

Wadestown School Board of Trustees

Meeting Minutes

Date: 17 December 2019, 7.45pm

Present: Neil Paviour-Smith, Sally Barrett, Amy Maddock, Mark Crofskey, Huia Forbes, Fazleen Ismail, Genevieve Hancock, Julie Johnston

Apologies nil

	Action
<p>1. Welcome and Apologies</p> <p>Neil welcomed everyone to the meeting. No apologies.</p>	
<p>2. Conflicts of Interests</p> <p>Mark Crofskey disclosed that he had been selected as National's candidate in the Rimutaka electorate for the 2020 General Election. The Board noted that Labour's candidate in the Rimutaka electorate, Chris Hipkins is also the Minister of Education for the current government.</p> <p>The Board agreed that a conflict of interest did not arise.</p> <p>3. Resolution to exclude the public</p> <p>The Board resolved to exclude the public from the next part of the meeting in order to consider personnel related issues in confidence.</p> <p>The meeting resumed in public at 8.15pm.</p> <p>4. Minutes of Previous Meeting</p> <p>The minutes as corrected of the previous meeting on 6 November 2019 were CONFIRMED as true and correct (Barrett/Ismail).</p>	
<p>5. Matters arising</p> <p>The Board noted that the action item from the previous minutes that Neil and Fazleen to attend PTA meeting to discuss parent portal and red book did not occur as the meeting was cancelled.</p>	

<p>This issue will be revisited in the new year with Fazleen to contact Annabel Butterfield to discuss.</p> <p>The Code of Conduct is still a work in progress with Fazleen to provide additional information to the Board.</p> <p>Regarding Office Manager’s request for an alteration to the financial controls policy discussed at previous BOT meeting, Board agreed that the process must include payments being reviewed and authorised by a trustee.</p> <p>Trustees discussed the importance of BOT meeting minutes being available on the school website. The Office Manager will be responsible for putting final Minutes on the school website once they have been confirmed.</p> <p>Trustees were reminded to provide the secretary with the number of hours spent on board business as this information is required for auditing purposes. The secretary needs to provide this information to the School accountant Jocelyn Best in January 2020.</p> <p>The Board agreed to keep the community survey seeking views on the desired attributes and characteristics of the new Principal open over the summer to give people more time to respond.</p>	
<p>6. Update from PTA Chair</p> <p>The House and Garden Walk raised \$46,450.87.</p> <p>Treasurer’s summary was received with the PTA’s current funds standing at \$49,206.95. The Board noted that the PTA had expressed a wish to make a contribution towards a farewell for our retiring Principal, Sally Barrett.</p> <p>The Board noted the very positive response to the School Year Book and expressed its gratitude to Victoria Smith and her team for running this project.</p> <p>The Year 8 leavers dinner was a huge success and the Board expressed its gratitude to the organizers, Meredith Dreyer and Esther Goldberg-Contreras.</p> <p>The Board also thanked the PTA for all its work this year especially the Chair, Dan Buxton and PTA Committee members.</p>	

7. Correspondence

Inward: Anne Bell, Education Adviser, from Ministry of Education seeking an update on the Board's process for appointing an acting Principal.

Duncan Campion from the Ministry of Education advising that Wadestown School is eligible for a one-off capital contribution to spend on upgrading school property.

Outward: Neil provided MOE with an update on the appointment of an acting Principal.

8. Board Admin

The Board approved Terms of Reference for the Playground Committee in place to help progress the adventure playground aspect of the school's master concept plan for the school grounds. The members of the committee are Amy Maddock and Genevieve Hancock. The members are authorised by the Board to manage the project by working with the Architect and facilitating any decisions the Architect needs from the Board, providing fellow trustees with information, overseeing legal requirements, monitoring spending and coordinating projects. The Committee will report to the Board as appropriate and no individual member of the committee can act without the directive of the committee as a whole.

The Board discussed the desire for information on the playground project to be accessible to the school community (noting that regular updates had been provided) including timeframes, updates and the criteria for prioritizing projects.

Fazleen offered to prepare a draft guiding document that could be regularly updated as projects progress.

The Board approved Landscape Architect, Mark Newdick's proposal for services in relation to the adventure playground as circulated by Genevieve on 16 December 2019.

9. Principal's Report

NAG One: Student achievement, learning and teaching, assessment

The Board noted the following reports:

Literacy Intervention Report: Reading recovery Report. Sally advised that the school may need to share a reading recovery teacher in term 2 2020.

School Library Report: The Board acknowledged that Pip Honore had done an outstanding job as teacher librarian for 2019.

School IT Report: The Board agreed that recommendations 1-7 would be considered as part of budget deliberations next year. The Board agreed that recommendation 8 regarding an alternative student management system was a major decision and would need to involve the new Principal.

NAG Two: Strategic plan, self-review, reporting to parents, community

Travel Plan Board Report: Noted.

2020 School Organization: If the number of new enrolments continues to increase during the upcoming holiday period, there is a possibility the school organization may need to be revised. Noted.

NAG Three: Employment and Personnel

Farewells to staff, in particular Pip Honore to be acknowledged in News from the Board to be circulated by the end of the school year.

NAG Four: Finance and Property

Financial Report for November 2019: Noted.

The Board resolved (Paviour-Smith/Barrett) that the annual voluntary donation level would remain at \$310 for 2020. This is unchanged for the 13th year but may have to increase depending on potential changes to how a school can charge for activities.

Board of Trustee meeting fees. Trustees to complete form and return to Linda in the New Year.

MOE Property update December 2019: Noted. Proposed new design for emergency evacuation route staircase was discussed and the Board noted that Mark Newdick will need to be advised.

Property Five Year Agreement 2016/17 Three Year Budget Review: The Board noted that the outcome of the Review was that the recalculated budget was less than or equal to the original budget, therefore the original budget for Years 4 and 5 of \$184,324 still applies.

School investment package: The Board noted the Ministry's advice that the package was focused on acceleration of projects and the expectation was that the Board would need to use the funding to accelerate upgrade projects already planned as part of the 10 Year Property Plan. The Ministry's expectation is that projects should be selected and delivered in the next 6-24 months. The Board agreed time is of the essence as and discussed establishing a sub committee of the Board to look at both the 5YA and investment grant. This will be further discussed at the first meeting of 2020.

2020 Draft Budget:

Capital spending approval items - Sally to obtain quotes for the un-costed items and circulate. Approving the capital items expenditure subject to quotes on the unknown items being obtained.

The draft budget indicated an approximate breakeven result which suggested no major issues would need to be considered before the budget is finalized for ratification at the first meeting of the new year.

NAG Five: Safe physical and emotional environment

Serious Incident File/Medical Register: No incidents to report.

NAG Six: Legislative requirements.

Wadestown School Kiwisport Report: Noted.

Board meeting dates 2020.

The Board agreed to plan for the 3rd and 9th week of every term in 2020.

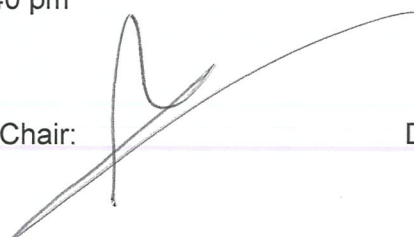
School Principal farewell function

Neil advised that he had asked Sally to consider what type of farewell events she would like. Sally said she thought the annual school picnic would be a good event to combine with a farewell for current school attendees and parents. She also thought a more formal function elsewhere would be good and she advised that she has been approached by various former and current parents who are very keen to organize a farewell and she would follow up with them. The Board agreed that a significant farewell event would be appropriate to recognize Sally's long service to education and the school.

Meeting closed: 10.40 pm

Next meeting: 2020

Signed by the Board Chair:



Date: 28/2/20