

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 10th April 2024; 6:30pm
Staff Room



PRESENT	Principal Jules McCourt, Bree Atkinson, David Cooper, Melissa Estinel, Katrina Selfe, Paul Roest, Presiding Member Paul Heagerty, Sharon Hartley (granted speaking rights as non-voting Meeting Minutes Secretary for Terms 1 and 2 and expert presenter).
APOLOGIES	n/a
ABSENT	n/a
GUESTS/OBSERVERS	Chelsea Brown, Mim Rushworth (Mim was granted speaking rights to deliver her expert presentation as per Item 3.2), Shelly Curreen.

Karakia E te hui Whāia te mātauranga Kia mārama, Tu māia, Tu kaha, Haumi e, Hui e, Tāiki e!	Opening For this gathering. We seek knowledge for understanding. Stand tall, be strong. Join together; it is done!
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Regular Monthly Motions:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 13th March 2024 as a true and accurate record of the meeting.	Paul H	Jules	Yes
The board accepts the Principal's Report tabled for the meeting held 10th April 2024.	Paul H	Katrina	Yes
The board accepts the Financial Reports tabled for the period ending 31st March 2024. - See Item 4.2.	n/a	n/a	n/a

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

1.0 Cultural Capabilities

To improve the capability of the school to create a culturally responsive learning environment that recognises, supports, celebrates and learns from all of the cultures represented amongst our ākonga and whānau.

Paul H opened the meeting with a big thank you to Jules and to Becky and Serena, staff, students and helpers for organising and hosting the School's centenary event. Great feedback received on the day from many past school pupils, board members and whānau.

No decision making related items uniquely related to this section for this meeting. The Principal's report (item 3.1) includes updates on school activities relating to this area.

2.0 Hauora

To acknowledge, support and strengthen the Hauora of all Waitoki School learners, staff and whānau.

No decision making related items uniquely related to this section for this meeting. The Principal's report (item 3.1) includes updates on school activities relating to this area.

3.0 Local Curriculum

To provide ākonga with a robust, relevant, exciting and refreshed local school curriculum, developed from Te Mātaiaho (the refreshed New Zealand Curriculum for full implementation by 2027) and with our community.

3.1 - Principal's Report - Jules

- Paul H - as per Agenda, "taken as read", as the report was provided to the board last week.
- Jules - Zones of Regulations info evening has been scheduled - Teacher Aides invited to attend but it is up to them as it is out of school time.
- Jules - a board member asked if they could attend an upcoming Staff PD session. Jules declined and provided reasoning.
- Jules - several classroom roof replacements scheduled during Term 1 holidays. The black tubing on top of Ruma Wha and Ruma Rima - we think it is for heating but does not work/not in use. Do we want it removed or replaced? Discussion - all agreed that it is removed and not replaced.
- Katrina - Camp Yr7/8, May, 2025 - Katrina has provisionally booked Lakewood Lodge for next year. Request presented to the board to approve pre-payment of deposit. Board discussed this; the board universally supports the Camp being booked.
 - MOTION - That the board approves payment of a deposit to Lakewood Lodge of up to \$3,000 for the Year 7/8 camp booking for 2025.
 - Moved - Paul H
 - Seconded - Bree
 - Passed - Yes
 - MOTION - That Bree, as financial representative, be delegated by the board to decide on any reasonable increase to the deposit should it be needed (e.g. pending final student numbers to be booked).
 - Moved - Paul H

- Seconded - David
- Passed - Yes

3.2 - Expert Presentation - Mim Rushworth and Sharon Hartley - English.

- Sharon and Mim presented an update on the English curriculum program.
- It was noted that in terms of reporting to parents, the school is using the new progressions.
- Jules thanked Sharon and Mim for their hard work and efforts to date.
- The board acknowledged that the evidence and information shared is aligned with achieving Goal Three of the strategic and annual plans.
- Discussion regarding availability of fundraising money for more teaching resources. Paul H reminded Jules of her delegations regarding unbudgeted expenses, so Jules can decide on needs/spend regardless of fundraising, within those delegations.
- The board shared its support for investment in this curriculum area and for Waitoki School's learners.
- Paul thanked Mim and Sharon for their presentation and continuing efforts in this important curriculum area.

Mim left the meeting at 7:20pm.

4.0 Stewardship

Property, Finance, Fundraising, Health and Safety, HR, Policy Reviews.

4.1 - Draft 2023 Annual Financial Statements - Bree

- Bree has some questions regarding the Annual Statements and will confer with Claire and Lata, the school's accountant.
- Bree would like to meet with the auditor before they issue recommendations, particularly to understand the 'why' of the adjustments. Paul H confirmed that school policy provides Bree with the delegation, in partnership with the Principal, to discuss the audit with the auditor.
- Paul H to advise Claire of corrections to be made to the BOT member details listed for the 2023 year.
- Paul H shared the process of the audit for board understanding.
- As per Bree's questions, the 2023 Annual Financial Statements were not approved by the board at this stage. Approval is pending further update from Bree.
- ACTION - Bree to confer with Claire and Lata and advise the board if/when 2023 Annual Financial Statements are ready for board approval.

4.2 - March 2024 Finance Reports - Bree/Jules:

- Bree highlighted some expense items that were tracking over-budget or have nearly consumed the 2024 budget, including Security call out fees, insurance, water, teachers resources.
- Bree addressed some coding errors also, which will be corrected.
- Bree has questions regarding a \$30,000 discrepancy of the expected surplus/deficit between different reports.
- ACTION - Claire to provide an amended report for board approval at the next meeting.

4.3 - Term 1 Board Assurances - Jules

- Jules tabled a list of assurances, Term 1, 2024. It will be in the folder and in board notes.
- ERO has provided additional board assurances for Paul H and Jules to sign. Jules tabled this for board review; "Board Assurance Statement and Self Audit Checklists January 2024 - Amendment". Paul H and Jules signed the document and Jules will send it back to ERO.
- Board agreed that in future Jules can include the Board Assurances in the Principal's report for the relevant meeting as per the Board Work Plan.
- Bree talked about the NETSAFE website and advocated that Jules consider this, as it would be a great resource for the school to use.

4.4 - Board member portfolios Delegation documents - Paul H

- Board reviewed and discussed the draft "Finance" delegation document. Agreed that this delegation acts as an "Interpreter" for the board on the school's financial performance/position. Some refinements to be made by Bree, ensuring alignment with existing policies.
- Board reviewed and discussed the draft "Cultural Capabilities and Inclusion" delegation document. Paul to work with Melissa on refinements.
- All draft Delegations documents, including "Hauora", "Fundraising" and "Property", to be shared (again) two weeks prior to the next meeting so board members can review and comment before the next meeting.
- Important for board delegations to reflect the delineation between the board's accountabilities for governance, legislated obligations and monitoring, and management/staff responsibilities for actions and reporting.
 - ACTION - Paul to seek further guidance from NZSTA regarding board delegations.

4.5 - NZSTA Webinar - Monitoring & Reporting - Paul H

- Paul H attended "Monitoring and Reporting" webinar last week.
- Paul H encouraged board members to watch the Health and Safety webinar/videos. Invest the time each term to do at least one webinar per term. There are lots of pre-recorded webinars. Please do the H & S webinar as a minimum given the board's obligations in this area.

4.6 - Incommittee Meeting - Paul H:

- MOTION - see table below

Meeting Transition to Incommittee

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 - Paul H
 - Seconded - Jules
 - Passed - Yes
- Move that Sharon Hartley, Waitoki School Associate Principal, be permitted to remain at this meeting after the public has been excluded whilst the board discusses personnel matters

because of her role as board Meeting Minute Taker.

- Moved - Paul H
- Seconded - Jules
- Passed - Yes

Board moved to Incommittee at 8:35 pm.


Board returned from Incommittee at 9:43 pm.

Action(s) items from previous minutes:	Who	Status
<ul style="list-style-type: none">- Paul H to propose Fundraising Objectives for 2024, drawing on board discussions at 13th March meeting.<ul style="list-style-type: none">- Paul H presented these verbally. Bree had some further thoughts. To be discussed before the next meeting.	Paul H	Pending
<ul style="list-style-type: none">- Request for bus access for non-qualifying students - Paul H to check bus policy and advise the board if there are any concerns.<ul style="list-style-type: none">- Jules completed this March 2024.	Paul H	Completed by Jules, March 2024.
<ul style="list-style-type: none">- New Principal appointment - Paul H to seek media coverage for promoting the appointment of Principal McCourt.<ul style="list-style-type: none">- Jules and Paul have discussed and decided to withdraw this Action.	Paul H	Action to be Withdrawn.
<ul style="list-style-type: none">- David to discuss the timing of the next community survey with Jules and shift to Google Forms platform.	David	Scheduled

Correspondence:	Table/Read	Outcome or Follow Up Action(s)
<div></div> <div>- n/a</div>		

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

Meeting Opened at	6:30pm
Meeting Closed at	9:45pm

Minutes written up by:	Sharon Hartley
Minutes Approved by Presiding Member/Chair	 Signed: Paul Heagerty Date: 15th May 2024

Next Board Meeting Date	Wednesday 15th May 2024; 6:30pm	Agenda Closes	Friday 10th May 2024
Agenda Items for next meeting	<ul style="list-style-type: none"> As per Work Plan. 		

CONFIRMED