

**Wadestown School Board Meeting Minutes**  
**Thursday 29 September 2022**  
**Meeting - 7:30pm**  
**Rose Street Staffroom**

**Present:** Amanda Frater (Principal), Robyn Grover (Staff Representative), Nadine Gray, Genevieve Hancock, Madeleine Setchell, Tania Williams, Anya Zohrab, Michelle Crutchley, Megan Smith (Board Secretary)

**1. Karakia, Welcome and Apologies (AF)**

**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

Apologies: none

**2. Election of Presiding Member**

- Information about the role, how to vote (paper or hand) was sourced from NZSTA and shared by the Principal.
- It was noted that, as is standard practice, at the first meeting of each new year except an election year, a Presiding Member is elected.
- Call for nominees was held.
- One nomination was made. This was for GH.
- GH was duly elected as the Presiding Member and took over the running of the meeting.

**3. Minutes of previous meeting**

- With the previous Presiding Member.

**4. Board administration**

Board culture

- The Board agreed that it would, separate from the scheduled Term 4 meetings and induction, undertake an exercise on board culture and values.
- It was agreed that MS and AF would investigate options for this process and make a recommendation to the Board with a view to the Board fixing a date or dates for this exercise.

Board Code of Conduct

- The Board agreed to adopt, and each member agreed to abide by, the NZSTA Board code of conduct policy.

### Online resolutions

- The Board agreed that WhatsApp to be used when documents are uploaded for Board to review or alert if there is an urgent matter.
- The Board resolved that, where a resolution of the board is agreed to in email, it is decided by a majority of the votes cast the same manner as if Board members were at a meeting.

### Delegations

- It was noted that the Board's delegations are specified in the school policies. 📄 The Board confirmed the delegations to the Principal in the current financial policies including ability to authorise spending of up to \$5,000 on a single item that is not part of the approved annual budget for the school.
- It was agreed that MC would undertake the role of monthly review invoices and authorising supplier payments. It was agreed that AZ would be a back-up for the monthly invoices.
- The Board noted the Financial Information for Schools Handbook published by the Ministry which provides guidance on dealing with school finances including invoice approval.

### Induction

- It was noted that all new members have been provided with contact list for Board, WS email addresses, access to the Board's Google Drive with all Board-related material since Board records were moved online, the Incoming Wadestown School Board Member Induction and Action List 2022 and the online folder of induction material.
- The Board discussed the available NZSTA training and induction courses. The Board agreed that AF would seek further information regarding the proposed session organised by the principal of Karori Normal School, and agreed that this would likely be the preferred option.
- The Board discussed the best approach to the in-person induction sessions and agreed that it would seek to schedule sessions of approximately 2 hours with the first planned in the first few weeks of Term 4.
- It was agreed that the Principal and Presiding Member would conduct a walk around the two school sites before the next two Board meetings as part of the induction to school property matters.

### Board meetings

- The Board discussed the number and timing of meetings for Term 4.
- The Board agreed meeting dates of: Wednesday 2 November in week 3 and Thursday 1 December in week 7 (each starting at 7pm).
- The Board agreed to, at the December meeting, review how things were tracking and consider the timing for meetings for 2023.
- The Board noted that the December meeting is where the draft budget for 2023 is tabled and that therefore the timing of this meeting is particularly dependent on school resources and some additional flexibility may be necessary.

### Financial Reports

- The financial report was noted.
- There was a discussion regarding activity fees. It was noted that, if an activity fee is not paid, the school is generally unable to exclude students from the relevant event if it is curriculum related.

- There was a discussion regarding donations and the current approach and percentage of paid donations was noted.
- AZ agreed to investigate and report back to the board on new ways of reporting financials for Board, including whether Education Services and Accounting for Schools is a viable alternative.

#### Other Board administration

- It was noted that fees are payable to members for attendance at Board meetings and members need to keep track of time spent on Board work (preparation time and Board meeting times).
- Potential conflicts of interest and the rules regarding conflicts were discussed. It was agreed that a conflicts item would be added to the standard meeting agenda
- Record keeping in the context of being a Crown entity was discussed. All business records must be kept. All Board documentation is kept on the google drive
- It was noted that Board meetings are held in public with all welcome however, certain matters can be discussed "In Committee".
- The Board briefly discussed how it could organise itself including the use of formal committees and/or delegation of responsibilities and agreed it would revisit that after the in-person induction.
- TW agreed to be included in the Rata Block project.
- The Board noted that there is a need to prioritise where energies are best spent, particularly in matters that involve the Principal's time. The Presiding Member will create a draft workplan that members can add proposed items or projects to, for discussion by the Board. It was agreed that if members add projects or items to that workplan the expectation is that they do the work to progress those projects/matters

#### Board newsletter

- It was agreed that the Presiding Member would draft a "news from the Board" newsletter with MS to edit from a comms profession point of view. The draft will go into the google drive for a day with all having the ability to view and comment.

### **5. Matters arising**

#### **Kōwhai Camp 2022 documentation and organisation**

- The Board noted that the school has the year 7 and 8 camp at Curious Cove coming up. The Presiding Member noted that the Board has specific health and safety requirements. The Principal noted that there are some special circumstances in relation to this camp including in relation to COVID and also the location of the camp.
- The Principal noted that the school prepares an EOTC safety planning and procedure document for the Board to review and sign off on. That documentation is close to being completed.
- The Principal noted that a detailed health and safety assessment regarding COVID was done previously for the Year 5-6 camp but expanded on for this camp. The COVID plan includes that students must be tested before coming to camp and arrangements have been put in place in case a student or adult contracts COVID while on camp. This has been communicated to the parents.
- The Board agreed the following process for the camp documentation: the Principal to provide the current documentation to NG and consider any amendments or changes; once complete, the Principal will circulate the documentation and the Board will consider and ratify by email if comfortable. If uncomfortable then the Presiding Member suggested that members call and the Principal will arrange a quick video conference.

- It was noted that this a Christian camp and that parents will be informed of this.

### Staffing for 2023

- It was noted that the school is currently waiting on the Ministry of Education to notify the school if they will provide Teacher Only Days through the Accord for 2023, as this will have an impact on the school's 2023 dates.
- It was noted that the Principal has requested staff advise their intentions for next year.
- The Board recorded receipt of one staff resignation for 2023 and noted that the Principal is expecting a second one. It was agreed that the Presiding Member would formally accept the resignation that had been received.
- A question raised as to whether the school has a "Employer of choice" policy. There was support for a project of this nature, going forward.
- The Board noted the Principal's advice that there is a severe shortage of relievers currently. It was noted that in many cases, relievers have been appointed to fixed term roles by schools (thus further reducing the reliever pool) . The Principal noted that Wadestown currently has a good pool of relievers and that significant work has gone into maintaining this pool, particularly through COVID.
- The Board discussed the roll and noted recent roll growth. The Principal noted discussions with the Ministry and trends for Wellington "central" schools with students' families gravitating to outer Wellington suburbs. The Principal noted that the school currently has a lower "usage" percentage partly due to empty classrooms 7 and 8 being held for decanting from Rata block.
- The Principal advised that banked staffing is tracking well.
- The Board resolved that the Principal would advertise in the Education Gazette for all possible roles.

## **6. Principal's Report**

### Beginning Principal Presentation - Term 4

- The Principal noted that her PLD presentation for her evaluation has been postponed due to the impact of COVID.

### NZPF Conference 2023

- The Board resolved for the Principal to attend the 2023 principal's conference and to put aside money from her Wellbeing Grant to pay for this.

### Community Consultation - Relationships and Sexuality curriculum

- The Principal noted that she is currently planning the consultation with the community on how the school will implement the Relationships and Sexuality curriculum. The school has a draft outline of the process underway.

### NZCER Wellbeing Survey

- The Principal noted that she has initiated this survey. The students have completed their part (although there was some absenteeism, there is enough for the sample for that day). It is hoped that the staff survey will be completed during Week 1, Term 4.

### Equity Index and Isolation Index changes

- The Presiding Member and Principal noted the shift from decile funding to the new EI model. The difference in operational funding for Wadestown School doesn't appear significant at this stage, although the school is waiting for confirmation from the Ministry.

The Principal noted that other local schools such as Ngaio and Kelburn are in a similar position

Meeting Closed at 10.15pm.

The next meeting will be week 3, Term 4. Wednesday 2 November at 7:00pm