H | Pending |
| - Jules to respond to Nick Bradley, accepting the 10YPP 2023/24 plan. | Jules | Completed |
| - Pizza oven fundraising reallocation - Bree to investigate our options in terms of policy and legislation. | Bree | Pending |
| - Learning Garden - Bree to update H&S policy in relation to the garden and feedback to the board. | Bree | Pending |
| - Request for bus access for non-qualifying students - Paul H to check bus policy and advise the board if there are any concerns. | Paul H | Pending |
| - New Principal appointment - Paul H to seek media coverage for promoting the appointment of Principal McCourt. | Paul H | Pending |
| - David to discuss the timing of the next survey with Jules and shift to Google Forms platform. | David | Pending |
| - Bree to put together a proposal about reclassification of the learning garden as an asset of the school. | Bree | Completed |

| Meeting Transition to Incommittee {if not required, remove this table} |
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| <p>MOTION</p> <ul style="list-style-type: none"> Move that the public be excluded for Agenda Items to do with personnel matters pursuant to section 48 of the local government official information and meeting act, the reason being to discuss matters of personnel and the grounds is to protect the privacy of individuals. <ul style="list-style-type: none"> Moved - Paul Seconded - Katrina Passed - Yes |


The board moved to Incommittee at 8:50pm.

The board returned from Incommittee at 9:35pm.

| Correspondence: | | Table/Read | Outcome or Follow Up Action(s) |
|-----------------|--|------------|--|
| 25/8/23 | - 2022 Audit Completion Report | Read | Pending any comments from Bree, Paul to confirm to auditors by 8Sept that we support that they submit the final audit report to the Ministry of Education. <u>COMPLETED.</u> |
| 29/8/23 | - From Alison Watkins, National Administrator NZSTA, re. NZSTA Health and Safety online workshops. | Read | Paul H has requested that all board members attend one of the 25 available workshops via Zoom video meeting. |

Conflicts of Interest Register:

| Name | Organisation | Active Interests | Notice Date |
|---------------|------------------|--|----------------------------|
| Paul Heagerty | - Waitoki School | Spouse, Emma Heagerty, is a permanent employee of Waitoki School, in the position of Office Administrator. | 15/3/23 Updated 14/6/23 |
| Katrina Selfe | - Waitoki School | Spouse, Tim Selfe, registered electrician, regularly provides electrical services to the school. | 14/6/23 |

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| Meeting Opened at | 7:10pm |
| Meeting Closed at | 9:35pm |
| Minutes written up by: | Bree Atkinson |
| Minutes Approved by Presiding Member/Chair |  Signed: Date: 18th October 2023 |

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| Next Board Meeting Date | Wednesday 18th October 2023 | Agenda Closes | Friday 13th October 2023 |
| Agenda Items for next meeting | • n/a | | |