



# Waitetuna School

*Together we are growing the seeds of success*

*Na too manaaki, na tooku manaaki, ka puawai mai nga kaakano*

## **1. Attendance & Welcome to February 2023 Board Meeting - 21st February 5.30 pm start**

*Amanda, Lorna, Bevan, Daniel, Sally, Bernie*

## **2. Apologies / Declaration of conflicts interests**

*Bernie attendance officer role*

*Bernie's position has been clarified by NZSTA . Bernie can take up a ten week fixed term position. This has been shared and discussed with other Principals. Bernie to visit other schools in coming weeks. This has been declared.*

## **3. Confirmation of December minutes**

*Moved by Sally Seconded by Daniel*

## **4. Matters arising**

## **6. Guests**

*Welcome - Tim Buchanan*

## **7. Correspondence**

*Board resources NZSTA - <https://www.nzstaresourcecentre.org.nz/helpforboards>*

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| <b>Governance</b>  | <b>Board code of conduct</b>  |
| <p><i>Principals report - Amanda spoke to the main points</i></p> <p><i>Shared and read by the Board. Moved by Bevan seconded Daniel</i></p> <p><i>Principal Appraisal: Pip from University of Waikato will do Amanda's appraisal for 2023 quote of \$2500, this has been accepted by the Board.</i></p> |   |
| <b>Strategic Aims</b>  | <b>NELPs</b>  |
| <i>Living Curriculum Maahanga,</i>   | <p><i>Strategic plan/Annual plan shared for 2023 moved by Sally seconded by Daniel This is shared with the Ministry by end of March</i></p> <p><i>2022 end of year data AoVs moved by Sally seconded by Bevan</i></p> <p><i>Mural : Has taken shape, covid has interrupted finishing this project, Bevan will put a protective coating on the section of mural out the front.</i></p> <p><i>Amanda and Lisa continue to work with painter on this project. Aiming for completion at the end of 2023.</i></p> <p><i>Discussion on the moana section of the mural after some draft/ideas were put forward</i></p> |
| <b>NELPs</b>   | <i>Keep these as our overarching focus as expected by MOE</i>   |
| <b>Personnel</b>   |   |
| <i>Whanau Ora Whaingaroa Kahui Ako</i>   | <i>Bernie's role (see declared conflict of interest)</i>  |
| <i>New teacher aides</i>   | <i>Hannah Sleeman and Amy Ross employed</i>   |
| <b>Marketing</b>   |   |
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| <b>Finance</b>   | <i>All payments and reports moved by Daniel, Second Bernie</i>  |

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| <p><b>Finance - Daniel</b></p> <p>Chromebooks</p>       | <p>Approve end of December 2022 direct credit payments, including Dec 2022 Credit Card payments</p> <p>Approve January 2023 direct credit payments, including Jan 2023 Credit Card Payments</p> <p>Approve February 2023 direct credit payments including Feb 2023 Credit Card Payments</p> <p><b>Principal and Board Chair signed and approved SAAR report</b><br/> School Annual Accrual Report, (02071) Waitetuna School<br/> School Year: 2022 Accrued: 28-Jan-2022 to 27-Jan-2023</p> <p>Going to hold off on purchasing these and see how many we may need when lease runs out.</p>  |
| <p><b>13. Policies To review</b></p>                    | <p>Board has reviewed all policies accepted and moved by Sally Second Bevan</p>  |
| <p>Emergency preparedness as a standing agenda item</p> | <p>Cyclone debrief, School closed for one day - Ministry notified, ministry approved this under official education act and this day does not have to be made up. No choice but to shut with the situation - No power, Internet down, landlines down, flooding, roads closed. Looking into the purchase of a generator as a back up for school and community.</p>   |
| <p>Board responsibility/ expectations</p>               | <p>Policy</p>  |
| <p>School Planning and Reporting - assurances</p>       | <ul style="list-style-type: none"> <li>• Assure the board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March. Seen and discussed</li> <li>• Ensure that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.</li> <li>• Assure the board that the school charter/strategic plan and annual report will be available for public view.(copy held in staffroom)</li> </ul> <p>Equal Employment Opportunities</p> <ul style="list-style-type: none"> <li>• Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).</li> </ul> <p>Healthcare</p> <ul style="list-style-type: none"> <li>• Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.</li> </ul> |

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| <p><b>LEGISLATION AND ADMINISTRATION POLICY</b></p> <p>Student Attendance<br/>Enrolment<br/>Privacy (board)<br/>Official Information Requests (board)<br/>Uniform / Dress Code</p>  | <p><i>Approved - see above</i></p>  |
| <p><i>Health and Safety</i></p>   |   |
| <p><i>Maintenance register</i></p>  | <p><i>Trees - checked by arborist - two years since they were reviewed. Lost one in the cyclone.</i></p>  |
| <p><b>Property</b></p>  |   |
| <p><i>Pilot Project - Painting and Maintenance</i></p> <p><i>Solar power proposal</i></p> <p><i>Groundwork project for artificial turf</i></p> <p><i>Water tank</i></p> <p><i>Playground addition</i></p> <p><i>Blinds for the Junior and Middle Rooms quote</i></p> <p><i>Trees</i></p> <p><i>Larger Mail Box</i></p> <p><i>Trampoline - health and safety guidelines, rules, where is it going?</i></p> | <p><i>Still waiting to hear from MOE on where Waitetuna School sits</i></p> <p><i>New quote to come for Solar package, wait and see as initial quote was too high and returns seemed unattainable</i></p> <p><i>Gallagher trust funding to help with the turf around wooden stepping stones, not enough funding to cover ground set up and installation, Bernie to follow up on a lead to use local people to do ground work.</i></p> <p><i>Second water tank- waiting for approval from MOE</i></p> <p><i>Work has started on the Playground additions</i></p> <p><i>Quote for Junior and Middle rooms \$1300, board approved purchase of blinds. Amanda Move Sally Second</i></p> <p><i>Bevan will take a look at what work there is to remove tree stump after cyclone. Amanda will get an arborist to give our trees a health check.</i></p> <p><i>Need to talk to Hubby rural delivery if we can move mailbox and have a bigger one</i></p> <p><i>Playground contractor has quoted around \$500 to dig a trampoline hole. Discussion around whether to dig trampoline in because of the clay soil would it flood the hole? Or concerns around it sitting on the ground though - higher risk and needing to be secured. Drainage to be considered further. Amanda and Bevan will do a walk around to scope out a suitable spot.</i></p> |

*Meeting Closure 7.40pm*

*Board Self Review -*

*Board Meeting dates for 2023*

*21st March 2023*

*23rd May 2023*

*20th June 2023*

*8th August 2023*

*12th September 2023*

*24th October 2023*

*5th December 2023*

*Signed by \_\_\_\_\_ (Presiding Member)*