

**D R A F T Minutes of the Wadestown School  
Board Meeting  
Held Wednesday 18th May 2022  
At 7:00pm, Rose Street Hall**

**Present:** Mark Crofskey (Presiding Member), Amanda Frater (Principal), Genevieve Hancock, Huia Forbes, Fazleen Ismail, Alistair Rumball-Smith, Nadine Gray, Helen Shields (Minutes), Megan Smith (Office Manager)

**1. Karakia, Welcome and Apologies**

- Apology from Robyn Grover
  - and Fazleen - joined the meeting at 7:10pm
  - Alistair Rumball-Smith joined the meeting at 7:25pm
- Visitor: Laura Lopez (school parent); James Richardson (school parent) joined the meeting at 8:10pm
- Welcome: Megan Smith (Office Manager/Principal PA).

The Board formally thanked Helen for her work as minute taker over this time. A sincere thanks to Helen for her professionalism, hard work and commitment to the Wadestown Board over her time with us.

As the recently appointed School Office Manager and Principal PA, Megan Smith will now take over this role.

**2. Minutes of the previous meeting**

The Minutes of the March 2022 meeting were accepted as a true and correct record with the addition of a note under Road Safety: "the possible installation of judder bars was raised".

Moved by Huia, seconded by Mark - passed.

**3. Matters arising**

- School Security

Last Friday evening two unknown youths entered the Administration area and Rata block. The cleaners were on site at the time and the Police were called. Sniffer dogs did a thorough check and it appears that nothing was taken. Amanda has submitted a report to the Police. Technicians have checked the security system.

Alliance Fire and Security has been recommended to do a full security review and as a full upgrade will be expensive it was suggested that the security upgrade should be undertaken an area at a time. The Board highlighted the importance of staff feeling safe on the school site at all times and especially the cleaners who work on site after dark.

- Strategic Plan 2021 Review - discuss under Principal's Report
- Upcoming Board Elections (timeframe)

Canterbury Education Services (CES) have been employed to run the next board election which is scheduled for September. They have been used previously for Board Elections.

**RESOLUTION:** The Board accepts the CES timeline for the September Board election which is based on the Ministry guidelines.

Moved by Amanda, seconded by Mark - passed. Amanda will add the election dates to the drive.

The Board discussed its desire to have as many people standing for election and voting as possible. Fazleen will provide communication about the process and what being on the Board is about. Amanda can assist with this.

There was discussion around holding a before school occasion so that the community can come and engage with the current Board and learn about what it is like to be part of school governance. The focus should be on widely encouraging everyone to stand.

Guidance from NZSTA and Canterbury Services indicates that a decision to move to midterm election cycles needs to be agreed on at the beginning of a new Board's term. The next Board should be encouraged to consider running a staggered election. They should be made aware that this needs to be done within the first 18 months of the term.

Online voting was discussed and the Board agreed to Amanda exploring this further with CES.

- Review of face masks

Under Orange face masks have been encouraged. Up until today (18 May 2022) they are compulsory at Wadestown School however the school is now at a review point and Amanda has the support of the Board for the decisions she and the Senior Leadership Team (SLT) makes about mask wearing. Amanda is encouraged to advise the community that mask wearing decisions will be regularly reviewed. The next review has been scheduled for a fortnight and this has been communicated to the community.

Discussion around the wearing of jackets in the classrooms during winter when the doors and windows are open. It was agreed that the students need to be warm enough to learn.

Ventilation: Windows are all opened during the day. The school has got two CO2 monitors which are being well used and two air purifiers have arrived in school - they will be prioritised once the CO2 monitors have been analysed.

- Ballot

Amanda suggests that the ballot should cover places in Years 3 and 4 for 2023.

**RESOLUTION:** That Wadestown School runs a ballot covering year 3 and 4 students for the 2023 school year and with a view to running a further ballot 6 months later.

Moved by Mark and seconded by Genevieve. Passed

#### 4. Correspondence

- Sue Elley - Principal, Belfast School (split site development in Christchurch)

Belfast School has an increasing roll and the Ministry has advised that they can have a split site with years 1-4 operating approximately 1 km away from where the years 5-8 will be located. Sue Elley has asked to visit Wadestown School to gain an insight into how it could work for them. This will be a valuable opportunity for reciprocal learning.

#### 5. Board Administration

James joined the meeting at 8:07pm and wanted to check in about the work around the Gum Tree at the Rose Street entrance. He expressed his disappointment around the decision to cease the work around the tree and deck.

Moving forward James would like to see progress and wishes to work positively with the community with communication channels open.

The Board thanked James for taking the time to attend tonight's meeting and for his work on this project to date. The idea was really well received and there is still interest and commitment. Acknowledgement that unfortunately communication did break down towards the end and that the process came undone.

Mark suggested that the process be re-started and on behalf of the Board he apologised to James for the hurt he experienced.

Next steps to focus on: what does the School want, what risk and what cost does the school want to enter into?

James left at 8:25pm

#### 6. Principal's Report

**NAG1:**

**PAT assessment results:** Amanda spoke to this report which was prepared by Robyn.

The Board discussed the benefits of analysing the results in more depth and agreed to focus on Robyn's report at the next meeting. The variance report will be shared at the next meeting. The Board agreed to collate questions to discuss with Robyn at the next meeting. Amanda will explore the analysis of results with NZCER.

The Board thanked Robyn for her work preparing the PAT results report.

### **Swimming lessons**

Cathrine's proposal was tabled and was well received. It outlines swimming lessons for the whole school for Term 3.

### **Te Reo Tutor**

Amanda has spoken to Alwyn Rees, a specialist Te Reo teacher who would be available to work at Wadestown School each Tuesday. He is keen to encourage teachers to learn and teach Te Reo and Alwyn would also assist with the teaching of the Aotearoa Histories Curriculum by sharing local stories.

The Board supports Amanda to engage Alwyn.

### **NAG 2:**

#### **Strategic Plan Review for 2021 - sign off**

Amanda spoke to her report. General discussion. Acknowledgement of Covid and also the progress and work that the school has achieved despite this.

### **NAG 3:**

Nil

### **NAG 4:**

Nil

### **NAG 5:**

#### **Road Safety Review**

A meeting will be held next week with a focus on assessing the risks and looking at what can be done to educate students and parents and what we will ask the Council to change. Amanda and Gen to attend this with Amanda Lambie and Amy Maddock.

### **Discretionary Leave - Support Staff**

The Board gives Amanda approval to use her discretion in this regard.

### **NAG 6**

**Board Elections** - noted above

## **7. Further Business**

**8. Meeting closed at: 9:50pm**

**Into Committee:** 9:25pm

**Out:** 9:50pm