

Waikiki Primary School Board Meeting – Minutes

Monday 2 March 2021 5pm Staff Room



2021 School Board Parent Members: Jennifer Forbes - Chair, Angela Young, Monique Holland, Shannon Cantatore, Katrina Roberts, Helena Annandale

Staff Representatives: Gillian Aletreby, Naomi Greaves, Kelly Quinn, Lisa Arthur

Principal: Louise Hughes

No.	Agenda Item / Person Responsible	Action / Documents / Notes
1.	Welcome (Jen Forbes & Naomi Greaves)	<ul style="list-style-type: none"> - Acknowledge of Country - Apologies/absentees- None - Introduction and welcome to new board members Katrina and Helena. Round table intros - Parent Code of Conduct – read and signed by parent and community members. - Disclosure of interests – None. - JF – went over a review of protocols and procedures for the board. - Training folders will be collected and updated. - School Board training modules are now available online for interested members.
2.	Business arising from previous meeting (Jen Forbes)	<ul style="list-style-type: none"> - <i>Minutes of previous meeting - refer to Minutes circulated from meeting held on 7 December 2020</i> - Business arising: School Board development / feedback from self-assessment task to be explored further - Acceptance of Previous Minutes: MH / SC
3.	Finance Report and preliminary budget (Louise Hughes)	<ul style="list-style-type: none"> - Louise provided a snapshot of our student centred funding model / per student allocation and FTE breakdown.
4.	Staffing & School Structure 2021 (Louise Hughes)	<ul style="list-style-type: none"> - Louise presented current school numbers and class structures.
5.	School Planning and Review 2021 (LH)	<ul style="list-style-type: none"> - Louise provided an overview of strategic priorities for 2021 including a goal of improved community partnerships and community engagement this year. The parent opinion survey is due to go out this week. Also discussed raising the profile of the school board within the school community. - School review scheduled for Term 2 – Louise provided a brief explanation of the process. Schedule of School Self-Assessment will be emailed out for feedback. - Contingency for future lock downs and home learning – Staff are well prepared should we have another “learning at home” situation. - NG presented a review of Business Plan Targets.
6.	Statement of Expectation 2021-2024 – Education Department direction	<ul style="list-style-type: none"> - Louise to lead discussion re Statement of Expectation 2021-2024 - LH provided explanation of what the Statement is about – essentially replaces the Delivery Performance Agreement

	(LH)	and gives the Principal a guide of what to do - No action required – just for information purposes - JF to sign with LH
7.	School Board Training and Development (LH & JF)	- School Board training opportunity 3 March 2021 5-7pm – Safety Bay Senior High School staff room - Self Assessment Task will be followed up after the training. - JF will email a request for a brief bio and photograph from members.
8.	Other Business	- The board noted the change of SDD to 8 th June. (Moved from 19 th April) for term 2.
	Meeting Close (JF)	6.05pm

Items to be discussed at the next meeting:

1. School review
2. Annual Report
3. School Board training and development feedback

****Meeting Schedule 2021.**

All meetings will be held in the staffroom at WPS commencing at 5pm unless otherwise specified

Monday 2 March 2021 – 5pm (postponed from 22 Feb)	Monday 2 August 2021 – 5pm
Monday 29 March 2021 – 5pm	** Monday 13 September 2021 – 5pm PUBLIC MEETING
Monday 3 May 2021 – 5pm	Monday 25 October 2021 – 5pm
Monday 31 May 2021 – 5pm	Monday 6 December 2021 – 5pm End of Year celebration!

School Development Days 2021

Term 1

- *Thursday 28th January*
- *Friday 29th January*

Term 2

- *Tuesday 8th June (this is the one we have changed from Week 1 to Week 8)*

Term 3

- *Monday 19th July*

Term 4

- *Monday 11th October*
- *Friday 17th December*