

# Waikiki Primary School Board Meeting – Minutes



6.00pm Monday 24 February 2020

**2020 School Board Parent Members:** Jennifer Forbes, Andy Van de Sand, Heidi Wahanui, Angela Young, Monique Holland, Shannon Cantatore (Community Representative)

**Staff Representatives:** Kelly Oliver, Gillian Aletreby, Naomi Greaves

**Principal:** Louise Hughes

No.	Agenda Item / Person Responsible	Links to Business Plan	Time	Discussion Points	Notes/Decision
1.	Welcome	3.4.1	6.00pm		<ul style="list-style-type: none"> <li>Welcome to new and returning members.</li> </ul>
2.	Minutes From Previous Meeting (Jennifer Forbes)		6.00 pm – 6.10 pm	<ul style="list-style-type: none"> <li>Minutes attached from meeting held on 2 Dec 2019</li> </ul>	<ul style="list-style-type: none"> <li>No minutes to be accepted as there was no Quorum at the previous meeting.</li> </ul>
3.	Financial Report and Preliminary Budget (Louise Hughes)	1.1.2	6.10pm – 6.25pm	<ul style="list-style-type: none"> <li>Review of preliminary Budget 2020</li> </ul>	<ul style="list-style-type: none"> <li>Louise to provided an overview of financial situation for start of school year. The budget is lean but workable. In order to focus on school structure, the budget was reduced in other areas. Some cost centre's were reduced. Also there will be a focus on in-house professional learning for teachers rather than sending teachers out, this allows a saving on teacher relief costs also.</li> </ul>
4.	Staffing & School Structure 2020 (Louise Hughes)	2.1.3	6.25pm-6.35pm	<ul style="list-style-type: none"> <li>School Structure</li> </ul>	<ul style="list-style-type: none"> <li>Student enrolments have settled and we are able to maintain the school structure we have in place. With more straight classes we are able to have a focus on staff collaboration. Changes to the school timetable and shifting of assemblies to Fridays allow a focus on what matters most (literacy and numeracy) and a focus on collaborative practice.</li> <li>Staff updates – Darlene Gostellow may return to her Deputy Principal position in term 2, which will impact a number of staff members an mean changes through the school.</li> </ul>
5.	School Business Planning 2020-2022 (Louise Hughes)	1.1; 2.1; 5.1	6.35pm-6.50pm	<ul style="list-style-type: none"> <li>Draft school Business plan review</li> </ul>	

					<ul style="list-style-type: none"> <li>Board members will review the Draft Business Plan and provide their feedback via email by 3/3/20. The final version will be presented for endorsement at the next meeting.</li> </ul>
	<b>Additional Business</b>				<ul style="list-style-type: none"> <li>Board training modules will be discussed at the next meeting.</li> <li>The annual report for 2019 is currently being completed and will be brought to the board for consultation soon.</li> </ul>
<p><b>Meeting closed 6.53pm</b></p> <p><b>Items to be discussed at the next meeting:</b></p> <ul style="list-style-type: none"> <li>Discussion about content for Annual Report due by Term 2</li> <li>School Board development and training plan</li> </ul>					

**\*\* Meeting Schedule 2020**

Monday 17 February 6.00pm	Monday 3 August 6.00pm
Monday 6 April 6.00pm	** Monday 14 September 6.00pm – PUBLIC MEETING
Monday 18 May 6.00pm	Monday 26 October 6.00pm
Monday 29 June 6.00pm	Monday 7 December 6.00pm – end of year celebration!