



Board of Trustees Meeting – Monday 11 February 2019

Present: Stacey Honeywill, Beatrice Lee, Antony Deaker, Tristan Port, Katie Peppercorn

Apologies: None, but the Board will welcome Rebecca Williams to the next meeting as the staff representative.

NOMINATE CHAIR OF THE BOARD OF TRUSTEES

Motion: That Antony Deaker holds the position of Chair until May 2019.

Moved: Katie Peppercorn **Seconded:** Beatrice Lee - carried unanimously

MINUTES OF THE LAST MEETING

Motion: That the minutes of the last meeting are accepted.

Moved: Tristan Port **Seconded:** Beatrice Lee- carried unanimously

CORRESPONDENCE

Decile re-examination was conducted and the increase was declined.

Motion: That the correspondence was received.

Moved: Antony Deaker

PRINCIPAL'S REPORT

Class size increase and new teachers- Discussed how higher levels have a larger number of students than the lower levels. With the arrival of new entrants, some students will be moved up in Term 3.

Learner Agency PD- Stacey discussed the benefits of this form of teaching, the PD the teachers undertook and how the teachers are incorporating this methodology into their classrooms incrementally. Stacey will monitor progress and inform the BOT accordingly.

Māori Whānau Questionnaire- Katie enquired into the results of this questionnaire. Stacey had received two responses but felt the low turnout was not indicative of any particular issues or concerns. She will, however, continue meeting with the māori student group and will encourage further discussions to take place at home.

Motion: That the Principal's report is received with thanks.

Moved: Antony Deaker

GENERAL BUSINESS

Draft Ero Report

Discussed a draft change that points out that the accelerated learning programme in 2017 was focused on math and that in 2018 the focus was writing, which explains the discrepancy in progress.

End of Year Data 2018

Discussed how the small number of students dramatically skews the percentages quickly based on the results of one or two students. There have also been a number of students that have arrived at the Waitati School from less than ideal previous learning environments. The main concern is around writing. In order to address this concern, Stacey undertook a data analysis of all the student's most recent writing sample of 2018 in order to ascertain the gaps. She found that surface features were the main issue and have included a plan to improve writing into the curriculum statement and target goals. Furthermore, Stacey will research the literacy gender gap and how to develop fine motor skills through play.

Motion: *That the End of Year Data is received.*

Moved: *Tristan Port* **Seconded:** *Katie Peppercorn* -carried unanimously

2019 Budget

Stacey has opted to outsource the maintaining and updating of the policy and procedures documents in order to reduce workload. Projected 2019 Budget will be out by \$8,200, however, the budget doesn't reflect anticipated reductions to the power bill. Also discussed increasing professional development budget to \$15,000 and for the Principal Appraisal 2019 to be added (\$1,500).

Motion: *The 2019 Budget be approved.*

Moved: *Antony Deaker*

Tomorrow Schools

Discussed how the recommendations will affect schools that are thriving in the current system. Concerns were brought up regarding the centralised board hub, however, benefits could be seen for centralising health and safety and property maintenance. The five-year contract for principals could also be a worry if it were to be implemented.

Strategic Plan of 2019 and Analysis of Variance of 2019

Discussed general challenges including roll growth, literacy and Year 7 and 8 retention. Suggestions made by ERO have been added to the plan. The analysis of variance was discussed and based on the data the issues have been noted. A plan has been put in place to address them and improvements will be undertaken.

Motion: *The Strategic Plan of 2019 and the Analysis of Variance of 2019 be approved.*

Moved: *Katie Peppercorn* **Seconded:** *Beatrice Lee*- carried unanimously

Principal Appraisal 2019

Discussed Stacey's goals for 2019:

- to develop and implement purposeful assessment reporting practice
- to develop and implement strategies to improve literacy and writing outcomes
- to strengthen practice to manage workload and well-being of all staff including the Principal.

Principal Appraisal 2019 will be undertaken externally by John Mackenzie.

STATEMENT OF RESPONSIBILITY

Motion: The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: *Katie Peppercorn* **Seconded:** *Tristan Port-* carried unanimously

STATEMENT OF FINANCIAL POSITION

Motion: That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and budgeted Cash Flow which are derived from the Board's 2018 operating and capital purchases budgets.

Moved: *Beatrice Lee* **Seconded:** *Katie Peppercorn-* carried unanimously

DEFERRING PAINTING OF ANCILLARY BUILDING UNTIL 2020

Motion: That the Board approves the deferment of painting the ancillary buildings until 2020.

Moved: *Antony Deaker*

IRD REPRESENTATIVE

Motion: That the Board approves the inclusion of Corianne Holmes to the list of approved IRD representatives effectively immediately.

Moved: *Katie Peppercorn* **Seconded:** *Tristan Port-* carried unanimously

BENDIGO VALLEY FOUNDATION

Motion: That the school apply to the Bendigo Valley Foundation for Support with School Swimming Buses.

Moved: *Beatrice Lee* **Seconded:** *Antony Deaker-* carried unanimously

FINANCIAL REPORT

Discussed the healthy level of financial reserves, upcoming school promotion costs and that 97% of the budget was spent last year.

Motion: *That the December financial accounts are accepted.*

Moved: *Antony Deaker*

PROPERTY REPORT

Discussed issues with Kapuka windows.

POLICY & SELF REVIEW

Discussed how School Documents will undertake policy and procedures review and will send reminders. A self-review of the curriculum and statements will be undertaken and the BOT will also undergo a review. Furthermore, communications with parents could be improved and minutes will be added to the website.

IN COMMITTEE

The meeting moved to in committee at 7.37pm

Action List From Meeting

Action	By Who
Respond to letter from parent	Antony
Update the 2019 Budget	Stacey
Post BOT Minutes to website	Stacey

Meeting came out of in committee and closed at 8.25pm
Next meeting scheduled for 5.45pm Monday 8th April 2019

Chairperson

Date