

## Wadestown School Board of Trustees

### Meeting Minutes

Date: 25 February 2020, 7.00pm

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

Anne Bell, Education Advisor from the Ministry of Education

Lisa Toovey, Organiser of "Sallybration", Principal's farewell from 7.15pm

Apologies nil

<p><b>1. Welcome and Apologies</b></p> <p>Neil welcomed everyone to the meeting. No apologies.</p>	
<p><b>2. Election of Board Chair</b></p> <p>Ian took over as chair of the meeting to elect the Board Chair 2020.</p> <p>Amy nominated Neil. Huia nominated Mark seconded by Fazleen.</p> <p>In order to allow Ian to second Neil's candidature, the board secretary took over the process to appoint a chair.</p> <p>A vote by show of hands was held and Mark Crofskey was elected Chair. Mark took over as Chair of the meeting.</p> <p>Fazleen moved a resolution to acknowledge Neil's many years of service as Chair of the Wadestown School Board. (Ismail/ Crofskey)</p> <p><b>3. Conflicts of Interests</b></p> <p>Fazleen disclosed her role in applying for grants on behalf of the Wadestown Tennis Club and the potential for a conflict of interest when the Board was considering financial matters related to the Tennis Club. The Board agreed with Fazleen's suggestion that she recuse herself from any decisions (but not, for the avoidance of doubt, discussions or otherwise) involving WTC where there are financial implications.</p>	
<p><b>4. Minutes of Previous Meeting</b></p> <p>The Minutes <i>as corrected</i> of the previous meeting on 17 December 2019 were confirmed as true and correct (NPS/Crofskey)</p>	

## **5. Process for appointing new Principal**

Anne Bell, Education Advisor for the Ministry of Education sought an update on the appointment of a new Principal. The Board updated her and noted that expressions of interest had been received and applications closed Friday 28 February 2020.

## **6. Matters arising**

Certain action items from the previous Minutes were not discussed due to time constraints.

## **7. School Principal farewell function**

Lisa Toovey provided an overview of the cocktail party event planned at TE PAPA to honour Sally Barrett's 45 years of service to Wadestown School and to seek a donation from the Board towards costs.

MOE, Education Advisor, Anne Bell gave some advice to the board as to the limitations on such spending.

The Board agreed that Sally's 45 years of service was exceptional and worthy of a significant even, the support of Wadestown School, the Board and the community.

The Board resolved to exclude the public from the next part of the meeting in order to consider its contribution to the Principal's farewell in confidence.

Anne Bell, Julie Johnston and Lisa Toovey (as members of the public) left the meeting. The meeting resumed in public at 8.30pm

## **8. Correspondence**

**Inward:** Letter from Wadestown Tennis Club regarding resurfacing, asphalt upgrade, review of rental arrangements, exploring options to replace Court 3.

The Board approved the proposed new rental terms for the tennis club.

The Board delegated the Playground Committee to engage with tennis club as regards re-surfacing.

**Outward:**

## **9. Board Admin**

**Property Matters**

The Board resolved to establish a Playground Committee whose scope is the playground master plan . The Playground Committee is responsible for all of the action items regarding the playground upgrade but is to revert to the Board on matters regarding budget.

Board members of the Playground committee are Fazleen, Genevieve and Amy.

The Board resolved to approve a budget of \$83,000 for the Amphitheatre (NPS/Hancock)

The Board resolved to establish a Property Control Group consisting of Mark, Genevieve, Neil and Amy to progress 5YA and other property matters. (Crofskey/NPS)

The Board resolved that the School Principal can attend any Committees. (Crofskey/Hancock).

## **10. Principal's Report**

**The Board received the Principal's report and Ian Hastie spoke to it.**

The Board resolved to approve the Planning and Risk Assessment Safety Information for the Years 5 and 6 and Years 7 and 8 Camps (with some additions)

NAG Six: Legislative requirements.

**Wadestown School Strategic Plan 2020-2022**

**Wadestown School 2020 Annual Plan**

**Analysis of Variance Reporting**

**2020 Draft Budget**

The above items were discussed and approved (subject to the following). The Board discussed the final draft of the budget. Fundraising income is to be excluded from the budget given its usage is not for operations. NPS suggested inclusion of a more likely Ministry operational funding amount given the budget only incorporates the commencing allocation and typically this increases across the year. Additional expenses for the 2020 year for recruitment costs and Principal transition costs were noted. The Principal was also asked to reconsider the budget for relief teachers which appeared high. A final version is to be circulated for email approval. The capital expenditure items were approved (Hastie/NPS)

**Proposed Board meeting dates 2020.**


Week of 2 -6 March 2020

Wednesday 1 April 2020	
Wednesday 13 May 2020	
Wednesday 24 June 2020	
Wednesday 5 August 2020	
Wednesday 16 September 2020	
Wednesday 28 October 2020	
Wednesday 9 December 2020	

Meeting closed:

Next meeting:

Signed by the Board Chair:

 5 March 2020  
Date: 19/3/20