

# Waikiki Primary School Board Meeting – Minutes

## Monday 6<sup>th</sup> December 2021 5pm Staff Room



2021 School Board Parent Members: Jennifer Forbes - Chair, Angela Young, Shannon Cantatore, Katrina Roberts, Helena Annandale, Ema Roberts Gillian Aletreby, Naomi Greaves, Kelly Quinn, Lisa Arthur Principal: Louise Hughes

Apologies: Naomi Greaves, Kelly Raymont

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>- Acknowledge of Country – read by JF</li> <li>- Apologies/absentees- Kelly and Naomi</li> <li>- Disclosure of interests – none declared</li> </ul>
2.	Business arising from previous meeting (Jen Forbes)	5.05-5.10pm	<ul style="list-style-type: none"> <li>- Minutes of previous meeting - refer to Minutes circulated from meeting held on 25<sup>th</sup> October 2021</li> <li>- Acceptance of Previous Minutes – by SC and seconded KR</li> </ul>
3.	Finance Report (Lisa Arthur)	5.10pm – 5.20pm	<ul style="list-style-type: none"> <li>- Lisa to provide overview of end of year finances</li> <li>- Funding agreement replaced by Statement of Expectation</li> <li>- 30K for wireless access points &amp; EDU boards</li> <li>- Approx. 35K to be rolled into next year – reserves for future ICT development</li> <li>- Projected school number and workforce planning</li> <li>- Board to note/minute financials at next meeting</li> </ul>
4.	School Structure 2022	5.30pm – 5.40pm	<ul style="list-style-type: none"> <li>- School and Class Structure</li> <li>- LH presented breakdown of class numbers</li> <li>- 3 new teachers to start 2022</li> <li>- Classes at near full capacity</li> </ul>
5.	Business Planning Review	5.40pm – 5.50pm	<ul style="list-style-type: none"> <li>- LH spoke about progress on Focus Areas in the Business Plan</li> <li>- Focus Area 1 – making good progress</li> <li>- Focus Area 2 – Teaching and Leadership – new handbook &amp; PL</li> <li>- Focus Area 4 – LH acknowledged that we have done better at building partnerships. Still need to build the P&amp;C in 2022 through membership and communication</li> </ul>
6.	Parent Brainstorming Session	5.50pm – 6.00pm	<ul style="list-style-type: none"> <li>- Parent Brainstorming session given to P&amp;C</li> <li>- P&amp;C update and moving forward for 2022</li> </ul>
	Meeting Close (JF)	6.00pm	<p><b>Other items mentioned</b> <b>Tuesday 8th March – PL day by Lorraine Hammond</b></p>

			<i>School day not changing – will be using different sirens/songs to indicate lunch breaks etc</i> <i>Thank you and farewell until 2022!</i> <i>Acknowledgment of Angela Young’s service to the Board</i>
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Items to be discussed at the next meeting:

**\*\*Meeting Schedule 2022.**

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

Monday 21 <sup>st</sup> Feb 2022	Monday 1 <sup>st</sup> August 2022
Monday 28 <sup>th</sup> March 2022	** Monday 12 <sup>th</sup> September 2022 – 5pm PUBLIC MEETING
Monday 2 <sup>nd</sup> May 2022	Monday 24 <sup>th</sup> October 2022
Monday 20 <sup>th</sup> June 2022	Monday 6 <sup>th</sup> December 2022 – 5pm End of Year celebration!

**Tuesday 8<sup>th</sup> March 2022 – PL Day**

**School Development Days 2022**