

**BOARD OF TRUSTEES – WAITOKI SCHOOL**  
**MINUTES**  
**Wednesday 16th August 2023; 7pm**  
**Staff Room**



PRESENT	Principal Jules McCourt, Katrina Selfe, Bree Atkinson, Melissa Estinel, Presiding Member Paul Heagerty
APOLOGIES	Paul Roest, David Cooper
ABSENT	n/a
GUESTS/OBSERVERS	Sharon Hartley, Mim Rushworth, Chelsea Brown

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

### 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 Sharon Hartley and Mim Rushworth, to present their agenda item as per item 1.2 below.

PH - Minutes will be posted on the school website from now on. Staff and public can also continue access these via the noticeboard in the school office reception area.

#### 1.1 - Principal's report - Jules:

- This was written in week 4 of term 3. Report format draft is nearly finalised.
- Caretaker - interviews have been underway. Role has been offered to a suitable candidate. This will be successful subject to police vet and reference checks.
- Bree - asked if the Principal's report is being or should be shared with parents in alignment with the publication of the board minutes. Paul H advised this was not standard practice. Jules didn't feel it was appropriate; topics are generally covered in other communication by the school. Parents can ask for the information contained in the principal's report at any time.
- ACTION - Paul H to check relevant legislation and find out if the principal's report should be released for public viewing.
- Paul H - Is there any extra money required for the new programs (eg. languages) to continue in Year 7-8? Jules confirmed at this stage no extra funding needed for 2023, but something to consider for longer term requirements for extra programs. Katrina noted the extra workload on teachers providing and organising these additional learning opportunities.
- Paul H - Enquired about attendance records, noting a lot of sickness in some year levels. Jules confirmed that there appears to be a significant amount of illness amongst students this year.
- Bree - anything that needs preparation from BOT for Presiding Member's upcoming meet and greet with ERO advisor? Jules suggested that Paul revisit the BAS. Nothing else significant to

prepare or address.

- ACTION - Paul to re-look at BAS (Board Activity Statement) in preparation for upcoming meet and greet with our ERO advisor.
- MOTION - Move that we accept the Principal's Report dated 16 August 2023.
  - Moved - PH
  - Seconded - Bree
  - Passed - Yes

**1.2 - Management unit presentations - Sharon and Mim; Structured Literacy:**

- Introduction of how we use "The Code" and "LLLL" in our classes. LLLL Yrs 0-2. The Code Yr's 3-8.
- New readers have been purchased so every child has access to decodable readers.
- PD (Professional Development) provided to staff on spelling rules and The Science of Writing, parent info afternoon held.
- English progressions/goals have been created for Waitoki School.
- Upcoming PD seminar is being attended by Mim and Sharon.
- Recent testing results were shared with the board (using pseudonyms to protect student privacy) to show the improvements that Structured Literacy is enabling for our students and the benchmarks we are aiming for.
- Board Q&A with Mim and Sharon on the presentation and resource needs.
- Paul H - Thanked Mim and Sharon for their great efforts in this important area and for the presentation to educate and inform the board.

**2.0 Hauora**

Every child in every way.

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

**2.1 - Senior playground - Jules:**

- Discussion regarding the playground - this covered student needs, parent feedback, funds, plans, location of playground, location of septic disbursement fields.
- (Prior Principal) Chris Neison advised that some of the money earmarked for this project was repurposed but there should still be funds available.
- Some of the accounts coding may need improvement for traceability of the specific funds for this project. Bree and Jules are working to identify from the funds on hand.
- MOE (Ministry of Education) has advised that the septic system is fit for purpose and not planned for replacement until/unless the school approaches the need to cater for 275 students and staff.
- Bree - shared that the playground is a very important contributor to roll retention, as per parent feedback at the recent "Year 7-8 future plans" meeting with parents of senior students.
- Discussion regarding water run-off - excess water/mud on field, which has reduced the available play space.
- ACTION - Jules and Paul to follow up with Nick and Yasmin (Ministry contracts) regarding reclaiming the space needed for the playground.

### 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.

#### 3.1 - 100 year celebration - Jules:

- Proposing that the school hosts a Saturday celebration event.
- Discussion regarding possible ideas for the day. Celebration of everybody - both past and present students.
- Board sub-committee to be established.
- Event will be lead by the school and BOT - students will be involved as well.
- This would not specifically be a fundraising event. There may be other options for fundraising to leverage the centenary year.
- Proposed date: 6 April 2024.
- Sub- committee: Bree, Jules, teachers.
  - ACTION - Katrina/Jules to communicate with the Events & Fundraising team that this will be a school and BOT led event.
  - ACTION - Jules/Bree to draft up an event format, including date and present to the BOT for approval.

#### 3.2 - Out of Zone places for 2024 - Jules:

- Jules provided an overview of the predicted role for 2024. Lots of interest from out of zone families.
- We have some 2023 zone allocation remaining.
- Discussion around year 7-8 program - is it visible to all year levels?
- Discussion around creating positive feelings about our senior students and their programs throughout the entire school, not just informing the senior students. This creates excitement for our junior/middle school students.
- Jules proposed 40 out of zone placements for 2024.
- Board discussed current and predicted roll numbers, staffing and school resources.
  - MOTION - Move that the board approves that the school holds a ballot for Out of Zone placements for 2024 and the ballot be set at 40 students places.
    - Moved - Paul H
    - Seconded - Bree
    - Passed - Yes
  - ACTION: Jules to conduct the ballot, including required advertising, in accordance with the dates set out by the relevant ministry instructions.

#### 3.3 - 2024-2025 Strategic Plan, due 1 March 2024, proposed timeline - Paul H:

- NZSTA recommendation was to have a draft strategic plan to hand over to Jules by mid of Term 4.
- Community consultation survey to be distribution Term 3 Week 8.
- Board strategy day early November.
- Jules is attending a course regarding the Strategic Plan process on Thursday 17th August.
  - ACTION: Paul to work with Dave and Jules on a survey, to be shared with the board for comment before distribution to the community.

## 4.0 Stewardship

Property, Finance, Health and Safety, HR.

### 4.1 - Monthly Financial Report July 2023 - Bree & Jules:

- Paul H - June 2023 report still needs to be fully endorsed by the board, following Bree's recommendation via email since the last meeting.
- Paul H noted that our policy is to have the financial reports supplied to the board by the Friday prior to the next board meeting, to allow sufficient time for review. Bree to discuss with Claire and Lata (accountant) to confirm this is achievable for future months.
- High tea money reflected as *expected* income for July report.
- Paul H - on behalf of the board, noted our thanks to Melissa Neville, Donna Wallace and helpers for their terrific efforts with High Tea and thank you to the Sara and Chantelle as the Events & Fundraising team for all their great efforts on fundraising activities thus far; pleasing to see plenty of student and community involvement in these events during Terms 2 and 3.
- MOTION - The board accepts the Monthly Financial report tabled for the month of June 2023.
  - Moved - PH
  - Seconded - Jules
  - Passed - Yes
- MOTION - The board accepts the Monthly Financial report tabled for the month of July 2023.
  - Moved - PH
  - Seconded - Jules
  - Passed - Yes

### 4.2 - 10 Year Property Plan 2023/2024 - Paul H:

- Paul H outlined the process and importance of the maintenance, repair, replacement work in the 2023/24 plan.
- Jules shared that the plan represents a significant increase in spend vs the original plan by the MOE, reflecting the need for upkeep of school buildings.
- MOTION - Move that the board accepts and endorses the 10 Year Property Plan for 2023/2024.
  - Moved - PH
  - Seconded - Bree
  - Passed - Yes
- ACTION: Jules to respond to Nick Bradley, accepting the plan.

### 4.3 - Run-through of outstanding Actions - Paul H:

- Mel Estinel is going to continue the commemorative tree project in memory of former teacher and parent Verde Barton.
- Other Outstanding Actions were discussed and updated accordingly.

### 4.4 - Furniture for the staff room - Jules:

- Jules proposed to invest some of our furniture budget on staffroom furniture, to improve the environment for staff use and break-time.
- Board agreed this is a good idea and within Jules' delegation to decide and arrange.

#### 4.5 - Staff Christmas function - Jules:

- Emma and Claire are looking at options for end of year staff function.
- Bree is going to look into funds for this and advise.

#### Meeting Transition to Incommittee {if not required, remove this table}

##### MOTION

- 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.
  - Moved - PH
  - Seconded - Jules
  - Passed - Yes

The board moved to Incommittee at 9:30pm.

The board returned from Incommittee at 9:55pm.


Standard Monthly Motions:	Moved by:	Seconded by:	Passed:
The board accepts the Principal report tabled for the meeting of 16th August 2023.	Paul H	Bree	Yes
The board accepts the Monthly Financial report tabled for the month of July 2023.	Paul H	Jules	Yes
The board accepts the Monthly Financial report tabled for the month of June 2023.	Paul H	Jules	Yes
The board approves and ratifies the board minutes dated 19th July 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"><li>- Learning support, inclusive education and Maori education success</li></ul>	Paul H	David	Yes

Action(s) items from previous minutes:	Who	Status
- Review June 2023 financial report and confirm	Bree	Pending

acceptance, move for the board to formally accept the report.		
- 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 to check bus policy and advise the board if there are any concerns.	Paul	Pending
- New Principal appointment - Paul to seek media coverage for promoting the appointment of Principal McCourt.	Paul	Pending
- Board members to more formally review the Annual Plan and submit any further questions to Jules. Must align with the Strategic Plan.	All	Completed
- 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	Pending
- Jules to provide feedback to the Board on applicants for the Caretaker position and further recruitment process.	Jules	Completed
- Term Dates 2024 confirmation and publication.	Jules	Confirmed and published

Correspondence:		Table/Read	Outcome or Follow Up Action(s)
18/7/23	10 Year Property Plan - 2023/24 actions and spend. Received from Nick Bradley 10YPP Consultant/Property Manager Building and Property Management Services.	Yes	Approved. Jules to confirm to Nick.

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

<b>Meeting Opened at</b>	7:02pm
<b>Meeting Closed at</b>	9:55pm
<b>Minutes written up by:</b>	Katrina Selfe
<b>Minutes Approved by Presiding Member/Chair</b>	<div style="text-align: center;">  </div> <p>Signed:</p> <p>Date: 13 September 2023</p>

<b>Next Board Meeting Date</b>	13 September, 2023, 7pm	<b>Agenda Closes</b>	8 September, 2023
<b>Agenda Items for next meeting</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>		