



**WHĀTAU
SCHOOL**

**SCHOOL BOARD
GENERAL MINUTES**

**Thursday 07 April 2022 at 4.00pm - 6.15 pm
Held in the Community Room**

	Discussion/Deferred/Decisions/Action Meeting opened at 4.00 pm	Responsible/ Time Frame
1	Administration:	
1.1	Opening Karakia: Kia hora te marino	
1.2	Present: Sandra Dentice, Robert Woodward, Alexandra Davids, Darrin Mitchell, Andrea McGill, Michelle Harvey, Justin Mitchell & Irai Weepu Minutes Secretary: Megan Palmer	
1.3	Apologies: Nil	
1.4	Declaration of Interest: Nil	
1.5	Speaking Rights: Amy Collins - Deputy Principal Moved: Robert Carried	
1.6	Confirmation of Minutes of Last Meeting: Email Motion Moved that the General Minutes from the meeting held on the 24 February 2022 are taken as a true and correct record. - <i>tabled</i> Moved: Justin Seconded: Robert Carried Email Motion 23 March 2022 In the light of the rampant Covid spread in our community presently with 52% of students absent today, I move - 'That in order to implement ongoing effective Health and Safety procedures to support the welfare of staff, student and whānau, the Board fully endorsed the Senior Leadership Team to continue to effectively enforce all procedures in our Covid Red Traffic Light Implementation plan. This includes no unmasked whānau coming on our school site at any time, including the car parks; and will be reviewed before the commencement of Term 2'. - <i>tabled</i> Moved: Sandra Seconded: Justin Carried	
1.7	Items from Previous Meeting Minutes: <ul style="list-style-type: none"> Board PLD: <ul style="list-style-type: none"> Board members to fill in learning they have done and going forward Board Newsletter Roster 2022 <ul style="list-style-type: none"> Alexandra by next Thursday Thank you to Bev Turner <ul style="list-style-type: none"> Sent 	Alexandra
1.8	Correspondence: 19 February - 01 April 2022 - tabled Move that the Inward be accepted and Outward be approved Moved: Robert Carried	

2	Board Business/Special Interest/Strategic Discussion	
2.1	Co-option and induction of Irai Weepu, Maori Parent Representative: Robert <ul style="list-style-type: none"> NZSTA will be notified of Irai's co-option before next meeting 	Robert
2.2	School Charter 2021-2023: Draft 2022 Plan for Whītau Strategic Goals - Sandra Whītau School Whānau Digital Engagement Survey - Amy <ul style="list-style-type: none"> Amy spoke to the survey Whanau-student collaboration (teacher speak) - do our parents understand Concerning number of parents uncertain who to contact at school - Whītau School Informal Parental Concerns Procedure to be shared in newsletter Feedback - Incredible learning journey that has benefits for our school Translated in Tongan with the help of another school involved a bonus 	Sandra
2.3	Results of Student Council Car Park Survey: Amy - <i>tabled</i> Move that we send a thank you to this years Student Council acknowledging the work completed on the survey Moved: Robert Carried	Robert
2.4	The Role of the LSC (Learning Support Co-ordinator): Sandra & Amy <ul style="list-style-type: none"> Sandra and Amy spoke to the report 	
2.5	Introduction to Better Start Literacy: A whānau video from Aimee, Harriet & Samantha - Sandra & Amy - <i>video shared</i> <ul style="list-style-type: none"> Only for Year 1 students at the moment Tier 1 for 10 weeks then will either move to Tier 2 or repeat Tier 1 Great picture books being used Different from other programmes used in the past Thank you to the teachers presenting 	
2.6	2022 Board Meeting Implementation Plan: <i>link shared</i>	
2.7	Triennial Election: Appoint Election Date: Wednesday 07 September; Returning Officer: My School Elections or CES <ul style="list-style-type: none"> Allowed electronic voting running alongside paper voting Recommendation that we adopt the election date 07 September 2022 Current Board members could be Interviewed by a student council member - promoting out to the community Do we need paper voting? Cost still to be advised Move that the Whītau School Board appoint Canterbury Education Services Society Limited as our Returning Officer and our election date will be 07 September 2022 Moved: Sandra Seconded: Robert Carried	
2.8	Legal Approval of Gift of ex Plunket Rooms: refer principals report <ul style="list-style-type: none"> Ongoing maintenance and Insurance costs will need to be covered going forward Move that the Whītau School Board are willing to accept the gift of the ownership of the ex Plunket Rooms building from the Royal NZ Plunket Society; including the ongoing liability to the Board for insurance, maintenance, capital upgrades etc. A legal sale and purchase agreement of the improvements for \$1 is to be drawn up by RNZ Plunket Society. MoE may require a Deed of Surrender document, noting the change of Lessor, to be completed; or a letter to release Plunket from all liabilities. Moved: Sandra Seconded: Darrin Carried	
2.9	Board PLD: <ul style="list-style-type: none"> Video re Effective Meetings: Steve Francis <ul style="list-style-type: none"> Format of Agenda improved with links attached 	

	<p>Move the ratification to appoint Rosalie Sprosen to the Parental Leave Position starting Term 2, 2022 Moved: Sandra Seconded: Darrin Carried</p> <ul style="list-style-type: none"> ● Ratification of Fixed Term NE Roll Growth Teaching Position: Claire Jenkins <p>Move the ratification to appoint Claire Jenkins to the Fixed Term NE Roll Growth Teaching position starting Term 3 Moved: Sandra Seconded: Darrin Carried</p> <ul style="list-style-type: none"> ● Ratification of Fixed Term Management Units: <i>link shared</i> <p>Move the ratification of the Fixed Term Management units for 2022 Moved: Sandra Seconded: Darrin Carried</p> <ul style="list-style-type: none"> ● Approval of Transfer of Tutor Teacher from Alison Cox to Samantha Dalton, backdated to 09 March, 2022 <p>Move the transfer of the Tutor Teacher from Alison Cox to Samantha Dalton, backdated to 09 March, 2022 Moved: Sandra Seconded: Darrin Carried</p> <p>Further Discussion:</p> <ul style="list-style-type: none"> ● Alison Cox still on ACC Leave - Robert to send email to Alison ● Roger Munro's Memorial - Sandra will be officiating at memorial and will arrange an appropriate gift ● New Caretakers Shed - plaque acknowledging Roger's service to the school? 	<p>Robert</p> <p>Sandra</p>
3.12	<p>Banked Staffing decisions: 'Moved that for 2022 all relievers be coded "TS" (Teachers Salaries). Overuse will be charged to the cheapest salary (not a Beginning Teacher receiving the BT Allowance) and funded from the 2022 reliever budget/s and/or managed during Pay Periods 23-26 in 2023' Moved: Sandra Seconded: Michelle Carried</p>	
4.0	<p>PUBLIC EXCLUDED SESSION Moved into General Minutes 5.50 pm Motion: <i>That the meeting moves into public Excluded Session under Section 48(1) of the Local Government and Official Information and Meetings Act 1987, for reasons of legal and professional privilege and to protect the privacy of natural persons to discuss</i> Moved: Robert Carried</p> <ul style="list-style-type: none"> ● Board Disciplinary Subcommittee ● NZEI update <p>Moved back into General Minutes - 6.08 pm <i>That the meeting resumes in Public Session and confirms that the business discussed in the Public Excluded Session remains confidential to the Board.</i></p>	
5	Meeting Closure:	
5.1	<p>Evaluation of Meeting: scoring scale to be added No. 1 - 4 Excellent No. 5 - Strategy main focus No. 6 - 7 Very Good No. 8 - Technology slowed meeting down</p>	

5.2	Items for Next Meeting: <ul style="list-style-type: none"> ● Hāpori Leaders sharing - Kākano: Harriet and Kehakai: Samantha ● Term 1 sKids Report ● Curriculum Leader's Report: Literacy - Amy ● Approval of Final Budget for 2022 ● Informal catch up after next meeting 	
5.3	Closing Karakia: Ka whakariria te tapu	
	Meeting closed at 6.15 pm <div style="display: flex; justify-content: space-between;"> <div> Robert Woodward Presiding Member </div> <div> Date </div> </div>	