

Wadestown School Board Meeting
Wednesday 16th February 2022
7:30pm, Online

Present: Mark Crowskey (Chair), Huia Forbes, Fazleen Ismail, Genevieve Hancock, Alistair Rumball-Smith, Amanda Frater (Principal), Nadine Gray, Robyn Grover (Staff Rep), Helen Shields (Minute Secretary)

1. Karakia, Welcome and Apologies

**Karakia - Gifted to us and all the schools of Kahui Ako Te Whanganui-a-Tara by
Te Ati Awa**

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

In attendance:

Mark Crowskey (Chair), Huia Forbes, Fazleen Ismail, Genevieve Hancock, Alistair Rumball-Smith, Nadine Smith, Robyn Grover (Staff Rep), Amanda Frater (Principal), Helen Shields (Minutes)

Welcome from the Chair

Apologies: Nil

2. Minutes from previous meeting

Correction: Huia communicating with Les Meadows (music teacher) occurs twice in the Minutes - one entry will be deleted.

The Minutes of the previous meeting were accepted as an accurate record of the meeting:

Robyn/Fazleen. Minutes passed.

3. Visitors: James Richardson - Gumtree Remediation. Scheduled to join the meeting at 8:00pm.

Mark introduced James (parent) and welcomed him to the meeting.
Summary of James' presentation.

- The gumtree at the main entrance is one of the iconic components of Wadestown School.
- James had previously presented drawings of his proposed plan to Amanda and presented them to the Board via slideshow this evening.
- The tree is of such a size that the deck is encroaching on the health of the tree and the deck's safety is being compromised. Some cutting back of the tree has already occurred.
- The tree is entirely on WCC property. James has spoken to the WCC tree manager who is of the opinion the tree is in good enough condition to maintain its health.
- James suggests the school should manage the deck to preserve the tree and as this area is the main entrance to the school he believes this area deserves more consideration. He has analysed how the deck is used by parents when picking up children.
- Essentially James' suggested plan is to remove the deck and bring the fence onto the near side of the tree and reduce the height of the fence a little. Consideration could be given to installing glass panels in the fence and altering the shape of the fence to mirror the skyline/landscape. The seating would also be replaced.
- As the deck is on city property any rebuild would need to go through a consenting process.
- Mark thanked James for his mahi on this proposal which adds to the discussions that have previously taken place.
- Alistair thanked James for taking ownership over this project which should be seen as stage one of a bigger project.
- Nadine agreed to work with James and will take the ideas/plans to the whanau group who could be keen to work on this project. **Action Nadine**

- Robyn will liaise with students to find out their ideas. **Action Robyn**

James left the meeting at 8:23pm.

4. Matters Arising

COVID planning under Red Framework - WS Covid Response Plan 2022

Amanda was invited to update the Board

- Uncertainty around what COVID will look like for Wadestown School given that the situation is likely to change quickly and to this end the Senior Leadership Team has done a considerable amount of planning.
- Most recently distance learning packs have been put together and all students now have a hard pack at home as a backup/emergency kit. Feedback from parents has been positive.
- Looking at upcoming events, the parent conferences are scheduled to take place next week (Tuesday - Thursday). These meetings are curriculum based so they can be held face to face however should the need arise they can be quickly moved to online conferences.
- Students have been really good at sticking to their bubbles. Supplies of sanitiser and soap are on hand. An order of N95 masks has been placed and will be held onto until for future use. Currently, we are using the MoE provided masks.
- The Board has received a document which runs through scenario planning.
- Relief teacher cover will be a concern with high teacher absences. Need to consider at what percentage of teacher absence working from home online kicks in.
- New relievers have been introduced this term and a good pool needs to be maintained as the shortage was a problem last year.
- The community is being updated as much as possible and thus far feedback is positive. The Co2 monitor is lost in the mail - we are trying to track this down.
- Rimu camp - discussion around this going ahead.
- All meetings are now taking place online.
- The mandate covers boosters - these are being tracked.
- The goal is to keep everyone as healthy as we can for as long as we can.
- Ministry of Education contacts will liaise with the Ministry of Health if Wadestown School gets a case.
- Communication to Parents: The plan outlining key points will be shared. There is a plan for a series of possible outcomes and the school will respond to what it is facing from day to day. It was agreed it would be useful to develop a FAQ document.

Rimu Camp

- Amanda would like to postpone camp due to the uncertainty of COVID-19 and how things might develop. Another school will be at El Rancho at the same time as Wadestown School and MoE advice has been to avoid this scenario.
- Should a case be found at camp there is only a 2 hour window to pack up and get the campers back to school.
- Ongoing discussions have taken place with El-Rancho and their COVID planning documentation has been shared.
- Board supports this decision.
- A new date has been penciled in for Term 3. Communicate this to parents,

WCC Road Safety Update

- Road Safety Improvements. Meetings have been held with the Council. Hit sticks were going to be installed however these will pose a problem for council trucks dealing with the waste bins. The turning bay is an area of concern.
- Discussion around moving the bins - this would improve the safety of the children. **Action for Mark.**
- Discussion around how to slow down the traffic on the Mairangi Rd/ Lytton St corner. Judder bars were suggested.
- The Council has undertaken an analysis and it appears speed is not as much of an issue as first thought.
- Discussion around the areas of particular risk, what should and can be done to diminish these risks and whether it is time to engage a consultant for independent advice.
- Amanda will draft the safety plan and share with the Board. All entrances to be included in the plan. **Action for Amanda**
- Gen will contact Mark Haldane for advice. **Action for Gen**

Purakau Ave

- Work is starting shortly to remediate the road. Amanda has been asked for a preferred start time.
- A positive meeting with some of the residents was held last year and the Board agreed to meet with resident representatives again.
- A letter to be drafted for the incoming Board outlining the work that has been done-to-date and the understanding that the school holds.

Child Safety Policy [NZSTA Child Protection Policy](#) (Safety Checks and Police Vetting)

- Staff went through the School's Child Protection Policy as part of their beginning of year, Teacher Only Days.

- The work done on the ERO Policy compliance checks prompted some further thought on this issue.
- Vetting for camps - only identifies whether the parent helper concerned has not been charged in the previous 10 years. Now that camps have been postponed there is additional time to fully investigate safety checking (NZSTA).
- Keep child safety policy conversations going with the senior leadership team.

5. Correspondence: Noted

- Incoming
- Outgoing

6. Board Administration:

2022 Draft Budget

- Amanda and Lynda have drafted the 2022 budget. Discussion around maintaining a healthy cash balance each year and making sound decisions.
- Mark and Genevieve have also had input.
- Waiting for a response from the MoE re: Split Site allowance reduction and the reason for this.
- The budget needs to reflect our values including keeping students safe and cultural responsiveness.

Capital Spending Plan for 2022

- Fundraising - Amanda, Gen and Mark discussed fundraising with the PTA at the end of last year. Amanda will check the fundraising budget with the PTA. **Action for Amanda/Gen**
- Discussion around the subscription model and also discounting donations for multiple children in a family.
- After discussion around how to improve the level of family donations received it was agreed that Mark will draft a letter to parents/caregivers explaining the streams of school income and identifying what their donation has paid for. **Action for Mark**
- Alistair will work on the subscription model. **Action for Alistair**
- Gen will email Lynda confirming the increase agreed at the last meeting. **Action for Gen**
- Members were invited to email/call Amanda with any questions on capital spending.

7. Principals' Report - spoken to by Amanda

- 32 new entrants - it's encouraging that the numbers are rising.

- Ministry PLD Ministry - was valuable.
- Good feedback from parents about the stationery drop off process this year (part of our transition programme).
- Reporting to the Ministry - Amandas has taken advantage of the time extension offered this year. Documents will be presented at the March meeting.
- Rata - fortnightly meetings are taking place and progress is good.
- School Lunches - Amanda has accepted the Nada Bakery lunch menu - some trimming has been necessary.

8. Further business:

- Robyn acknowledged the huge amount of work Amanda has done on the COVID response document.
- Correspondence to Mark re:after school care.
- The Rata team would like to know the timeline for the renovations. Amanda advised a possible start time of July but COVID may upset this.
- Amanda will attend the team meeting to update staff on the information she has.
- Les Meadows: Huia is still in discussion with Les about fees. **Action for Huia**
- After School Care. At the moment the numbers are not sufficient to proceed and there is too much uncertainty during the COVID outbreak. News from the Board will communicate this decision giving detail around the discovery process that was followed last year. Those interested in after school care should be encouraged to form a committee and approach the Board. The governance system is set up and ready to go. **Action - News from the Board**
- The Board wishes to formally recognise and thank Lynda Sale for her many years of dedication to Wadestown School in her role as Office Manager. The Board extends its best wishes for her new role. Genevieve/Amanda.

9. Meeting closed at: 10:05pm

10. Next meeting: 16 March 2022