



# Waimauku School

## Minutes of the Waimauku School Board of Trustees Meeting Wednesday 12 June 2024

*Board meetings are open to the public, they are not public meetings. Members of the public (and this includes members of the school staff) are not entitled to speak unless granted a speaking right. While a speaking right is granted by the chairperson, the authority to grant that right is delegated by the Board. A member of the public should only speak for a few minutes at the beginning of the meeting to an item that is already on the agenda. They should not be taking part in any discussion on that agenda when it occurs unless invited to offer an opinion at the time.*

### **Welcome**

The meeting opened at 6:00pm

### **Present**

Gary Pasfield, Hayley Plowman, Skaya Hudson, Craig Harrison, Ben Wetini, Thomas Nehemia, Angela Searle

### **Guests**

Jenni Supeck and Merieke Theunissen

### **Apologies**

Nigel Perkins

### **Prime Maths Presentation**

Jenni Supeck and Merieke Theunissen presented a proposal to adopt the Prime Maths program. Jenni and Merieke noted that Prime Maths is a structured approach to teaching mathematics which has solid research backing and is designed to create a cohesive approach school wide.

The following points were made:

- Prime Maths is a teaching programme developed by Scholastic which is based on the Singapore Mathematics and uses the bar model.
- Prime Maths is a book based program with some online support aspects. Each student has their own Workbook, each teacher has a Teacher Guide and each classroom has copies of the Coursebooks.
- A successful trial has been conducted by Marj Mills.
- Approximately 450 schools across NZ are using the programme.

The Board discussed the program's benefits, costs, alternatives and research. The Board noted the following proposed costs:

	#	Unit Price	Total Price	Price After Discount
Teacher Guides	77	49.99	3,849.23	1,924.62
Bar Model Teacher Guides	19	39.99	759.81	759.81
Course Books	70	37.99	2,659.3	13,29.65
Work Books	720	25.99	18,1712.8	9,356.4
K Big Book Sets	2	550	1100	1100
Online Hub		3,000	3,000	600
			Total Spend	\$15,070.48
			2024 Budget	\$5,714.08
			Shortfall request	\$9,356.40

Motions: *“That Waimauku School adopt the Prime Maths program, at a cost of \$15,070.48 (\$5,714.08 from the 2024 Maths Budget plus \$9,356.40 additional funding).*

*“That the student workbooks be charged to parents at the subsidised rate of \$10; and that funding be allocated to subsidise the remaining portion, at a rate of one workbook for each child every 12-18 months from 2024 onwards.”*

*“That annual funding be allocated for the Online Teacher Hub.”*

Hayley/Craig  
Passed

### **Approval of Previous BOT Minutes**

Motion: Gary/Skaya  
Passed

### **PTA**

Gary reported back from the latest PTA meeting noting that doughnut day is happening on Friday and plans are well in hand for the disco and the community bingo event.

### **Principal’s Report**

The Principal’s Report as issued earlier was presented and taken as read.

### *Buses*

The tag on/tag off system trial has been cancelled.

### *Property*

Gary briefed the Board on the status of the new build and noted the following points:

- The new building did not pass the Certificate of Public Use due to level errors within the concrete pour on the courtyard, resulting in 62sqm of concrete being removed and replaced. The re-inspection will be conducted on 14 June, if the building does not pass there will be delays.
- The blessing of the new building will be held on Sunday 16 June at 6am. Staff, Student Council, iwi from Rewiti Marae and all Board members are invited to attend.
- The sewerage system was blocked on 11 June due to the building workers cutting a line and building rubble entering the system. Hydrovac cleared the rubble and blockage and the system was restored quickly.
- The school has encountered some technical difficulties this term with telephones, the intercom system, the electronic sign and the wifi.
- The MOE have viewed the small hall and have agreed that it is not a classroom space, and will request a change of use to multipurpose space.
- Rooms 29 and 30 will be transported off site in July, which may result in classrooms numbers being inadequate to accommodate the incoming new entrant students. If this situation arises the whare ako may be required from mid term 3 until the end of the year.

### *Survey*

The Board completed the MOE Board of Trustees survey as a group which engendered a discussion on Board focus and priority. The Board agreed that Curriculum, Community Input and Te Tiriti o Waitangi are points of focus and that it would like to receive more update reports on curriculum. Gary agreed to arrange Curriculum Leaders to report in regularly with status updates, direction and goals.

**Action Point: Gary**

### **Staff Report**

Skaya reported that staff are ready to move and looking forward to the completion of the build, Matariki and the Art Expo. Skaya noted that draft reports are complete and with Team Leaders for review. Skaya thanked the Management Team and Learning Assistanst, on behalf of the teaching staff, for all their assistance with the classroom moves.

### **Whānau Report**

Thomas noted the hui is tomorrow and the whānau will be finalising arrangements for the Matariki hāngi.

### **Financial Report**

The Finance and Audit Subcommittee met to review in detail all the financial statements and operational reports. Gary noted that there were a number of expenses relating to the new build which were not budgeted for and that incidental costs would continue as the classrooms are bedded in. The additional \$50,000 Principal's Fund has covered some of these costs, including the wifi wiring in the new building.

Gary noted that the annual audit report was excellent and was submitted on time, the Board thanked Nicky Osmond for her diligent and thorough work.

### Monthly Reports

The financial summary reports as issued earlier were presented and taken as read.

Motion: *"That the monthly management accounts for April be accepted"*  
Skaya/Craig  
Passed

### 2023 Final Accounts

The Board noted that the 2023 Final Accounts were signed by Gary and Hayley on 30 May 2024 and the letter of representation to the auditors were signed by Gary and Hayley on 30 May 2024. The unqualified audit report was signed by UHY Haines Norton on 31 May 2023.

Motion: *"That the audited financial accounts for the year ended 31 December 2023 be accepted"*  
Ben/Skaya  
Passed

Gary noted that the Presiding Member and the Financial Sub-Committee had reviewed the Management Letter from the auditors UHY Haines Norton. The 2023 Full Annual Report is available on the school website as per MOE requirements.

The Board noted that in the Financial Statements for 2023 that the Cyclical Maintenance provision as at 31.12.23 was \$207,543. In the year to 31.12.23, \$185,742 was charged as an expense. The expense charged included 73% of the cost of Carus Group Limited painting the whole of the exterior of the school.

The balance of the Carus Group Limited painting was carried out in January 2024. After adjustment of the Cyclical Maintenance provision to reflect the 2023 /2024 exterior painting the provision for cyclical maintenance at 31.12.24 will be \$94,102, made up of a current provision of \$48,603 and a long term provision of \$45,499.

### In Committee

7:25pm

Motion: *"That the Board move to In Committee"*  
Ben/Skaya  
Passed

7:30pm

Motion: *"That the Board move to the normal meeting"*  
Ben/Skaya  
Passed

### Meeting Closed: 7:52pm

### Dates of Future Meetings:

Full Board Meeting: Wednesday 7 August at 6pm

Presiding Member's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Action Point Register

Action	Date	Member Responsible	Completed
Quote for larger store room	20/3/24	Gary	
Arrange Curriculum Leaders to report in regularly with status updates, direction and goals.	12/06/24	Gary	