

**Wadestown School Board Meeting Minutes**  
**Tuesday 9 August 2022**  
**Meeting - 7:00pm**  
**Rose Street Staffroom**

**Present:** Mark Crofskey (Board Chair), Huia Forbes, Genevieve Hancock, Alistair Rumball-Smith, Amanda Frater (Principal), Nadine Gray, Megan Smith (Minute Secretary)

## 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

**Visitors in attendance:** Laura Lopez (Parent visitor/observer) and Anya Zohrab (Parent visitor/observer)

Welcome to Laura Lopez and Anya Zohrab from the Chair.

**Apologies:** Robyn Grover (Staff Trustee) and Fazleen Ismail

## 2. Minutes of previous meeting

That the Minutes of 21 June 2022 meeting be amended as requested.

Moved by **Genevieve** - seconded by **Huia**. Passed

## 3. Matters arising

### Music at Wadestown School

- Les Meadows has stepped away from teaching music at Wadestown School. Covid had a large impact on his business.
- A discussion with Huia to pay per person rather than room (due to numbers being low after Covid) was discussed but never finalised.
- The School has been gifted his musical equipment in lieu of rent.
- Amanda Frater thanked Les for his time at school.
- Les Meadows sent a message to his students (current and former) via newsletter.

- Board to write off 2021 rental invoices for Les Meadows

#### **Actions:**

- Megan to write off Les Meadows invoices
- Newsletter item regarding donation of Les' musical equipment - Amanda

#### **Donations to School**

- Pip Honore has donated a piano, accepted for the School by Mark.

#### **Actions:**

- Megan to arrange a mover to move the piano to school.
- Newsletter addition regarding donations of items needed. We should ask the community first and also encourage them to keep the school in mind, when they have items to donate.

#### **Update on Community Consultations**

- Road Safety Community Consultation
  - Closed off survey with 75 responses.
  - Sally Ronaldson will compile and extract information from survey results.
  - Great range of data in survey results, listing information about parents concerns
  - Madeleine Setchell is ready to communicate the results to parents and what we as a community can do for road safety e.g., parental education, student education and conversations with WCC.
  - Amanda Lamble, Genevieve, Amy Maddock and Amanda Frater met with Wellington City Council previously in regards to our concerns. Will revisit these meetings. Survey data to help with going back to Wellington City Council for a way forward.

**Action:** Amanda Frater to add an item to the newsletter regarding the survey.

- Review of our Allergy Awareness and Management (Nut-Free School) Procedure
  - The 'Allergy and Anaphylaxis Guidelines for Schools and Kura 2022' document by Allergy New Zealand gives more clarity regarding allergies and strengthening our procedures at school.  
<https://stackset-allergynz-website-d95fbab4-800c-4-bucket-8ayg9lmdqvqj.s3.ap-southeast-2.amazonaws.com/public/Allergy-NZ-School-Management-Guidelines-v2.pdf>

- 14 students and 2 teachers with allergies. Only 1 person requires an epipen. This is the most severe allergy and requires different management.
- Fiona Smith (parent with medical background) had some good suggestions with ideas, guidelines around shared lunches, hand washing before and after eating, and for severely allergic child/ren to bring their own food to school.
- Communication to be started with parents of students with allergies, before wider community communication happens.

**Actions:**

- Amanda Frater - to review Nut Policy Guidelines documents.
  - Amanda Frater - to communicate with parents of students with allergies first
  - Posters regarding allergies to be posted in the Medical Room. Posters placed in certain classes of students affected with severe allergies - Megan/Helen.
  - All Teachers to be trained with administering an epi pen - Helen/Megan
- Health and PE Curriculum Review (including Relationships and Sexuality Curriculum)
    - Fazleen Ismail, Cathrine Wilkinson and Amanda Frater met to discuss the process. All agreed it will be a big consultation process, bigger than nut and road allergy review.
    - Scope of work is large with work needed to be done in school before communication out to the community
    - As it is so large it will straddle across both the former and incoming Boards.
    - There will be consultation done on the health curriculum as a whole.
    - All parents will be asked to give feedback on both the Health and PE and Relationships and Sexuality curriculum delivery. This feedback will inform the key focus and direction for the next 2 years.
    - Cathrine (PE and Health Lead Teacher/DP Years 5 - 8), Amanda L (Years 1-4) to be involved with other teachers and parents welcome to join in as well.
    - Noted that PLD for teachers will be key to ensure clear, embedded understanding, comfortable and knowledgeable to teach.
    - Also look at how we can capture student-voice as part of this process.

**Upcoming work to be completed by Amanda and Team:**

- Health curriculum delivery statement to be updated by SLT.
- School to participate with NZCER wellbeing survey - this will also provide additional information to inform our direction

- Develop clear timeline from when it starts and when it finishes.
- New Board needs to be copied into the communications.
- Timeline roughly - end of Term 3, Consultation started this term, next term report, implementation plan.
- <https://parents.education.govt.nz/primary-school/learning-at-school/sexuality-education/>
- <https://hpe.tki.org.nz/guidelines-and-policies/education-outside-the-classroom-eotc-guidelines/>

- **El Rancho Camp (Year 5 and 6) - documentation for Board approval**

- No questions regarding the camp documentation.
- Amy Maddock and her team have created a high quality plan. Large amount of work around Covid and processes that might need to be followed in case of covid case. The camp is a 1 hour drive away which is a manageable scenario.
- Generous number of parents attending with enough cover that if a parent gets sick and needs to return home they can be replaced within camp. Also 4 teachers will be on camp.
- There will be more complexity around the upcoming Kowhai Camp and the logistics around managing a covid case in the South Island.
- Amanda identified a tipping point in terms of needing to shut down the camp. In this instance, all communication will go through the office to avoid mixed messaging. Parents on camp will be asked to hold off any communication using their own personal cell phones.

Moved by **Mark** - seconded by **Alastair**. Passed

- **2023 Ballot for Out of Zone students**

- Zero responses from the last ballot. A large amount of time spent with 1 family who then did not enrol.
- Should it be actively promoted by alternative media to notify interested families regarding the ballot including Facebook, School website, playcentres, kindergartens in the area? Placing an ad in the Dominion Post is very expensive. Broader promotion is needed.
- 51 Year 8 students leave at the end of the year.
- Interest for Year 7 & 8 (from Crofton Downs) and new entrants.
- Our smallest cohort is our Year 3 and 4 students for 2023.

- The majority of our recent enrolments have been families coming back from overseas. There have been a few children transferring from other Wellington Schools.
- There has been a drop of 2,000 children across the Wellington area, as advised by the Ministry of Education. More children are not moving into the area. We are currently in a blip. This will not stay as a trend.
- Key considerations: forward planning, right amount of teachers, support in promotion of school.
- Optimal number is 95% utilisation. Wadestown School is currently at 71%. This is due to the Rata rebuild and the need for extra classrooms during this time.
- The school had 3 or 4 boys go to Wellesley last year. Generally boys at Wadestown School go at the end of their Year 4. We have had 1 boy come back from Wellesley. This is actively monitored by Amanda.

- **Addressing Racism (Fazleen)**

- There is interest in what is happening for Asian families in the school with more being done for them in regards to inclusion and understanding racism, with teachers prepared to call it out.
- Wellington Girls has had an issue with it. There is a need for primary/intermediate aged students to recognise the issue and to create a force against it.
- Focus at WS has been on the quality of the teacher/student relationship so that students feel comfortable reporting at the time so immediate action can be taken. There is a good culture at the school with no complacency. Continue to monitor and be prepared to challenge it in the future.
- Matua Alwyn has given students a platform to express themselves. Pacifica and Asian students also need a platform.
- Alastair raised that inclusion is part of the education with kids educating each other. Board acutely aware of inclusion and Te Reo is the start of it and part of our charter. Skill set used should be applied to other groups.
- Kids repeat what they hear at home. Reach out to some families and ask if we are supporting them enough?
- There is a shift in NZ with Matariki showing that shift. Education has moved forward with history being talked about, opening conversations, discussions around casual racism, acknowledging things in the past.
- Kāhui Ako Iwi relationship building - there was a meeting with the local iwi and the KA schools to begin building a relationship.

- Local iwi are willing to gift the stories to children and a visual display of all the stories for a small fee. This is a big step forward with Te Ata Awa and the connection. There had been no connection with local iwi for 6 years.

- **Induction for incoming Board**

- Delegate to Nadine, Amanda Frater, Robyn Grover and Megan Smith. It will all be straight forward. There will be an induction undertaken in regards to the administration side, google docs, email and NZSTA.
- Trustee website and courses will need to be done as soon as possible. All candidates are able to login and do the courses now.
- Current Board uses a WhatsApp group. Mark Crofskey is currently an admin.

**Action:** Mark to transfer over administration rights to the WhatsApp group to the new Board.

- **Rata Build (Genevieve)**

- This is currently with Genevieve who has been working with MOE and Gaze towards finalising the tender process and the final timeline.

#### 4. **Correspondence**

- **Email from Music Box**

- Huia - wants some partnership but not a monopoly or an exclusive relationship. This is not how the school operates and is inclusive. Music Box notified the school that Les was leaving.
- Les works with Ngarita and Music Academy
- Board is happy to run Music Box ad in newsletter
- Old piano in hall to go
- New piano from Pip Honore will be placed near an internal wall. This allows the piano a 10 year life.

- **Email from Les Meadows (Wadestown Music) - TBC**

- As mentioned above

#### 5. **Board Administration**

- **Meet the Candidates Evening - Prospective Board members**

- This will be promotional. Prospect of 2 nights.

- More than 100 people will be attending the PTA Quiz night.
- Important to have engagement with people from the Board.
- Paul Eagle will be attending the meeting.
- John Palmer will be the MC again this year
- The Camp team can zoom in to Quiz Night and Meet the Candidates.

**Action:** Mark Crofskey to put dates together for evenings for the next Newsletter.

## 6. Principal's Report

### NAG 1: Student Achievement, Teaching, Learning and Assessment

- Assessment: Mid-Year Data (OTJs)
  - Mid-year data has been collated by Robyn. Time away from school impacted her ability to put additional commentary behind OTJs. First time this data has been shared with the Board.
  - OTJ data provides additional information alongside the PAT data. More rounded lens on assessment.
  - Our trends are not matching the PAT data. With our numbers being small this can make small changes and fluctuations.
  - Wondering about marking - are teachers being too conservative with their marking? First step to look at.
  - Additional work to be done to ensure our moderation processes are effective and consistent. Cross marking to other areas of school to get a bigger sample. Some students' work from other teams could be demonstrating higher levels of work.
  - Pacifica students - can we help them? how? However we only have 6 students in that data and all are achieving below. This needs to be broken down further.
  - Ethnicity is changing as parents have changed the way they complete their enrolment forms; not always consistent with this across all children in a family
  - Upcoming wellbeing survey to be completed through NZCER. SLT working with NZCER expert; Cathie.
  - Interested to know if we are reaching the benchmark against other schools - maths and reading?
  - A concerning number (15%) are below in maths. What is happening here? PAT results show reading as another area of concern.
  - Whole leadership team needs to do more unpacking of the data.
  - Decline across Aotearoa in Literacy and Numeracy.

**Action:** Robyn to write a statement of divergence for PAT results. This will help identify possible causes.

Next Board to run with the issues regarding maths and reading with need to move quickly.

- Flexible Working Arrangement - Room 9
  - Sarah Bruce is working 4 days a week (0.8) for two terms (3 and 4). A letter of confirmation was written which stated that Friday would be her 0.2 day.
  - Flexibility is needed as the best person in Rm 9 has prior commitments. The current relieving situation has impacted this.

#### **NAG 4: Finance and Property**

- Room 7 roof
  - Potentially have solved the ongoing issues. Balancing not spending too much money and making it good as this room will be needed while the Rata building project is undertaken.
  - The Air Purifier is running and regular monitoring is being done. We currently have 2 dehumidifiers in the room.
- School Donations
  - Invoicing system is working well. Donations are coming in steady.

#### **NAG 5: Health and Safety**

- Team/Staff Culture
  - There was a leadership team discussion. Noticing the impact of Covid on this. At the beginning of the year, the teams were separated and staff sat in team bubbles. This however meant that we did not get the normal whole staff mixing. Working to provide opportunities to build cross connections. Especially, with our newest staff members.
- Update to Lightning Strike - fire, alarm and bell system remediation
  - This is a complicated and complex system with nothing being straightforward. The lightning strike affected the bell, fire and alarm system. Alliance and Simon Ravage are working on the issue. This is covered by insurance.
- Remediation of the school property will continue for some time.
- Alarm system was wired up for the new classrooms (13-17) but never connected.
- Gas leak issue at Weld Street has been ongoing.



- Drain by the tennis court was having issues but now appears resolved.
- Rata rebuild is ongoing with more issues being revealed over time.

#### **NAG 6: Legislative Requirements**

- Upcoming Board Election
- Administration Pay Equity
  - Write off 2021 amounts in ETap and invoices owedMoved by **Genevieve** - seconded by **Huia**. Passed
- Rental invoice amounts going forward will be the same charge as last year  
Moved by **Genevieve** - seconded by **Huia**. Passed
- Auditor question with Mark to answer
- Auditor question to Genevieve has been answered via email.

#### **7. Further Business**

A Board morning tea for the staff will be held before the current Board finishes their term.  
Leaving Board members to celebrate by having a dinner together.

**Meeting Closed at 9.10pm**

**Next Meeting 21 September 2022**

A handwritten signature in black ink, appearing to be 'Genevieve' followed by a surname, possibly 'Hua' or 'Huia'. The signature is written in a cursive, flowing style.