

Waikiki Primary School Board Meeting – Minutes

Tuesday 23rd May 2023



2023 School Board Chair: Helena Annandale

Parent Members: Ema Roberts, Ashlee Burns, Helena, Katrina Roberts, Aimee Winton, Shannon Cantatore, Larissa Stevens, Alyce O'Reilly

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

Principal: Louise Hughes

No.	Agenda Item / Person Responsible	Time	Action / Documents / Notes
	Welcome (Helena Annandale & Naomi Greaves)	5:00pm	- Acknowledge of Country (NG) - Apologies/Absentees (HA) – Alyce O'Reilly & Ashlee Burns - Disclosure of interests - None - Acceptance of previous Minutes – Accepted Kelly Rayment, seconded Larissa Stevens
	Cultural Awareness training (Helena Annandale)	5.05pm	- Mandatory for all school board members - Who has/has not completed. Please forward to Lisa Certificate of completion for records – Training has been completed by all board members
	2023 – Finance update (Lisa Arthur)	5.10pm	- LA read through current financial statement and budget to date.
	Annual Report 2022 (Louise Hughes)	5.15pm	- Read & Feedback – Annual Report 2022 was approved by the WPS Board and is ready for HA to endorse
	School Board Update (Helena Annandale & Louise Hughes)	5.20pm	- Code of Conduct (read guidelines) (HA & LH) – HA will email sample for Board members to check against WPS Code of Conduct and see all points are covered. NG suggested also comparing/incorporating values from the WPS Parent Code of Conduct. - Tenures, Lisa to review (LA) – LA has all tenures on the Council & Boards Register, currently set at a 3yr tenure. Upcoming expiries to be advised so all Board positions are covered. - Appointment for new staff representative (Elect from Nominees) – Kelly Rayment's last Board Meeting before going on Maternity Leave. Board position advertised to all WPS staff, will only one expression of interest – Arna O'Neil
	Future Business Plan and School Direction (Louise Hughes & Naomi Greaves)	5.30pm	- Present new business plan - NG presented on how This is us has been incorporated into larger Strategic Plan for WPS - School Direction (Parents and Community) - Update on parent forums, and deliverance to parents

School P&C Update (Shannon Cantatore)	<i>5.50pm</i>	<ul style="list-style-type: none"> - How did mothers day and sausage sizzle go? What can we do different? How can you improve? - Fundraising update, plans for term two? - NG advised of P&C reviewing it's current leadership team as some have resigned from positions. Uniform ordering to return to control of school administration and free up P&C – looking at alternative uniform 'ordering' ideas to make uniform ordering easier.
Staff Wellbeing (Louise Hughes)	<i>5.55pm</i>	<ul style="list-style-type: none"> - Teacher Wellbeing – LH presented on reporting for South Metro Regional zone incorporating 267 public Schools over the period 2020 – Term 1 2023. Significant rise to Reported Incidents, and rise in Home Schooling. Education Department approved some funding to look at how to better support student mental health (especially post-COVID). - Teaching positions, permanent, part-time and relief, are very difficult to fill with limited qualified personnel available, adding increased pressure to existing staff across all Public schools.
Meeting Close (Helena Annandale)	<i>6.15pm</i>	

Meeting Schedule 2023.

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

Tuesday 21 st February 2023 – Term 1	Tuesday 15 th August – Term 3
Tuesday 28 th March 2023 – Term 1	Tuesday 31 st October – Term 4
Tuesday 23 rd May – Term 2	Tuesday 5 th December – Term 4