

Woodend School

# BOT - Minutes 27th February 2023

Woodend School Staffroom - Time 6.00 pm

Meeting start time: 6.00 pm

Item	Actions
<p><b>Present:</b> Felicity Johnson, Ryan Jory, Andrew Retallick, Brenda Fordyce, John McPhail, Mike Sands, Teela Cleghorn.</p> <p>Attendance via Zoom: Mark Paterson</p> <p><b>Apologies:</b> Nil</p> <p><b>Third Party Interests:</b> Nil</p> <p>At this point in the meeting Student Leaders, Lachlan and Rebecca shared their views on a proposed change of logo for the school uniform. They gave a deep understanding of the cultural narrative and how it reflected the school's learning and vision. They surveyed teachers and students on their proposed changes with 78% wanting change. Next steps are to get parents' point of view and to get a graphic designer to mock up the design etc.</p> <p>Board members thanked them for the excellent presentation.</p> <p><b>Minutes from Previous Meeting:</b> 25/10/2022 were moved by Felicity Johnson as a true and correct record. Seconded: Ryan Jory Carried.</p> <p><b>Matters Arising:</b></p> <p><b>Election of Officers:</b> Andrew Retallick called for nominations of Presiding Member. Andrew moved Mark Paterson to the role as Presiding Member. Seconded: Brenda Fordyce Carried</p> <p>Nominations were called for Vice Chair Mark Paterson moved Felicity Johnson as Vice Chair</p>	

Seconded: Teela Cleghorn  
Carried

Andrew discussed having a board member involved in the Property and Finance roles.

Andrew to send out role descriptions to members.

**Principal's Report:**

The focus of the Principal's report this month is reporting requirements to MOE;

2023 Woodend School Charter & Strategic Plan

2022 Analysis of Variance for Reading, Writing & Maths

2023 Draft Budget - for Confirmation

Woodend School Governance Manual

Board members thanked Brenda for her preparation of the Analysis of Variance report as tabled. This data shows where our students sit, the work in place to move them and the actions to assist with the acceleration of students. The Just In Time Maths programme is being used again and the use of Katote Kahui Ako and Literacy P.D. Our Priority learners are well supported with TA and LSC support.

The Strategic Goals for Woodend School were worked on during the two Teacher Only days before school started and teachers were introduced to the new professional Growth Cycle being used this year. Slight changes have been adapted into the school timetable to enable a longer learning block in the mornings.

Our Student Leadership model has been reviewed whereby we are creating opportunities for students from Year 5 to 8 to have leadership opportunities within the school.

Out of Zone Student Numbers.

Andrew Retallick moved that due to the growth of the school the recommendation is for 10 out of zone students maximum in NE area only for 2023.

Seconded: Mark Paterson

Carried

**Financial Report:**

December 2022 as tabled was accepted and payments made during end December / January ratified.

Moved M. Paterson

Carried.

**Budget for 2023:**

Andrew Retallick moved the adoption of the 2023 budget as tabled.

Seconded: Teela Cleghorn

Carried.

**Financial Delegations:**

Mark Paterson moved the delegation for expenditure and the audit process for the Principal.

Seconded: Teela Cleghorn

Carried

Felicity Johnson moved the delegated responsibility of board

Chair - Mark Paterson to signing of the fortnightly SUE reports and staff reimbursements.

Seconded: Ryan Jory

Carried.

Teacher Only Day

Felicity Johnson moved that the board adopt the 24th April as Teacher Only Day for Woodend School thus aligning with the Katote Kahui Ako. This Teacher Only day will be used for Curriculum Refresh.

Seconded: Ryan Jory

Carried

#### **Health & Safety:**

Andrew reported on the Ministry changes for reporting of physical restraint incidents via the online form. The module for training and understanding of this will be made available for all staff in Term 2. Updates to the Physical Restraint Policy have been made in School Docs and we will be advised of further updates. Andrew Retallick moved that all staff will be up to date with current practice around Minimizing the Use of Physical Restraint in NZ Schools.

Seconded: Felicity Johnson

Carried.

Mark Paterson moved the board adopt the Woodend School Charter and Strategic Plan as tabled for 2023.

Carried.

School Docs:

Term 1 Policies under review for board members:

Legislation & Admin Policy

Privacy

Official Information Request

Andrew moved the Principal's Report for February to be adopted.

Seconded: Brenda Fordyce

Carried.

At this point in the meeting board members moved 'in committee'

#### **In Committee 7.10 pm**

Motion: That the Board move 'in committee' to discuss staffing matters, this being necessary to protect the privacy of the individuals under Section 48 (a) of the Local Government Official Information and Meetings Act 1987. Moved Felicity Johnson.

Carried.

#### **Out of Committee 7.20 pm**

#### **Correspondence In:**

CES December 2022 Financial Report


Members to review these policies before the next meeting.

MOE - School Property Plan approval  
BDO Spicers - Audit Plan 2022  
Kiwi Gaming Foundation - application for literacy resources was successful.

**Correspondence Out:**

**General Business:**

Members discussed the governance vs management principles to give clarity to when board members need to be involved and as to when an issue is dealt at management level.

Confirmed:  \_\_\_\_\_

**NEXT MEETING: 27th March 2023**

**Staff / Board Get Together (Mark and Andrew to liaise)**

**BOT Meeting Dates set for 2023:**

22nd May  
26th June  
31st July  
28th August  
30th October  
27th November  
If needed one to be set in early December