Board of Trustees Meeting Minutes –

I - Information D - Discussion

Karakia/ Word of the day • **Esther**	*Closing Karakia* • **Esther**	**Led By**	**Time minute**	**I / D**
1. Administration - Opened 6:15pm - Closed 8:03pm Meeting into committee 08:03pm - Meeting Closed 8:10pm				I
1.1 Present - All Present 1.2 Apologies - Nil 1.3 Declaration of Interest - Nil 1.4 Minutes of previous meeting to be moved and approved - SM second RW				D
2. Strategic Decisions (if required)				
• BAS - List of School Records and how long we hold them for • Uniform Update (if any) Met with Nicole from NZ Uniform and signed a sole contract. SAS contract expired in 2023. Will meet in the New Year to start a design. In effect it will cover all our uniform including sports. Current sports uniform is relatively new. -Because we have a sole contract with NZ Uniform, we would have to get an initial quote from them before we get other quotes before confirming to use or not use mainly due to cost. We don't have to get everything them but the initial conversation needs to be had. Timeline…When are we hoping to sort a new uniform out, design of the new uniform would be End of Term 1 The idea of redesigning a uniform will need to stay inhouse with the board, careful process in the implementation of it, how long we phase it in for, being realistic of our community Tieing in with change of uniform together with the look at changing the WRS logo -Graduation dress code for graduation - full school uniform		RW / FP	10m	I
• Cleaning contract Random visit from a cleaning company and they have provided us with a comparative quote Current clearing company is not up to standard, looking at changing cleaning companies We are not getting much for what we are paying considering they have increased their pricing		FP	5mins	I

● School Van (update from Tracey) Application sent to be to be all of government which has been approved Van has been ordered and ETA March	TK	2mins	I
3. Monitoring			
● Principals End of Year Report -Noted Attendance and what our actions are for next year. -up 10% from regular attendance which is only 49% of our kids for 90% of the time in Term 3 which is 10% higher than in Term 3 in 2023. -Alot of schools are sitting at that rate -It's going to be a struggle to get the school to the level the Ministry wants us to be at Van will be a massive help At the beginnng as one of our LP5s to go over attendance and aspirations so that might be our very first meet the teacher initiative We are good at nuturing and good at offering support but we need to be a little more harder on them. Setting standards Whanau voice is important but is not the be all or end all AS far as rules go, we have to comply One of the students has an influential uncle, finding out where those influences are and how extended whanau can help Teachers are not doing enough of the gritty stuff that gets your kids coming to school Highest attendance is Thursday and lowest attendance days is Monday Needing to look at our programme and how engaging and challenging it is and testing that Escalating and pin pointing direct with the parents and making a plan Maori has high non attendance and high unjustified absence and has been the worst this year. Historically Maori Engagement has always been low Engaging with our EWis consultant and addressing it straight away 85% across the board with other schools	FP	15mins	I

We need to collect data for softer skills. Honours is about whether they've achieved in Reading, Writing and Maths. Key Competencies are really important, so collecting data on that is important. What are we doing in our programme each day where yes, we are teaching reading, writing and maths but what are we doing in the to make it different and exciting for our kids? Finding that out and varying our programme to cater to that. Health & Safety Public Boxing Event on Saturday - 12pm-6pm Free to kids and whanau and the Wymondley Community, a notice will go out to whanau Police had concerns about it as they thought it was a corporate event Eli came in with quite a solid plan, police starting enquiring about the event, permits, alcohol etc. All documentation for his fighters and referees and he will have the permit. Security on the day. No keys are changing hands, WRS Staff will open and lock up. Hall Hire and Grounds Alot of enquiries from people wanting to use the venue Not be hired out during holidays ie. christmas Went through all our emergency procedures this year which went well New curriculum for Maths and Literacy next term RTLB are not providers for structured literacy under the ministry so can't do it anymore as they won't be funded anymore. They did an exceptional job. We've been given the green light to get PD in term 1 for 3 of our Junior Teachers but we can't lock in with any of the providers we need so this will be pushed out and that's the issue with this is that resources, can't get the providers, so we have to implement Literacy and Maths but won't take flight till halfway through the year. RW - Because we are already on the structured literacy journey, that will be the easiest to implement. Maths will be a little difficult as we are not a big enough school to book a PLD date. Delay in Resources which is frustrating. • Finance Report Financially we're doing ok, actually making a profit when we thought we would be making a loss. Cash is going up healthier in the year as we thought due to the van still to be purchased.	MC		I I / D

Big thing for next year, a budget that runs in a positive rather than starting in deficit. ○ Additions ○ Cyclical Maintenance	FP		
● **<u>Student Prize Giving Awards</u>** We are really generous with our prizes Attended Mayfair Farewell for the Principa of 40 yearsl (11 years) and the rest teaching in leadership. They honoured him by buying an an award showing academic excellence and along with that, a $200 scholarship that they would give to a recipient every year. Historically, in Year 6, you had to apply for the scholarship along with your parents and it their effort in that process that awarded them one of 6 $200 scholarship. Board chose from the letters that were submitted rather than the achievements from the kids that were more deserving of the scholarship. Not changing the amount of scholarships given out for 2024 but worth a discussion for 2025 in what we want to do and what value we put on them. If we are giving money out, I like what we give it for and only for that. Proposed change in scholarship amount for 2025: 12 x $100 Comms out early next year, do they know about the scholarship, is it worth sending comms out, do parents know what the criteria is?	FP & RW	15 mins	
● Data T4 Target was 80% In term 2 we almost got there with Reading almost got there with writing and maths however Term 4 Data was Reading 66% writing 76% at Term 2 and 52% when we finished and Maths 78% to 62%. we need to have a Deeper dive into the reasons why -year 1 and 2 starting structured literacy, their assessment was different and it done with someone different and when they did again, it was different Looking ahead to 2025, we may need to consider separating the data for Year 1 and Year 2. Additionally, we should reassess what we're saying in relation to how the curriculum is written for reading, writing, and maths. Previously, we had achievement objectives, but now it is based on progressions. at the end of 6 months, this is what your kids should know what to do at the end of year 1. This would apply for every single year.	FP	1min	

Could be a tick box scenario where it show what they know and what they need work on. It will be a bit messy for a while. We will also be using the same document to assess against to make OTJ's it should all still align. The biggest thing is making sure those kids that haven't been here for 6 months, aren't being assessed against anything. Let them have 6 months before being assessed or reported on. Better setup of Anniversary testing which Sisi has already done in the past and so that will be a better accurate measure of where kids are sitting. Not cohort but anniversary. Fleur, Mark and Dana will get together and work on the Budget. Property is tracking along nicely, rooms have been done, ordering furniture, tints, decals and decals. It's been a interesting busy time. Giving effect to te tiriti which we talked about earlier. Answered the questions and can be found in the report. PMI on the year that we've just had which was discussed with Mark.			D
The Board discussed the current management of bank staffing in light of recent changes and updates from the Ministry. 1. **Use of Bank Staffing:** ○ The bank staffing is now to be allocated for resources associated with changes or new initiatives introduced by the Ministry. ○ Historically, when there was underuse of staffing allocations (for example, when funding was provided for 9 teachers per day but only 8 were required due to staff absences or difficulty finding relievers), the unused portion of staffing funds would accumulate in a "bank." ○ In previous practice, schools could claim a percentage of this unused staffing allocation back and use it for other purposes. 2. **Wymondley's Use of Bank Staffing:** ○ Wymondley has accumulated a significant portion of banked funds, primarily due to Fleur stepping into a classroom for half of the year, as the school was unable	FP		D

to find a suitable teacher to fill the position. This allowed Wymondley to use the funds for other staffing needs. 3. **Managing Bank Staffing Going Forward:** ○ The goal is to use the accumulated bank staffing before the end of the funding period, as schools are no longer able to receive any reimbursement for unused staffing			D
Board engagement around the school has been really positive	FP		
Website Progress: ● The draft version of the website has been completed and is in progress. ● Fleur will reach out to confirm the next steps and timeline for finalizing the website. The target is to have it operational by **Term 1**.			D
Posting of Reports and Minutes: ● It was noted that reports and minutes are required to be posted on the website. ● The Board discussed the need to ensure that all relevant documents, including meeting minutes, are made available on the website in a timely manner.			
Highlights of Recent Events: ● Matariki celebrations were a significant highlight, with strong participation and positive feedback. ● The Kahui Ako Speech Contest was also a standout event, showcasing student talent and fostering a sense of community. ● Wymondley's Got Talent was another successful event, contributing to excellent community engagement and strengthening relationships within the school. 1. **Actions for 2025:** ○ Fleur discussed the main actions for 2025, which will center around school promotions and the continued implementation of the strategic plan. ○ Mark and Fleur, along with the Senior Leadership Team (SLT), have had productive conversations along with Tracey to ensure consistency across the strategic plan, school documents, and classroom environments, particularly in relation to the concept of **Tu Rangatira** (Stand Chiefly). This has been a positive and engaging journey for the school community. 2. **School Promotions and Branding:** ○ Tracey's contributions to school promotions have been significant, particularly her work in reaching out to			

individuals regarding the school's branding, designs, and promotional materials. Her efforts in this area have been a positive development. ○ The hiring of **Sisi** has further strengthened the staffing in this area, bringing valuable expertise to the team, especially in relation to school branding and promotions. 3. **Branding Alignment with School Motto:** ○ The focus on school promotion, from strategic planning through to school branding, has ensured consistency with the school's motto. The design talk around the **waka**, **paddles**, and **chief** represents all of the cultures and this would be the time to tie in our voice from all our different cultures and ensuring that's how we're branding stuff ○ Fleur reflected on the vision that Mark introduced, emphasizing that this vision has laid the foundation for the current conversations and initiatives. Fleur acknowledged that these discussions have been possible because of the clarity and direction provided by Mark's vision. making sure we have Effective teachers in the classroom. We are a 80% pasifika school and half of our teaching staff are not pasifika which is not a bad thing, optically it is but the new staff that we have recruited are hard workers. The issue at hand, they are not familiar with NZ context so there is work to do on that. They are really willing to learn, they ask questions and so diligent. **<u>Teaching in 2025</u>** 3 Pasifika teachers in some capacity. Team teaching of pasifika teachers. On paper, it looks pretty healthy. **<u>teacher Effectiveness:</u>** -Looking at relationship based teaching and learning is huge. Relationship is where it happens. having a Consistent programme with high expectations where we leave noone behind. No such thing as failure. This philosophy needs to be drummed in. -Clarity with assessment teaching and learning which is the other goal. Planning: Teaching assessment, reflection or review. that's the sort of cycle we want to look at it and ensure that's happening in our classrooms -Fleur wants to grow the idea of sports exchanges and relationships with other the schools and having a van is exciting as we'll be able to move within our Kahui Ako and Otara clusters.	FP FP RW FP		

-Service leadership programme for our Student Leaders. Really growing our student leaders in that regard rather than just taking Assemblies. A programme that really measures that service and really reward them for that. Robyn shared some Feedback from a parent whose child attends the Te Reo Maori classes. Daughter is very shy and reserved in the 6 months that she has had her, she's come out of her shell. She would blast Te reo Maori songs and has expressed her interest in wanting to learn Te Reo Maori. Mum has reached out to her teacher asking her how she can help her. This is a testament to what this class has impacted this student. ● Policy Rentention - getting rid of past records School Records, Personnel Records is in SchoolDocs *Moved and approved -*			
4. Strategic Discussions			
● Policy Reviews -Mark stressed the importance of reading and understanding the Policies. They set the rules for how the school operates and what we are responsible for. -One of the things from ERO was that we are going through our reviews. Board Policies and reviewing them. We were able to to show them notes from our policy and implementation questions. If unsure of the questions, make a note of that as it is the principals job to know the answer. -One of the things we also need to know about is, When we do school trips away, that we are ticking the boxes, do we have a safety plan in place -Board needs to know about it and discuss if safety policies are in place -Currently have RAMs reports for all trips. -Camp in November 2025, Safety plan/ram has already been done Assure we've spent the right number of half days. By the 16th December we would've done 318 half days where we would've covered it. ● Training - Personnel and Board Board Training - Annual Conference, STA Trainings that happen, Beneficial to attend. You're always learning something every year.	FP	3mins	

Staff Training - Regular and around the Governments priorities Staff training schedule is in the Princpals report First meeting of next year New presiding member New roles ● Potential Board Member candidates - update - Jane Hoeft was put forward and Fleur has had a conversation with her and is very keen to join and will be here for many years having young children Mele Paletu'a - keen later down the track when her youngest son starts school Esther was thinking of Mataio's parents, Fleur will follow up ● Transition from Stand Tall to Stand Chiefly Survey which will go to everybody Stand Tall was from the community Getting community voice *Moved and approved -*			
5. Identify agenda items for next meeting - *Moved and approved -*			
6. Action Plan			
6.1 Termination clause for Seaway Cleaning Services Ltd - 3 weeks 6.2 -Proposed change in scholarship amount for 2025: 12 x $100 -Comms out early next year, do they know about the scholarship, is it worth sending comms out, do parents know what the criteria is? Discuss upcoming activities listed in Principals Report *Moved and approved -*			
7. Administration			
7.1 Confirmation of minutes 7.2 7.3			
8. In Committee			

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9. Note			
Next meeting:			

Correspondence
Outwards
Inwards
Visa Statements