



# 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 Board Meeting May 2025**

*Amanda, Lorna, Bevan, Sally, Bernie, Tim*

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

*Daniel - apologies*

## **3. Confirmation of April 2025 minutes**

*Moved by Sally Seconded by Bernie*

## **4. Matters arising**

*None*

## **6. Guests**

*Ken Boggs*

## **7. Correspondence**

*Chorus letter - discussed, in regards to land line closure*

*Reporting to parents MOE email*

<b>Governance</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 Bernie,</i></p>	
<b>Strategic Aims</b>	
<i>Living Curriculum Maahanga</i>	<p><i>Strategic plan/Annual plan shared progress - new curriculum implementation continues to be huge focus</i></p> <p><i>Teacher only day Maths Curriculum - planning focus which will be interesting</i></p> <p><i>Name for our new learning space - signage completed - Ngaa Hua o Te Miro and room names</i></p> <p><i>Structured Literacy PLD - MOE - Robyn - tier 2 and 3 students</i></p> <p><i>Kapahaka uniform designs,- Kakahu Outfitters \$3800 Quote</i></p> <p><i>Aramiro Award designs, still in discussion with the Pa, designs still to agree on</i></p> <p><i>Board requirements for English and Mathematics curriculum</i></p> <p><a href="https://newzealandcurriculum.tahurangi.education.govt.nz/nzc---english-years-0-6/5637239089.p#English">https://newzealandcurriculum.tahurangi.education.govt.nz/nzc---english-years-0-6/5637239089.p#English</a></p> <p><a href="https://newzealandcurriculum.tahurangi.education.govt.nz/nzc---mathematics-and-statistics-years-0-8/5637238338.p#MathsandStats">https://newzealandcurriculum.tahurangi.education.govt.nz/nzc---mathematics-and-statistics-years-0-8/5637238338.p#MathsandStats</a></p>
<i>Invitation to Barbara Kruiger</i>	<i>Was very worthwhile, has already spoken the Minister and said that ORS funding child specific</i>
<i>Chorus copper line closure - possible options</i>	<p><i>KiwiVoip, getting us a quote through Satplus phone installation and quote to come from Overhead electrical, including generator purchase.</i></p> <p><i>Starlink</i></p>
<i>Reporting to parents</i>	<p><i>Edge, their school report format not ready</i></p> <p><i>Shared a report format Leadership created</i></p>

<i>Update on community CCTV camera</i>	<i>Tim still investigating options, needing a quality camera setup which can be expensive</i>																								
<i>Wellbeing Google form</i> <i>Staff Do - mid year</i>	<i>Amanda discussed</i>																								
<i>Parent portal</i>	<a href="https://www.education.govt.nz/parents-and-caregivers/schools-year-0-13/understand-your-childs-learning">https://www.education.govt.nz/parents-and-caregivers/schools-year-0-13/understand-your-childs-learning</a>																								
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<p><b>Finance</b> - Daniel</p> <p>Funding applications - prioritise projects</p> <p>Coffee machine purchased</p> <p>Annual financial statement 2024</p>	<p>2025 April/May payments including 2025 Credit cards moved Tim Second Sally</p> <p>Application specifically directed to learning programmes and waiting on applications for funding for pump track, phase 2 playground</p> <p>Got an excellent buy through Noel Leemings</p> <p>Draft end of year financial report - moved Sally second Bevan - auditors have sent final adjustments back to Bizworks to confirm annual statement for 2024</p>
<b>13. Policies To review</b>	Board has reviewed all policies accepted and moved by Tim Second Sally
Emergency preparedness as a standing agenda item	Lockdown - Wednesday - 10.50am
AI - Artificial Intelligence use policy	Emphasising critical thinking, and limited use at primary school
First Aid	
Inclusive School Culture	
<p>Learning Support</p> <p>Identifying Learning Support Needs</p> <p>Providing Learning Support</p>	These policies were all in one but have now been made into three separate policies
Assurances	<p>Safety checking and Police Vetting - Assure the board that all children's workers employed or engaged by the school have been safety checked before appointment.</p> <p>Confirm that children's workers have been safety checked as required within 3 years of the previous check.</p> <p>Assure that any non-teaching staff (who are not registered teachers or hold a limited authority to teach) are police vetted, and any contractors and their</p>

	<p><i>employees have been police vetted if they may have unsupervised access to students during normal school hours.</i></p> <p><i>Confirm that police vets have been completed every 3 years.</i></p> <p><i>Teaching Staff - Assure the board that all teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.</i></p> <p><i>Performance Management - Assure the board that the school manages the performance of staff according to employment agreement requirements.</i></p> <p><i>Confirm that the board complies with mandatory reporting requirements to the Teaching Council.</i></p> <p><i>Appointment Policy, Staff Conduct, and Professional Development - Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities.</i></p> <p><i>Confirm that supporting policies for induction, staff conduct, and professional development are being implemented.</i></p> <p><i>Employment Policy and Equal Employment Opportunities</i></p> <p><i>Assure the board that the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.</i></p> <p><i>Child Protection and Abuse Recognition and Reporting</i></p> <p><i>Assure the board that the Child Protection policy is in use, is being implemented correctly, and is publicly available.</i></p> <p><i>Assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.</i></p> <p><i>Curriculum and Student Achievement Policy</i></p> <p><i>Assure the board that teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements.</i></p> <p><i>Assure the board that the school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths; or pānui, tuhituhi, and pāngarau.</i></p> <p><i>Cellphones and Other Personal Digital Devices</i></p> <p><i>Assure the board that the school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.</i></p>
<i>Health and Safety</i>	
<i>Property</i>	

<i>Pilot Project -</i>	<i>Been going well, staff wanting a fire pit, investigating the purchase of safe fire bricks</i>
<i>5YA projects - Project Manager</i>	<i>Drainage and covered deck - project management quotes for 5YA projects - Rebecca approved, paper work with the MOE</i>
<i>Pump track</i>	
<i>Shade cloth</i>	<i>Shade cloth has been installed</i>
<i>Funding for additional new high jump mat</i>	<i>Funding has been found and mat been ordered</i>
<i>Extension of Senior room bag bay walls</i>	<i>Quote has been sought - \$3900 from Damian- Solid Wood Building, includes ply materials travel and labour, more inquiries needed</i>
<i>Back up generator and starlink/kiwi voip</i>	
<i>Fencing Totara Grove</i>	<i>Has been partially fenced</i>

<i>2025 Meeting dates</i>	
<i>Board Self Review -</i>  <i>Board Meeting dates 2025</i> <i>20th May</i> <i>24th June</i> <i>5th August</i> <i>9th September further dates to be set when new board has started</i>	

*Board meeting finished at 7.25pm*

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

