

**Wadestown School Board**  
**Minutes of the Meeting**  
**held on Wednesday 24 February 2021**  
**At 7:00pm in the Staffroom**

**Present:** Mark Crofskey (Presiding Member) Amanda Frater, Genevieve Hancock, Alistair Rumble-Smith, Fazleen Ismail, Huia Forbes (arrived 7:25pm), Helen Shields (Minute taker)

Robyn Grover, Amber Pullin

1. **Karakia, Welcome and Apologies:** There were no apologies 2.

**Matters arising:**

- Election of Board Chair

Helen Shields called for nominations for the position of Board Chair.

Mark Crofskey was the only nomination received and was duly appointed Board Chair.

**Declaration of Conflict of Interest:** Fazleen declared that she is a member of the Tennis Club Committee.

3. **Minutes of previous meeting:**

Resolution to confirm minutes of previous meeting of 9 December 2020  
November minutes were tabled.

Mark offered speaking rights to Robyn and Amber.

4. **Correspondence:**

- **Inward:** Email from parent re: nut allergies, letter from Robyn Grover (ERO)

Robyn talked about her part time role with ERO which is for 10 days over a term until term 1 of 2022. Her Induction takes place in the last week of this term. Amanda is supportive of Robyn's appointment to this role and considers it valuable professional development. The trustees congratulated Robyn on her appointment.

- **Outward:** Nothing to note.

5. **Board Administration:**

- Camp documentation – Forest Lakes
- RAMS forms have been prepared by the school and have also been provided by Forest Lakes.
- One year 5 girl started today and a year 6 boy will start next week.

- Amanda will work with the parents of these students in preparation for camp.
- Teachers attending have planned well.
- COVID MOE guidelines will be followed if this is necessary. Procedures will be planned in the case of a change in alert levels. Less than 100 students are attending camp and they will be the only school on site.
- COVID Communication planning will be worked through.
- Bus availability (if necessary) will be checked.
- Police Vets on parent helpers – not an absolute requirement in the case of a replacement being needed at short notice.
- The Secretary to the Ministry of Education issues timely Bulletins – these would be used as part of the school's guidance.
- Camp decisions will be made by the school.
- It is noted that the year 7 & 8 students attending Green Pastures in Whanganui, will go out on day trips.
- Amanda tabled a comprehensive COVID checklist.

**MOTION:** That the Board approves the RAMs for the Rimu team camp to Forest Lakes subject to the school's COVID policy.

Mark / Genevieve. Agreed

6. **Principal's Report** – tabled and spoken to by Amanda

## **NAG 1 (Student Achievement, Teaching & Learning, Assessment)**

### **Whole School planning**

- Watching class sizes as some are on the high side.
- Amanda was asked if the school should increase the level of staffing. She highlighted the importance of good teacher practice and acknowledged it is easier to form relationships with students if numbers are lower.
- 14 new entrants are expected this year however there may be some siblings for whom details have not yet been received.
- The Board would like to know what is optimal in terms of numbers in class.
- Known reasons for enrolling in Wadestown school:
  - Limited interest in modern large learning environments.
  - Like the community – goes to year 8.
- The Board agreed it is important to get ahead of the curve with reference to year 3. Amanda said it would be beneficial to invest more time into this age group and in particular the explicit teaching of reading, writing and mathematics should continue to remain a focus.
- Appointing a part time teacher who is skilled in these areas would be advantageous.
- Amanda will consult and come back to the board with a recommendation.

### **Teacher Only Days – Inclusion and Diversity**

- Over two days the whole staff worked in teams drilling down on the meaning of inclusion and diversity.
- Board funded Units will have an inclusion and diversity component.

- Schoolwide planning includes a focus on service to others at school and also in the wider community.
- Students will be safely allowed to have experiences out of their comfort zone e.g. playing sport against another diverse school, kapa haka exchange etc.
- Amanda will investigate PD for teachers.

## **NAG 2 (Strategic Planning, Policies, Self-Review, Reporting to Parents/Community)**

### **COVID Response – level 2**

- MOE guidelines will be used. Google classrooms have been set up.

### **Community Consultation**

- Senior leadership will work on this with a Diversity and Inclusion lens.
- Link to be re-sent in the next newsletter.
- Trustees discussed homework. Senior leadership have also discussed this.
- Amanda will seek the views of other Kahui Ako Principals.
- What has the impact on Lockdown been? Teachers are looking at focus students and observing all children. At the end of the term teachers will have a better idea of what the impact has been and testing will have taken place.
- Need to watch anxiety over time as well.
- Need to watch engagement and motivation particularly in the senior school.

## **NAG 3 (Employment and Personnel)**

### **Teacher Aide – noted in Principal's Report**

- Fraser Asghar has been employed for 3 hours a day, 5 days a week supporting Rimu and Kowhai teams primarily.

## **NAG 4 (Financial, Property)**

### **Budget**

- The budget has almost been finalised with the focus being on teaching and learning.
- Fixed Asset register has been set up.
- Some capital spending was not used last year.
- The importance of discussion and consensus around priorities for spending was agreed.
- Property issue in Rata – noted.
- Retaining wall above the tennis courts is also on the radar for repair.
- Information for the MOE property advisor is being gathered.

- Playground surfacing needs to be finished - waiting due to recent COVID alert level change.
- Final layout of netball and tennis courts to be determined then needs to be agreed with teachers.
  - The Multisport surface will then go in.
  - Gates are required.
  - Feasibility of shade sail to be progressed.
- ***On behalf of the Board Mark offered a Vote of Thanks to Genevieve for her work on the playground and property matters.***
- Official opening of the playground by the Governor General will be combined with the school picnic on Friday 19<sup>th</sup> March.

**Signage for the school** – noted in Principal's Report

### **NAG 5 (Health and Safety)**

- Hole in concrete (outside rooms 7 & 8) – noted in Principal's report.
- Repairs take place when the Rimu team are at camp.

### **NAG 6**

#### **Staff Rep**

- The Board offered Robyn & Amber best wishes for the upcoming election.
- Acknowledged Amy's contribution to the BoT as the former Staff Rep

### **Review of Nut Policy**

- Amanda spoke to this and advised there are both staff and students who have nut allergies and have medications held on site.
- The nut free procedure sits under the Health and Safety Policy.

General discussion highlighted the following thoughts:

- Should be managed at an individual level and plans should be formulated on with the child's parents.
- No food sharing should be the rule. Discussion should be from this angle.
- Alistair shared a paper setting out why a nut free policy was not best practice from a public health perspective.
- Consult with those who are known to have nut allergies.
- The review of the policy and any resulting communications are left with Amanda.

**Additional business:**

- Community consultation for strategic plan. This will take place in two weeks' time in the hall. The Board will then arrange to meet to draft the strategic plan
- Huia offered her home for a beginning of the year Board gathering.
- Mark will speak to the tennis club regarding rental. Rental should reflect their ability to use the courts. Genevieve/Huia to do a deal on rent reduction.

**Meeting closed at 9:20pm****ACTION POINTS**

<b>WHAT</b>	<b>BY WHOM</b>
Advise on optimal class sizes	Amanda
Inclusion and Diversity PD for teachers	Amanda
Re-send Community Consultation link	Office
Consult with other Principals on Homework	Amanda
Nut Policy Communication	Senior Leadership/Fazleen
Tennis Club - rental	Mark
Rent reduction – Tennis Club	Genevieve/Huia