



BOT Minutes: Tuesday 19 August, 5.45 - 7.45

Agenda

- Present / Previous Minutes / Actions
 - Correspondence
 - General Business
 - Principal's Report
 - Financial Report - June and July
 - Property Report
 - Behaviour Report - general and survey
 - Policy and Self-Review
-

Present

Tara O'Neill, Jamie Prout, Rebecca Williams, Alan Bauchop
Apologies: Ameer Parker

Previous Minutes

Motion: The Board accepts the Minutes from the last meeting as accurate and correct.
Moved: Rebecca Williams. **Seconded:** Bauchop

Actions

From the previous meeting

- Bauchop to add content to the school website to address the 3 top points of feedback from the survey and feedback session:
 - An overview of behavioural management at the school
 - An overview of the Concerns & Complaints process
 - Concern around neurodivergent students and how they are treated differently to the other students, with a feeling that this difference leads to a bias that is perceived as unfair.
- Bauchop to add O'Neill's video to the website. [Done]

From earlier meetings

- O'Neill: Self-review of our Education Outside The Classroom (EOTC) policy and procedures. I will share an outline on the process of this next hui. Timeline: probably two terms to get everything fully implemented with updated procedures and training of staff. [Ongoing]
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Correspondence

- MoE Attendance Report
 - Investment Schedule for Tū Manawa Active Aotearoa for Waitati School - 2024/25
The school has been granted \$1,661.33 excl GST, with the goals to:
 - Improve access to play, active recreation or sport opportunities.
 - Improve the skills (physical, social, or cultural) of participants.
 - Introduce less active tamariki and rangatahi to a new opportunity.
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General Business

- BoT nominations: we have 6 nominations for 4 positions and 1 staff rep for 1 staff position.
- The Board appoints Laura Mulconroy as the Returning Officer for the staff and parent elections. Election Day 10th September.
- The Board notes that this was the final meeting for the BoT in its current form, and thanks the member for participating, in particular Jamie Prout who is not running in the coming election.
- The Flying Fox refresh is progressing well, and there will be an official opening at an upcoming school event.
- *Discussion - Bex Williams to be officially called "Deputy Principal" (minute) Up until now we have referred to her as team leader.*

Motion: The Board approves Rebecca Williams to be delegated as Deputy Principal.

Moved: Prout, Seconded: Bauchop.

Principal's Report

Motion: The Board accepts the Principal's Report with thanks.

Moved: Bauchop Seconded: Prout

Discussed:

- Youtube communication re community survey
- Annual Plan
- Graduate Profile for feedback

The Board had an *excellent* discussion around the Graduate Profile and made plans around the best way to share it with the school community, and prospective families.

Financial Reports

From the previous meetings:

The Board queries:

- A teacher aide being paid from the Mathematics budget.
- The number of sundry accounts making the expenditure difficult to understand / track.

O'Neill received funding for a mathematics program, and did the teaching herself. This meant the money could be used to fund the teacher aide when Tara was on leave.

In general the school's accounts are difficult to follow because the accounting must follow the proscribed format supplied by the MoE, which doesn't align exactly with the day-to-day reality of the school and its various budgets.

Motion

The Board has reviewed and accepted the Financial Reports for June and July.

Moved: Williams Seconded: Prout

Property

Motion: The board agrees to the ongoing cost of a digital automated flow monitoring metre on the sewage system. Cost for 2025 - \$30 per month. This is paid for out of the sewerage project, which is already funded. This has been approved by the MoE.

Moved: Bauchop Seconded: Williams

Motion: The Board accepts the Property Report with thanks.

Moved: Bauchop Seconded: Williams

Policy and Self Review ([Schooldocs](#))

The Board has reviewed the policies for Child Protection, Abuse Recognition and Reporting, and Safety Checking.

Get started

To start reviewing, click on a topic name below, then click the **Start your review** button. If a link is inactive, our school doesn't have the topic.

In term 3 we are reviewing policies in the **Health, Safety, and Welfare Policy** section.

| Term 3 policies | Review opens 30 June |
|---|----------------------|
| • Child Protection | Board review |
| • Abuse Recognition and Reporting | Board review |
| • Food and Nutrition | |
| • Safety Checking | Board review |
| • Police Vetting | |
| • Missing Student Procedure | |

These are the topics specified on the review schedule. You can also review any topic that has a review button.

Reviewers who are not able to use the online review tool can use the [Policy review form](#).

Discussed:

- Update on EOTC review by Tara
- EOTC safety management plan for Waitati School
- [Video](#)

The Board recommends that the school builds on progress around EOTC management with paid training for individual teachers.

Date set for next hui:

TBC

