

**MINUTES OF THE BOARD MEETING  
HELD WINTON SCHOOL GROUP ROOM  
6.00PM ON WEDNESDAY 6 DECEMBER 2023**

**1. ADMINISTRATION**

<b>Welcome</b>	Nathan welcomed everyone to the meeting and led them in Karakia. Welcome to Craig Tucker, Maryse Varaine and Nicole McLiskey who were presenting reports to board.		
<b>Present</b>	Nathan Lyall (Presiding Member), Steve Wadsworth (Principal), Bev O'Neill (Staff Rep), Nicky Patrick, Cameron Waru and Simon Ellis (Parent Reps)		
<b>In Attendance</b>	Jacalyn Reid (Minute Secretary)		
<b>Apologies</b>	Marius Adendorff <b>Moved to accept apology - Nathan</b>	<b>Seconded - Nicky</b>	
<b>Declaration of Interests</b>	None		
<b>Confirmation of Previous Minutes</b>	Minutes of the previous Board meeting held on 11 October 2023, which were previously circulated, be signed as a true and accurate record. <b>Moved - Nathan</b>		<b>Seconded - Bev</b>
<b>Matters Arising</b>	None		

**2. MONITORING & REVIEW**

<b>Charter Target Reports</b>	<b>Year 8 Mathematics</b> Report was previously circulated and taken as read. Nicole gave the board an overview of the report and intervention programme. 11 students involved in the intervention. All students made progress and sustained their learning, except 1 student who had attendance issues during Term 3.  Nathan thanked Nicole for her report. He also wished her well in her new position at Bluff School next year.  <b>Attendance Report</b> Previously circulated and taken as read. Craig gave overview of this report and the work being done by Jenny McPhail, Attendance Support Person. He will give the board a report on attendance on a more regular basis for monthly meetings.  <b>Year 2 Literacy</b> Report previously circulated and taken as read. Bev updated board on outcomes of this intervention programme. 9 students were identified for this intervention. All made great progress; 7 of them are now reading at a level above target.	
<b>2023 Learning Support Report</b>	Previously circulated and taken as read. Maryse updated board on all the learning support initiatives and help given to students from in house programmes and agencies out with the school.	

<b>2023 GATE Report</b>	Previously circulated and taken as read. Craig and Maryse updated board on GATE opportunities offered to students	
<b>Principal Report</b>	Previously circulated and taken as read. Steve highlighted the following; Unsuccessful in application to Ministry for Maths PLD funding. Have spoken to Core Education and they can offer two teacher only days and 5 Zoom Meetings for \$8000. Have budgeted \$5000 for PLD in 2024 budget. Agreed to increase budget to \$10000 for PLD next year. <b>Moved - Nathan</b> Interviews for new senior teacher taking place this week. <b>Steve moved to accept Principal Report</b>	<b>Seconded - Nicky</b> <b>Seconded - Bev</b>
<b>Finance Report</b>	Previously circulated and taken as read. No major issues - everything tracking along as it should for this time of year. Steve presented 2024 Budget for approval. Board agreed to accept and ratify the 2024 operating budget, with the amendment to increase PLD budget to \$10k. <b>Moved - Nathan</b>	<b>Seconded - Simon</b>
<b>Property Report</b>	Previously circulated and taken as read. <b>Simon moved to accept Property Report</b>	<b>Seconded - Nathan</b>
<b>Policy Review</b>	Principal Performance Management Policy was tabled and reviewed. Changes need to be done to this policy - will look into this.	
<b>Principal Appraisal Summary</b>	Principal Appraisal Report previously circulated and read. Steve left the meeting whilst the board discussed his appraisal report.  <b>Nathan moved that the meeting be extended past 7.30pm</b>	<b>Seconded - Simon</b>

**4. HEALTH & SAFETY**

**Hazards & Near Misses Update** Report previously circulated and read.  
27 students incidents. 3 head knocks - staff followed procedure in all cases. 3 students sent home with parent/caregiver.  
No major student incidents that required offsite treatment.  
Will look to incorporate H&S Report within the Principal's Report from next year.

**5. DISCUSSION: RAISING STUDENT ACHIEVEMENT**

**Charter Check** NAG 1 (SA 3 & 4) and NAG 5 & 6 were tabled for review.

**6. ADMINISTRATION**

**Correspondence** None

**In Committee** None

**7. MEETING CLOSURE**

Meeting closed 7.50pm

Next meeting date - 21 February 2024

Signed as a true and correct record

..... Presiding Member