

# Wadestown School Board Meeting Minutes

Thursday 2 November 2022

Meeting - 7pm

Rose Street Staffroom

## Present

Michelle Crutchley, Amanda Frater (Principal), Nadine Gray, Genevieve Hancock (Presiding Member), Robyn Grover (Staff Trustee), Madeleine Setchell, Megan Smith (Minute Taker), Tania Williams, Anya Zorab.

Visitor(s): Laura Lopez (Parent)

## 1. Karakia, Welcome, Apologies and Conflicts of Interest

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:** No apologies for this meeting

**Conflicts of Interest:** no conflicts of interest

Welcome from the Presiding Member.

*Public excluded section of the Board meeting followed (marked with \*)*

## 2. Minutes of previous meeting

The Board agreed to include an action list with the minutes which will include who is responsible, although it was noted that Board members would also take notes of their own actions to implement given the small office administration team and timing.

**Action:** Megan to create a table with actions. Action points to be listed and read out at the end of each

meeting.

The Board agreed to add “act with honesty, kindness and courage” in addition to the NZSTA Code of Conduct for Board Members.

**Resolution:** Minutes passed. Moved by Madeleine, seconded Nadine.

### 3. Matters arising:

- **Team culture and values training\***
- **Confidential matter\***
- **Annual plan** - the Board discussed what was referred to as “the Annual Plan”. It was noted that annual reporting is not just one document. It was noted, as per the 29 September meeting, that the Ministry of Education granted an extension for annual reporting this year, because of COVID. The Board agreed to put annual planning on the agenda for the December meeting. AZ asked about the status of the Annual Plan for 2022.
- **Financial Reports** – the Board discussed changes to the format of financial reporting for the Board. It was noted that this could be added to the upcoming work plan if agreed. Possibility of moving to Education Services was discussed. Left to Amanda to make a decision.
- **Training** - the Board noted that members are attending the upcoming Kāhui Ako NZSTA workshop at Karori Normal School, for a Board induction session based around good governance. This will involve other board members from across our Kāhui Ako. Tuesday 29 September at 6:30pm.
- **Process for changes or initiatives** - It was noted that changes or initiatives need to be brought to and agreed by the Board. Any urgent matters go through the Presiding Member and the Principal. Items for the Agenda need to be added before a meeting with contact with Amanda Frater and in collaboration with the Presiding Member. Any standing groups set up by the Board could have terms of reference.
- **Board Communications** - The Board noted that the newsletter agreed upon in the 29 September meeting was unable to be sent out.

#### **Actions:**

- Annual planning to be added to the next Board meeting agenda – **Amanda**
- Letter from Office of the Auditor-General to be uploaded for next Board meeting – **Megan**

## 4. Correspondence

- **Wellington City Council - Tree Report**

This report has been uploaded to the Board drive and was noted by the Board in the property induction prior to the meeting. No issues were raised in the report and the conclusion was that the tree is healthy and poses no current concerns.

- **RAMS/EOTC forms** for the upcoming Curious Cove Camp have been completed. This camp has required a significant amount of work including re-establishing contact with the camp, redrafting documentation and dealing with a number of changes in the parent roster.

- It was noted that there has been a marked increase in the costs for camps including this one. **Formal Resolution:** Thank you to Cathrine Wilkinson for her hard work and dedication to ensuring this camp was well planned. Acknowledgement of the thoroughness of this documentation. Moved by Robyn, Seconded by Nadine Gray.

- Other correspondence\*

A letter arrived from a teacher regarding maternity leave for part of next year.

Resignation letter of a teacher currently on maternity leave.

**Action:** Genevieve to acknowledge the letters.

## 5. Board Administration

- Dates for upcoming meetings (including induction and culture building)

Team Culture building session to be organised by Madeleine. This will need preparation time. Four possible dates are:

- o 23 November at 6.30pm

- o 24 November at 6.30pm

- o 28 November at 6.30pm

- o 5 December at 6.30pm

- The December Board meeting is now 7 December @ 6.30pm.

- The Board noted that there will be no further specific Wadestown School induction meetings this term except for the NZSTA training at Karori Normal School. Further need for specific induction training can be addressed at the beginning of 2023.

## 6. Principal's Report

- **Teaching resources** - a fixed term, part time teacher has been employed for Room 1 to address the increase in class size, as previously discussed in the recent strategy plan induction session. ● Noted significantly more relievers have been required this year compared to normal. This has been due to COVID. The Senior Leadership Team have worked hard to avoid splitting classes in order to keep learning programmes going.
- **FTTE** - a query was raised about current FTTE levels and it was noted that we are currently under our funded maximum. The challenges with managing FTTE were noted. The Principal noted that the engagement of further teacher resources for Room 1 will see us use most of the remaining FTTE allowance.
- **COVID leave** - the Principal noted that claiming back covid sick leave for Teachers and Admin staff is currently in progress.
- **Audit** - the auditing of the financial statements for 2021 was discussed. The Board noted the correspondence in the Board drive regarding the Office Manager and Principal seeking updates from Deloitte (School Auditors) on where our 2021 school accounts are up to.
- The accounts were submitted on time, however COVID significantly impacted the timing of the school accounts being audited. Due to a lack of available auditors they were delayed. It was noted that the School received a letter from the Office of the Auditor-General regarding the issue. The Presiding Member outlined that she had spoken with the partner at Deloitte who is responsible for the audit. The partner apologised for the delay, noting it is due to a lack of staff resourcing and covid and is in the last stage of review. The partner noted that it has a clean audit and praised the staff who worked on providing the financial accounts.
- **Strategic Plan** – the Principal noted that the material discussed in the induction session on the strategic plan (the compilation of written feedback and submissions on the strategic plan survey) is in the Board drive.
- **Kāhui Ako Iwi contract** – the Principal noted that there is a cost to schools as part of the iwi engagement program. AF to agenda for next meeting when more details are available. ● **Student reports** - these are currently underway with templates up and running. This format was changed mid-year to 1 page for COVID reporting and has been updated again this year. Reports are consistently reviewed each year with best practice to seek to ensure consistency of testing and streamlining. Peer review is also part

of the process. Reports will consume a lot of time for teachers during Term 4.

- **NAG1. BSLA (Better Start Literacy Approach)** – Amanda Lambie has started work on this programme which is a specialised way of teaching reading, developed by Canterbury University. This is accessed through the Kāhui Ako with Kelburn, Brooklyn, Northland Schools also working on the programme. The impact and results of the programme are being monitored.
- **NAG 2: Aotearoa New Zealand Histories Curriculum ToD:** The latest Teacher Only Day was held with particular attention given to the Aotearoa New Zealand Histories Curriculum. This was supported by Alwyn Rees. Alwyn took teachers through the new curriculum, weaving together pieces of work from earlier in the year. A key focus was on increasing teacher's awareness of the content. Worked with teachers to have conversations in a safe place. Alwyn has worked with other local Boards and schools.

**Action:** Alwyn to meet with the Board in the new year to hold an hour session on the Aotearoa New Zealand Histories Curriculum – Amanda to organise.

- **NAG 3: School Organisation for 2023:** The Principal and SLT have interviewed 7 people over 2 days for positions in the school. The Principal has taken a different approach to advertising this time round, stating that various positions are available at various levels. The team is undertaking referee checks. These positions need to be confirmed quickly to get the preferred candidate. The Board discussed the state of the market and the number of applicants. It was noted that it was fairly positive. It was noted that the Principal has, under the current personnel policies, authority to employ these teachers in the proposed manner.
- **Student transitions:** the Board asked about student transitions, noting how these can impact the wellbeing of students. The Principal noted that we are continuing with the initiatives from last year; 'Meet your Class' at the end of 2022 and 'Meet the Teacher/Stationery Drop Off' before the start of school in 2023, as well as the usual college transition work etc.
- **NAG 4:** *Taken as read*
- **NAG 5: NZCER Wellbeing Survey** – This was run during Week 1, Term 4. Data has been compiled. There is an interesting trend across the Kāhui Ako in Yr 5-6 boys with a lack of motivation etc. This requires more digging down into results. Amanda is attending a Principals' meeting tomorrow to discuss the data and Kāhui Ako trends in more detail.
- **NAG 6:** *Taken as read*

## 7. Further Business

- Michelle raised implementing an app as a new way of the school communicating to parents. The Principal noted that she has begun a review of communications, phased out paper newsletters and currently uses newsletters posted on the website. Possible issue with who would run the app and upload the information. It would be possible for the Board to form a workgroup on the strategic aspects of communications.
- It was noted that the school website is currently clunky and difficult to update. The Principal has begun a piece of work looking at this. This piece of work will require more time.
- A query was raised about an item in the xero reports to “property personnel”, which appears to be over budget. The Principal agreed to look into that item and provide the relevant information to the interested Board member.
- The Board raised the Principal’s workload, noting that there are a large number of significant and complex items on her plate. The Board noted how important the Principal’s wellbeing is. .

Meeting Closed at 10.05pm

**Next Meeting:** 7 December 2022.

### **Action Plan 2 November**

<b>Item</b>	<b>Person responsible</b>	<b>Action completed</b>
Creation of an action table	Megan Smith	
Annual planning to be added to the next Board Agenda	Amanda Frater	
Letter from Office of the Auditor-General to be uploaded again to the Board google drive for next meeting	Megan Smith	

Maternity Leave letter acknowledgement	Genevieve Hancock
Team Culture Workshop organising alternative dates: 23 November - 6.30pm 24 November - 6.30pm 28 November - 6.30pm 5 December - 6.30pm	Madeleine Setchell
Arrange Alwyn Rees session with the Board	Amanda Frater

**Action Plan 29 September**

Item	Person responsible	Action completed
Investigate and report back on options for work on team culture	Madeleine Setchell	Completed
Provide information on Karori school NZSTA induction course	Amanda Frater	Completed
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.	Anya Zohrab	

Add conflicts to start of agenda template so that these are noted at the beginning of each meeting	Megan Smith	Completed
Draft "news from the board"	Genevieve Hancock	Completed

