

# Wadestown School

## Minutes of Board of Trustees Meeting

Wednesday 9 December 2020

At 7.00 pm

### 1. Welcome and Apologies

**Trustees:** Mark Crofskey (Board Chair), Huia Forbes, Fazleen Ismail, Genevieve Hancock, Amy Maddock (Staff Rep), Amanda Frater (Principal)

**Apologies:** Alastair Rumball-Smith

### 2. Minutes of previous meeting

- Resolution to confirm minutes of previous meeting of 18 November 2020. MC/AF

### 3. Matters arising

- Management of bee hives – Might need to be shifted – monitor this. Concerns around student safety.
- Previous work on Purakau Ave - looking to investigate this further. Continuing discussions with the MoE around remediation of the driveway.

### 4. Correspondence

#### Inward:

- **Letter from Amy Maddock** – Resignation from Staff Representative of the BOT. What is the process from here re: finding a replacement? Mark Crofskey to talk to NZSTA.
- **Email from Jim Tither** – Resignation from part time teaching position received (CRT and Leadership Release for Nick Julian). Will need to find replacement for 2021.

#### Outward:

- **Letter from students re: recycling** - support this within 2021 Budget. Fazleen to draft a response.

### 5. Board Administration

- Need for a minute taker. AF to approach HS as she has been doing minutes for other schools and might be interested in this.

### 6. Principal's Report

Data Timetable for December – All the following reports received and tabled.

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

- 2020 Library Report
- 2020 Kiwisport Report
- 2020 Learning Support Report
- 2020 PTJs Maori Students, Maths, Reading Writing
- 2020 Literacy Intervention/Literacy Leader Report
- 2020 Travel Plan Report

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

**NAG 3** (Employment, Personnel):

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

- Financial Report for November
- Provisional Roll Review Outcome - we have been given an additional unit but no extra teaching.
- School Signage – want this to be in Te Reo. AF to plan for signage around the school including: Wharepaku, Library and Administration

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

**NAG 6** (Legislative Compliance):

- Networking and Review of Enrolment Scheme

### **Summary of discussion from the Principals' Report:**

#### **1. Karakia**

- a. Look to introduce a copy of the karakia in all classrooms. Have it displayed and all students using it in their classrooms.
- b. Copy also for the library so students are familiar with this.
- c. Work towards having all meetings opened with a karakia.

#### **2. Toast-masters: Year 8 Leadership Programme Review**

- a. Look at adapting this programme as Toast Masters are no longer available to support Wadestown School. Do not have the capacity anymore.
- b. Look at progression of leadership across the school
- c. Want to revisit the Year 8 Leadership Programme and review - NJ supports this. CW will survey students to help inform any future changes.
- d. Fazleen to assist with this process.

#### **3. Hazards Register**

- a. Could this be digitalised?
- b. Genevieve to put together a google doc to help assist this

#### **4. Whanau Group**

- a. Look to re-introduce powhiri for new students, teachers and families.
- b. Hangi next year - tied to Matariki and Te Reo Language Week
- c. Purchase up to 5 hangi cookers
- d. Consult whanau group about:
  - i. Bilingual signs
  - ii. Waioara
  - iii. Iwi engagement - building a relationship with Wadestown School
- e. Huia to investigate further

#### **5. Budget:**

- a. Look to build curriculum budgets to support leadership roles
- b. Approach Matthew Gand for his assistance in any future budget work

#### **6. Other:**

- a. Strategic Plan - create a survey monkey to go out to the community over the summer break.
- b. Property consultation with students - complete this early in 2021 around sporting lines.
- c. Week 2 of 2021 for first meeting of 2021.
- d. Assessment - what has been the impact of Covid on this?

### **7. General**

- Term 1, 2021 Board Meeting Dates -
  - Create a google doc with the dates and drop into our google drive.
- Property –
  - Staircase project update.
- Project on Rose Street -

- look at the guidance offered through our Travel Plan. Weld Street has a congregation point - bus stop. Had a gate put in to ensure student safety. Keep Teacher Travel units to assist with this.
- Policy review -
  - upcoming.