

WHENUAPAI SCHOOL
BOT of Trustees Meeting Minutes
Wednesday 19 September, 2018



Present: Mike Leonard (Chair), Raewyn Matthys-Morris, Carla Veldman, Paula Pusich, Tineke Joustra, Michael Farac and James Hutchins (via phone).

Apologies: Nil.

Inattendance: Alan Curtis with speaking rights

Meeting opened at: 6.01pm

DOI: Nil

Mike welcomed everyone present at the BOT meeting.

(1): ADMINISTRATION:

(1.4): Confirmation of Minutes:

- BOT Minutes dated 1 August, 2018: (Note: This was an emergency meeting held to address the national Teachers and Principals' Strike Action and Out of Zone enrolments).
- BOT Minutes dated 22 August, 2018.
Moved: Mike - that the minutes dated 1 August, 2018 and 22 August, 2018 are accepted as a true and correct record of these meetings.
Seconded: Paula
Passed.

(2): GUEST SPEAKERS:

- Nil.

(3): DECISIONS:

(3.1) Principal's Report:

- Raewyn asked the BOT if they had any questions arising from her Principal's Report. The year 7/8 briefing paper has been moved out of her report to discuss later in the meeting.

(3.2) Motion -

- Alan advised Raewyn that she does not need the BOT to ratify the appointment of 2 new staff members (starting term 1, 2019).

(3.3) Motion -

Moved: Raewyn - that the BOT approves the gift contribution of \$10 per year, after two years service, to continue for leaving staff members.
Seconded: Tineke.
Passed.

(3.4) Motion -

Moved: Raewyn - that the BOT approves making OOZ (Out of Zone) positions available in years 5-8, as per the data in the Principal's Report.

Seconded: Mike.

Passed.

(3.5) Motion -

Moved: Raewyn - that the BOT accepts the Principal's Report.

Seconded: Michael.

Passed.

(3.6): DECISIONS - BOT of Trustees Community Communication:

- The BOT discussed creating positive and transparent future communications with the community.
- Alan would like the BOT to raise their level of communication with the parent community. He has suggested that it would be beneficial to send out a BOT newsletter once per term due to the level of community interest.
- Michael would like the community to be directed to where they can find BOT meeting agendas and the public minutes.
- The BOT would like to inform parents about their Board roles and responsibilities, and how to contact them if they have any issues.
- Facebook: The pros and cons of using this social media option were discussed. There are concerns around this being very time consuming for the staff member appointed as the Facebook Admin, which will add to their workload keeping the page current with school information and moderating comments. Carla made the suggestion that it may be useful to contact other schools who already have a Facebook page and ask them how much time is involved in managing their Facebook page and who has the responsibility for this. Alan shared that he felt that school Facebook pages were very helpful, however the decision whether to have one would be a management decision, not governance.
- Mike would like the conversation around BOT community communication to continue at future meetings.

(4): STRATEGIC PLANNING:

(4.1): Briefing Paper - Year 7 & 8 Students:

- Raewyn thanked Karl and Alisha for attending this meeting to present their report and to answer questions from the BOT.
- Discussion around how to retain year 7/8 students. Currently there is a retention rate of around 50% of year 6 students staying at Whenuapai School for year 7/8. Raewyn shared that the accessibility of public transport in the area and the location makes it easy for students to attend intermediate schools.
- Alan stated that the MOE might have information about how many year 7/8 students live in the Whenuapai School zone and out of this number how many attend the school.
- Michael asked Raewyn if there has been any feedback from secondary schools on how our students perform who leave after year 8. Raewyn about to collect data again across 12 COL schools.
- Yr 7/8 reporting: In Term 1, 3-way conferences are held. Mid-year and end of year formal reports are issued.
- Karl has suggested that if parents have questions around the year 7/8 programme being offered at Whenuapai School or want to make an informed decision and keeping their child at this school, that they should be directed to discuss this with Alisha or himself.

- Mike asked Karl what actions the BOT could take to realise their vision for the year 7 /8 programme. Karl stated that one of the difficulties that the school faces is in having low numbers in this cohort. If there were an increased number of students and teachers, the school would be able to offer a more robust programme.

(4.2): Bullying Strategy Report:

- This report was co-constructed across all teams, as the needs in the year levels differ. Underpinning this is PB4L (Positive Behaviour for Learning) and the MOE frameworks.
- PB4L has started to make an impact on the students.
- Whenuapai School has a draft Minor / Major Behaviours document, which as been developed specifically for the school by the MOE.
- Students will be doing the "Keeping Ourselves Safe" programme every year.
- Staff will keep unpacking with children "*what is bullying?*".
- Bully Ballots have resulted in a positive impact on behaviour.
- The eTAP student management system helps identify where the problems may lie that need to be addressed. Incident numbers are recorded.

(4.3): Out of Zone Enrolments:

- Discussed. See Motion 3.4.

(5): MONITORING:

(5.1): Fianance Report:

- The August financial reports were discussed. Note: The summary IWS accounts do not add up, due to 'human error'. The IWS only came in after the budget was set.

Moved: Raewyn - that the BOT accepts the Finance Report.

Seconded: Michael.

Passed.

(5.2): Health and Safety:

- Report received from the Caretaker.
- The PTA were acknowledged at this meeting for providing the school with bark and sand.

(5.3): Property:

- Michael and James have formed an 'unofficial' property sub-committee.
- Work on leaking roofs will be undertaken over the school holidays, and drainage over the end of year break.
- Discussion around prioritising the refurbishment of the toilet blocks and cost (approx \$60,000).
- There is money in the budget for property repairs / refurbishments. James, Carla, Michael and Raewyn will get together to identify areas that need work and price up. They will then present this information to Colin Tucker.

(5.4): School Docs:

- Raewyn stated that the School Doc policies are fairly generic - it is the procedures that sit behind them that are specific to the school.
- **Behaviour Management Policy:**
- Discussed.
- Raewyn shared that the behaviour concept is driven by PB4L (prevention).
- **Complaints Policy:**
- Discussed.

- Alan asked Raewyn if there is a record kept of formal / informal complaints. It was explained that teachers discuss any complaints at leadership meetings and keep notes through the meeting minutes. There is no specific document for recording complaints.

(6): ADMINISTRATION / CORRESPONDENCE:

Inwards:

(6.1 - 6.7) : WSBOT Emails:

- Emails have been responded to (Mike / Alan).

(6.6): 25 June 2018:

- Requests have been received for corrections to be made to the 25 June public meeting minutes. At the time of this meeting the 25 June meeting minutes have not been tabled with the board for approval of the amendments.

Outwards:

(6.9): Letter to Parents from LSM.

Moved: Tineke - that the Inwards / Outwards Correspondence is accepted by the BOT.

Seconded: Paula

Passed.

This meeting closed to the public and went into committee at: 7.26pm.

NOTE: The BOT meeting dates for the remainder of the 2018 year are as follows:

- Wed 24 October, 6.15pm. (strategic planning for 2019).
- Wednesday 21 November, 6pm. This will be the final BOT meeting for 2018.
Note: change of meeting date - previously scheduled for 28 November.
- Alan has suggested that BOT meetings start early in January 2019.

These minutes are a true and correct record of the Whenuapai School BOT of Trustees meeting held on Wednesday 19 September, 2018:

Signed: _____



Mike Leonard: Chairperson
Whenuapai School Board of Trustees

Dated: _____

21 Nov 2018