

**Minutes of  
Wadestown Board Meeting  
Held on Wednesday 11 August 2021  
7:00pm, Staffroom**

**Present:**

Mark Crofskey (Chair), Huia Forbes, Fazleen Ismail, Genevieve Hancock, Amanda Frater (Principal), Nadine Gray, Robyn Grover (DP/Staff Rep), Helen Shields (Minute Secretary)

**Karakia:** E oha ki runga  
E oha ki raro  
Āna

**Apologies:** Alistair Rumball-Smith

**Minutes of Previous Meeting:**

The Minutes of the previous meeting held Thursday 24th June were accepted as a true and accurate record. Passed

**Matters Arising:**

**1. Strategic Plan:**

This is a living document that can continue to be updated. A one page summary is to be prepared by Amanda and Fazleen.

**Resolution:** Subject to one amendment, the board resolves to adopt the Strategic Plan. Huia/Genevieve.

**2. Dates for 2022:**

Term 1, 2022 is to begin for students on Tuesday 1st February. The year will conclude on Tuesday, 20 December.

This start date aligns with Kāhui ako days and takes into account feedback from last year. The date will now be advertised in the newsletter.

Term 4 Teacher Only Day - move to Friday 22nd October due to Rimu Camp at Forest Lakes. Mark and Fazleen to share this in their upcoming Board Communication

**3. Deputy Principal Process:**

It was agreed that Nadine will be the board representative on the interview panel along with Amanda and Robyn.

**4. Hautu Tool** - Report back from Kāhui Ako BoT Meeting attended by Amanda, Mark and Fazleen.

- This was the second workshop - revisited the stages of cultural responsiveness as a school.
- The Board considered what they would like to have done by the next meeting scheduled for 26th October and to that end Nadine, Amanda and Huia will draft a starting framework for Māori achieving success as Māori.
- Reference to Russell Bishop's programme **Te Kotahitanga**.

**Correspondence:** Nothing to note

- Mark will draft correspondence regarding school donations.

**Board Administration:**

**Principal's Report:** taken as read

**NAG 1:** points to note:

- Literacy Review for year 5 & 6. The achievement of priority learners in writing is a focus.
- Year 5 cohort - Amy, Amanda and Robyn will evaluate the data before making any further decisions. It is pleasing to note that all have moved up and there is an improvement in their attitude.
- School Entry Assessment - Robyn spoke to her report and highlighted the number of children starting school with speech difficulties. This is an emerging pattern that senior management will watch carefully. The partnership between parents and school is acknowledged as key.
- Currently there is a shortage of speech language therapists - both private and MoE funded.
- Continued support from the Board is appreciated.

**NAG 2:** points to note:

- Report Writing Review - an internal review will make sure of consistency across the school.
- Move from Parent Teacher Conferences to Three Way Conferences will be encouraged.
- Support can be put in place to make the sharing of their work easier for students and it is acknowledged that the younger students will need more support for this transition.

**NAG 3:** points to note

- Room 16 appointment. A job share 0.8/0.2 is the best option available. It is desirable to have a full time teacher in this area next year and the timing of an advertisement will be carefully considered.
- Amanda has sought teachers' intentions for next year and will update the Board at the next meeting.
- Crest Clean Cleaners - this is an ongoing investigation.

**NAG 4:**

Additional Spending noted - Incident Response

**NAG 5:**

Recent Incident and follow up.

- The high level of support from everyone involved is acknowledged.
- Amanda will email communication to parents outlining the steps that have been taken in response to this incident, in consultation with the Police and the Ministry of Education.

**NAG 6:**

Principal Appraisal

- An ex Principal has been appointed to undertake the Principal appraisal and an initial meeting has been held with a half year summary being provided to the Board at the end of the year.
- The Deputy Principal's will work with a different ex Principal for their appraisal.

**Further Business**

1. Refurbishment of Rata Block
  - The next meeting is scheduled for 19th August and will be attended by our MoE property adviser.
  - The QS report has been received and engineering plans have been drawn.
  - Interior design decisions will not be required for some time yet.
2. Discussion for the next: Road Safety

**Meeting Closed at 9:15pm**

**Next Meeting:** Wednesday 8th September, 7:00pm