

## MEETING MINUTES

8 March 2023

<b>Date:</b>	8 March 2023	<b>Chair:</b>	Mrs Triena Hurihanganui
<b>Time:</b>	3:15pm	<b>Minutes:</b>	Mrs Kate Wagstaff
<b>Apologies:</b>	Mrs Elizabeth Wildish Mrs Laura Gray Mrs Rachel McGregor	<b>In Attendance:</b>	Mrs Rebecca Nolan Mrs Lara Meyer-Atkins Mrs Kate Wagstaff Mrs Tanya Bell Ms Fiona Grierson Mrs Kerry-Lynn Joubert Rev. John Taylor Mrs. Sandy Regts Mrs. Triena Hurihanganui
<b>Item:</b>	<b>Discussion</b>	<b>Speaker</b>	<b>Action/Outcome</b>
1.	Welcome and Apologies	Mrs Nolan	
2.	Amendments and/or Approval of 2 <sup>nd</sup> November 2022 Matters Arising	Mrs Nolan	Moved: Kerry-Lynn Joubert Seconded: Tanya Bell  Carried  All matters will be dealt with under General Business.
3.	Correspondence In/Out	Mrs Wagstaff	None.
4.	Finance	Mrs Nolan	\$574, 526.91 is the current Total Bank Balance. Overview shared in visual handout. Refer to individual breakdowns.  Moved: Tanya Bell Seconded: Sandy Regts Carried
<b>NEW BUSINESS</b>			
1.	NAPLAN /PAT	Mrs Nolan	PAT testing completed. PL day last Friday (3 <sup>rd</sup> March) shared the results collectively and targets were set.

			<p>NAPLAN will now occur in Term 1, starting 15<sup>th</sup> March. Back ups in place to cope with potential IT difficulties.</p> <p>Off Years (Yrs 2,4 &amp; 6) NAPLAN testing will commence after Years 3 &amp; 5 NAPLAN has been completed to allow the system to cope with the IT demands and to allow the availability of ipads.</p>
2.	ANZAC Service; Thursday 6 <sup>th</sup> April 9am	Mrs Wagstaff	<p>Assembly will take place at 9am on Thursday 6<sup>th</sup> April.</p> <p>Bill Jones to deliver ANZAC speech.</p> <p>Triena Hurihanganui will be present.</p> <p>Lara Meyer-Atkins and Rev. John Taylor unable to attend. Other members to RSVP to Kate ASAP.</p> <p>Rev. John Taylor will ask if Rev. Marie Aitkin is available to deliver a prayer for the occasion.</p>
3.	Photos; 3 <sup>rd</sup> April 8am for School Board.  3 <sup>rd</sup> and 4 <sup>th</sup> April for whole school.	Mrs Wagstaff	<p>School Photos will be completed on Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> April. School Board photos will take place at 8am on Monday 3<sup>rd</sup> April.</p> <p>Board Members to let Kate know ASAP if they will be in attendance.</p>
4.	Annual Report ratification	Mrs Nolan	<p>Each member received a copy. Huge thanks to August for her creative juggling of information and for creating a very professional report.</p> <p>PAT information was shared and the green sections highlighted the achievement of our targets. Ratified by the Board.</p> <p>Moved: Tanya Bell Seconded: Lara Meyer-Atkins Carried</p>
5.	Staff Vacancies	Mrs Nolan	<p>School Officer needed.</p> <p>Process ran for Gardener – awaiting outcome.</p> <p>Shae-Lee, our current MCS, is leaving us and returning to Central Office. A Finance Officer will temporarily replace her.</p>
6.	External providers	Mrs Wagstaff	<p>New process in place to orchestrate the Service Providers coming into our school. All meetings have taken place and papers have been signed, as well as dates and frequency of visits agreed. This process also ensures regular communication between all parties is occurring with the completion of feedback forms.</p>
7.	New 'Student Achievement and Support' Role	Mrs Nolan	<p>As part of our distributed Leadership model, a new role has been created to focus on staff and student wellbeing as well as streamlining the process of 'Students at Educational Risk.'</p> <p>Kimberley Wildish has taken on this role and meets with teachers in Assessment Meetings to</p>

			determine students' 'Barriers to Learning.' Kimberley has also made some positive improvements to our Staff room, making the environment more appealing and relaxed.
8.	Staff 'thank you'	Mrs Nolan	Staff have expressed their appreciation to the Board in accepting the Staff Development day on Monday 24 <sup>th</sup> April.
9.	Camp; Term 2 Week 4 15 <sup>th</sup> -19 <sup>th</sup> May	Mrs Wagstaff	Yr 6 camp will be occurring in Term 2 (15 <sup>th</sup> -19 <sup>th</sup> May). Students will be accompanied by Mr Bridgeman, Mrs Kirwan and Mrs Pinches. Letter going out to parents tomorrow. Cost to parents is \$392. Fundraising will help to pay for prizes, morning tea etc.
10.	School Review 2023	Mrs Nolan	Occurring Term 2 Week 4. We are busy inputting evidence. Board members invited and may be called upon to meet with the panel. Date to be confirmed.
11.	Dolphin	Mrs Wagstaff	Dolphin has had an upgrade and now represents the school colours. This now completes this outdoor space.
<b>NEXT MEETING:</b>	Wednesday 31 <sup>st</sup> May 2023	<b>MEETING CLOSED:</b>	4:06pm
<b>SIGNED:</b>		<b>DATE:</b>	08/03/23