

Wadestown School

Board Meeting

Wednesday 3 November 2021
At 7.00 pm

Minutes

1. Karakia, Welcome and Apologies

Karakia - Gifted from Te Ati Awa to all our Kāhui Ako Schools:

E oha ki runga,
Acknowledgements to the sky,
E oha ki raro.
To the ground,
Āna
And all in between

- **Trustees:** Mark Crofskey (Chair), Huia Forbes, Fazleen Ismail, Genevieve Hancock, Amanda Frater (Principal), Nadine Gray, Alistair Rumball-Smith, Robyn Grover (Staff Rep), Lynda Sale (Minutes)
- **Apologies:** Helen Shields (Minute Secretary)

2. Minutes of the previous meeting dated 15 September 2021

accepted as a true and accurate record. Passed MC/FI

3. Matters arising

- School Donations (Huia)
 - Huia suggested that the school explain the easy process for claiming back 1/3rd of the Annual Voluntary Donation to families as a way of encouraging more donations to be made.

ACTION POINT: Huia and Fazleen will draft and email to families explaining how to make a Donation Rebate Claim to the IRD

HF & FI

- Discussion regarding renaming student costs Activity Fees (Curriculum based costs) to be Voluntary Curriculum Contribution not funded by the MOE. This would mean that an IRD Rebate could be claimed on these payments also. This would be set up for the 2022 year.
- Year 8 Dinner Planning 2021
 - Does the BOT want to endorse a celebration of Yr 8? - Yes
 - The Board resolved that the 2021 Yr 8 Leavers event will be:
 - a Yr 7 & 8 Student only event with minimal parent involvement.
 - That the guidelines given by the MOE for end of Year school events be followed.
 - Bearing in mind that the majority of attendees will be unvaccinated students.
 - That the team of organisers will give the Board a proposal that is compliant that will be approved by the board. Provided to the board by Friday 5th November.
 - Achieving the objectives of the Year 8 Dinner
 - Mark Crowskey will be the Board Liaison
 - The majority decision that the event goes ahead will be decided by the Board via a Whats App conversation in principle.
 - Passed:HF/MC
- Hautū Tool Workshop 3 - Feedback
 - Discussion around The Hautū Tool and how the school will advance over the years. We want to ensure that we do not cover the same ground year by year, but advance in our learning and actions towards being a more bi-cultural school. eg:
 - Reminders around the school to say this is who we are e.g. Posters.
 - Tracking along action points/goals
 - Māori students achieving as Māori
 - Inclusion to diversity
 - Parent Groups:
 - Parents of Māori Children
 - Whānau Group (who support Māoritanga)
 - Etc

4. Correspondence

- Maternity Leave
- Letters of resignation

5. Principal's Report taken as read

NAG 2: Strategic Plan, Self-Review, Reporting to Parents and Community

- Meet Your Class Day (transitioning)
 - Amanda explained how this day would work and how it will support transitioning students into their 2022 classes.
- Draft School Organisation for 2022
 - Amanda explained the intricacies of the 2022 School Organisation to the Board. The Board supports that if necessary, the Board will fund another teacher for 2 days/week in 2022. This matter will be revisited at the next BOT meeting.

NAG 3: Employment and Personnel

- Discussion: Public Excluded
 - Resolution for delegation to be given to Fazleen Ismail who will sign off on the 1 permanent staff vacancy MC/HF

NAG 4: Finance and Property

- Vandalism
 - Security review of both sites? Do this ourselves or get someone in to do it? Matter will be revisited at the next meeting.
- Rents on Tennis Courts and Music Room: The Board gives the following Instructions for the 2021 rental amounts. Passed: HF/MC
 - Wadestown Tennis Club
 - The unpaid term 1 cost for 2020 of \$600.00 will be written off.
 - Rental for 2021 will be charged at \$600.00 for the summer months and \$500.00 for the winter months.
 - Wellington Music Academy
 - Rental for 2021 will be charged at \$300.00/term - the rental rate prior to Covid in 2020.
 - Les Meadows – Wadestown Music
 - Rental for 2021 will be charged at a reduced rate of \$400.00/term (it was \$800.00 prior to Covid) as his business has been affected by Covid and Les has less students now.

NAG 5: Health and Safety

- Covid Vaccinations -
 - Staff: Most staff have completed their 2 vaccinations for Covid. They are happy to share this information with the Principal.
 - Parents: Further discussion around requirements from the Public Health Order on how to keep a register of parents who have/have not been Covid Vaccinated and how this will affect future school trips, overnight stays, community events, dropping children off at school each school morning.
 - The school will need to create a register of parents' Covid Vaccinations that will be kept on file. Start the process that can be fine tuned as information and instructions from the MOE come to hand. This will be a big job so we need to get started asap.
 - Record 'proof' of Parent's vaccines?

ACTION POINT: The school will begin to collect Parent Covid Vaccine information.

AF

6. Further Business - none

7. Meeting Closed at 10.47pm

8. Next Meeting: Wednesday 1 December 2021