



Meeting Opened 1741 hrs

1. ADMINISTRATION

1.1. Present

Kylie Haskins (Chair), Raewyn Matthys-Morris (Principal), Kim Weston, Kirsten Benton, Jelena Nasmith, Carla Veldman (DP), Maureen Mason (Staff Rep)
Janine Pratt from 1750h

Guest speakers:

Nil

1.2. Apologies

Jane McLean

1.3. Declaration of Interests

Nil tabled.

KH welcomed Kim & Kirsten to their first monthly meeting. She has provided their induction package; and outlined some other activities to ensure they are properly skilled and enabled.

1.4. Confirmation of Minutes of Previous Meeting

Minutes of the previous meeting were reviewed.

Action items from previous meetings were discussed, updates tabled at end of these minutes.

Motion: KH moved that the minutes of the 27 Mar 17 meeting be accepted.

Seconded: JN

All in favour. Carried.

2. Guest Speakers

Nil

3. DECISIONS

3.1. Principal's Report

Principal's report was tabled by RMM, in DropBox.

NAG 1 NEST

RMM advised that there had been good attendance at the positive puberty parent meeting. Positive feedback was also received. NEST company met the appropriate tone/content for WS pupils. When they received questions that were outside their scope they comfortably advised the students to take these home instead.

NAG 1 Educational Psychologist

First Richard Baines meeting with Yr 3&4 cohort was held today. Richard will return in a fortnight. As part of his role he will provide an example of a situation and analysis of how it was/could be dealt with. Richard & the teachers involved were positive that it was going to be an effective tool.

NAG 2 Strategic Plan

RMM highlighted that there were sections of School docs due review this term by the Board as tabled in report.

Sera T has been particularly effective in the sick bay and is praised for it.

Bike track opening 1230 on 2 Jun with sponsors and light lunch.

NAG 2 COL

Carla stated that the COL is finalising the achievement challenge. It will be based on student achievement data and students' self-review/survey. They have targeted areas to investigate further.

The content is being broadened to meet cultural considerations. Then will submit the challenge to Ministry.

Richard Baine will be the COL Ed Psych

NAG 1 Sharon's Term 1 SENCO report

As tabled in DropBox. Puts perspective on the busyness and complexity of the role and outlines what has been achieved. There is a large volume of documentation required when applying for support through the various external agencies.

The Yr 3&4 cohort is acknowledged as containing an unusual cluster of children with needs.

Richard Bain provided a useful flow chart of all the agencies that school can access for additional support. The Yr3&4 cluster has already accessed all options as appropriate on the chart. However, for one student, it did take 5

applications to get ORS, and only made it through the 5th time due to parents' legal application. An ORS application takes days to generate, then if declined have stand down period before we can submit a new application.

At other end of spectrum SENCO also looks after ESOL, Gifted and Talented, and teacher aide development. Funding applications usually complex; must be readjusted as hours nominally funded don't meet the standard hourly rate, nor include gst and holiday pay... Plus the funding often lags the behind the start date.

NAG 4 Property

Now need \$232,100 per year for updated cyclic maintenance. This has come about as a result of 10yrs of minimal maintenance. Some elements may become obsolete if the Ministry plan for expansions occurs. As such the cyclic maintenance plan will be updated regularly.

PB4L

Intent is to encourage families around PB4L in order to actually start changing the culture.

Kendra from PB4L has talked to teachers and some children to collect Baseline data. Questioning was around school values; less than half staff could name them, and this transferred in to the children, particularly younger years. Therefore this is great starting point. Everyone needs to know what the values are and what they mean.

Also questioned what problem behaviours they wanted to remove – target top three. Then identify positive version of the behaviour and what value would this come under.

Respect others, respect yourself, and respect the environment came up as the common themes. Then next step is to get children to do this value identifying activity too. It is acknowledge that this will drive new values again, but will follow through with these. Aim for consistency between teams so whole school is in line with each other.

BoT was questioned whether or not the behaviours were acceptable. It was confirmed that it wasn't and pleased it was now being targeted for improvement.

Whilst the unacceptable behaviours have come from outside the school; they haven't necessarily been corrected in the past – which leads to some acceptance.

Aim is also to also get the senior school to be involved leading the juniors. Such as starting the week with a full school assembly and value.

Parents to be kept informed through the newsletter. Currently still called PB4L until there is enough understanding to provide WS own name/branding. However as it is starting to roll out in the classrooms, the pupils could already be advising their parents.

Motion: RMM moved that the Principal's Report be accepted as tabled.

Seconded: KH
All in favour. Carried.

3.2. Uniform – Argyle On-line

Not suited to last minute uniform purchases; which is a common requirement. Otherwise is a good concept.

Saves carry such a high stock on school accounts. Good opportunity to clear out the old stuff being held (with out of date material) that don't sell.

Would need sizing stock held at school to work smoothly.

Could keep the useful back up stock items on hand? Hats and fleeces.

Action: RMM to investigate sizing stock, delivery time to Whenuapai (rural), and back up stock.

4. DISCUSSION POINTS

4.1. Letter to Community

Draft letter to the community was discussed.

JP to continue working on letter with JM and share the discussion from the BoT meeting.

4.2. PTA update

JN provided update on latest PTA efforts.

Mathathon last week.

Quiz night is 30 June is the big activity this term. Will invite school sponsors (if can identify them). Selling tables.

BoT and staff not expected to be there but could have a table.

All last year's money has now been spent. This year's wish list is being updated for next PTA meeting.

Looking at big items now like sunshade. Previously spent a lot of money on sports, now looking at non-sports items.

PTA runs a closed group on Facebook to get the irregular volunteer helpers in to run activities.

Breakfast club, previously run by Veronica Henderson, now Ali Oliver but wants to retire end of term. WeetBix and milk donated by Sanitarium, still clarifying rest of content. Anything further would need PTA approval and funding.

Sponsor for sports uniforms identified and met with. Starting to generate a wish list of uniforms. The sponsor plans to do grant funding requests then cover any shortfall personally.

5. MONITORING

5.1. Finance Report

Mar meeting with LE clarified coding elements further.

Both the Mar and April outturn reports have been uploaded.

LE assistance has been beneficial.

It was noted that it wasn't clear if the PTA adjustment was made, especially with purchases – will check for next month.

Bike sponsorship contributions don't show up in the summary. But is coded specifically in the detailed report.

5.2. Health and Safety

Continues to be discussed weekly at staff meeting.

Ian is health and safety minded – e.g. Trip hazard of warped cobbling identified – but is a big job to rectify; awaiting 5yr plan. This is on the PTA list too – but could be working bee.

Awaiting 5YA to be accepted. Then the build/development master plan.

Playground equipment audit identified worn links – will need to be replaced.

Could apply to Waitakere Trusts, but don't currently, Kirsten has experience doing this. Need quotes in from caretaker. And need to be able to cover the delta if the grant is only a partial one.

5.3. Property

Discussed that the building WOF had been renewed and displayed.

Prefabs

Contractor visited site to install prefabs, further preparation required to be completed before install. Refurbishment (external and internal) plans are also being questioned as their appearance is lack lustre. Ministry still yet to respond.

6. ADMINISTRATION/CORRESPONDENCE

6.1. Email Correspondence

Monthly emails filed In May 2017 meeting folder.

Date	Sender	Subject
8 May	Mike Beale	Whenuapai School – Cycling Programme BOT Update

6.2. Postal mail

In the pigeon hole for circulars and magazines.

7. MOTION TO EXCLUDE PUBLIC

Standing motion to exclude public for In Committee discussion to protect the privacy of the individual/s exercised. Refer In-Committee minutes.

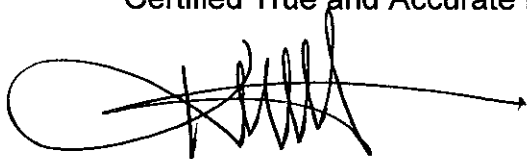
Moved by KH
Second RMM

8. MEETING CLOSURE

8.1. Meeting closed 1906 hrs

8.2. Next meeting 26 June 2017

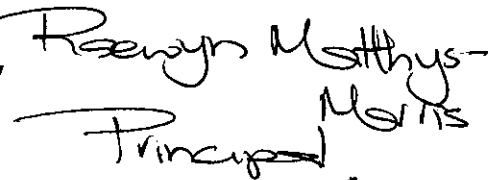
Certified True and Accurate Record of Meeting



Kylie
Chair

Haskins

Darryn Welham
Secretary



Raelyn Matthews
Principal

NEW ACTION ITEMS ARISING FROM THIS MEETING

Month	Item	Who	Action
May 17	3.2	RMM	Investigate sizing stock, delivery time to Whenuapai (rural), and back up stock.

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES

OUTSTANDING ACTION ITEMS FROM PREVIOUS MINUTES				Status at 22 May 2017
Month	Item	Who	Action	
Feb 2017	1.4	Tony Hitchcock	Research how much our most recent sponsors have paid so they can be contacted.	Nil update this month.