

# Waikiki Primary School Board Meeting – Minutes

## Monday 3 May 2021 5pm Staff Room



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

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

Principal: Louise Hughes

No.	Agenda Item / Person Responsible	Time	Action / Documents / Notes Notes
1.	Welcome (Jen Forbes & Naomi Greaves)	5.00pm	<ul style="list-style-type: none"> <li>Meeting opened at 5.00pm</li> <li>Acknowledgement of Country done by NG</li> <li>Apologies/Absentees – KR &amp; ER</li> <li>Disclosure of Interest – None recorded</li> </ul>
2.	Business arising from previous meeting (Jen Forbes)	5.05-5.10pm	<p>Minutes of previous meeting - refer to Minutes circulated from meeting held on 29 March 2021</p> <ul style="list-style-type: none"> <li>KQ accepted NG second the minutes</li> </ul> <p>Business arising: JF and Louise to sign the Statement of Expectation 2021-2024</p> <ul style="list-style-type: none"> <li>Signed by JF during the meeting</li> </ul> <p>Annual Report 2020 –</p> <ul style="list-style-type: none"> <li>LH has a few grammatical changes to made</li> <li>All board members have now endorsed the annual report</li> </ul>
3.	Finance Report (Louise Hughes)	5.10pm – 5.20pm	<ul style="list-style-type: none"> <li>LA has gone through items that the school will be spending the reserve budget on; ICT is one of the major things that will be addressed.</li> <li>Would like this to be completed by week 6 and uploaded.</li> <li>Reece W has committed 20K to the school to be used for shade sails.</li> </ul>
4.	School ESAT Review (LH)	5.20pm – 5.30pm	<ul style="list-style-type: none"> <li>Box one is what the school must report on, LH cannot pick and choose.</li> <li>Can then pick a sub-strand for example: Community Engagement</li> <li>This needs to be uploaded by week 8 and once the reviewers have read the uploaded document, they will attend the school on the 16<sup>th</sup> of June 2021, during this time the reviewers will meet with a variety of individuals to get their feedback.</li> <li>Report from the reviewers will be given after they have completed their entire review and they will be back in either 1, 3 or 5 years.</li> </ul>

			<ul style="list-style-type: none"> <li>LH would like if the school got a 3-year period for a revisit.</li> <li>HA asked if the report is available to all the public, and LH advised that will be once the school leadership team has received it.</li> </ul>
5.	School self-assessment	5.30-5.40pm	<ul style="list-style-type: none"> <li>This has not yet been completed and NG advised that this will be ready for the next meeting.</li> </ul>
6.	School Board Development (LH & JF)	5.40-5.50pm	<ul style="list-style-type: none"> <li>LH handed out a self-assessment for all board members to complete</li> <li>LH asked if you could please put your name on the assessment as this will also highlight our strengths that we as members can contribute.</li> <li>Can the document please be returned at the next meeting and this document will be used for planning for the year ahead and see what opportunities we can take advantage of.</li> </ul>
7.	Learning journey Week 8	5.50pm – 6.00pm	<ul style="list-style-type: none"> <li>LH has suggested that the school closes at 2.30pm on this day and this will allow teachers to get their classes ready for the parents/caregivers to come and see what their children have been doing and student will have the ability to showcase their hard work.</li> <li>All board members have agreed that the school can close early on this day.</li> </ul>
	Other Business		<ul style="list-style-type: none"> <li>Parent Handbook - LH will email member a copy and asked if we could please read and send any question back to her before the next meeting.</li> <li>This will be given out to all new parents who enrol their child into the school.</li> <li>Kindy ready program - LH spoke to the members about the opportunity that has arisen for the school, a 3-minute video will be filmed tomorrow doing a kindy intake.</li> </ul>
	Meeting Close (JF)	6.00pm	<p>Next meeting 31 May 2021 Meeting closed at 5.45 pm</p>

**Items to be discussed at the next meeting:**

1. ESAT Review
2. School Board development

**\*\*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 28<sup>th</sup> January*
- *Friday 29<sup>th</sup> January*

### **Term 2**

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

### **Term 3**

- *Monday 19<sup>th</sup> July*

### **Term 4**

- *Monday 11<sup>th</sup> October*
- *Friday 17<sup>th</sup> December*