



# Wadestown School Board

## Meeting Minutes

**Wednesday 7 December 2022**

**At 6:30pm**

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

**Visitors:** Sarah Campbell (NZSTA) and Anne Bell (MoE - Education Adviser), Laura Lopez (parent), Andrew Allan (parent), Madeleine Thompson (parent)

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

Karakia – supplied by Nadine Gray

Pou hihiri

Pou rarama

Pou o te whakaaro

Pou o te tangata

Pou o te aroha

Te Pou e here nei i a tātou

Mauri ora ki a tātou

Haumi e

Hui e

Taiki e

#### **Apologies:**

None

#### **Conflicts of Interest:**

None

#### **Speaking rights:**

The board granted Anne Bell and Sarah Campbell speaking rights.

### **2. Minutes of previous meeting**

- AZ requested that the minutes of the 2 November 2022 meeting be amended to include that

AZ questioned the status of the school's Annual Plan for 2022.

- No other changes were made to the minutes.

**Move the minutes:** Nadine, seconded – Amanda Frater

### 3. Board work plan

- It was noted that this was in a Google document that was sent around to Board members to update.
- It was agreed to postpone the Board work plan until the first meeting next year. • There was a discussion about transitioning the School's policies to School Doc's. The Board was generally in favour but noted that transition would take a certain amount of the principal's resources.

### 4. Publically Excluded

- The motion was made to exclude the public from 6:50 pm to 7:50 pm to discuss confidential matters.

### 5. Principal's Report

#### NAG 1:

- Structured Literacy - PLD for 2023

The Principal discussed the proposed approach and professional learning development plans for literacy for 2023.

#### NAG 2:

- Curriculum Refresh; Aotearoa New Zealand Histories, Literacy and Numeracy Work has commenced on upskilling our teachers in the Aotearoa NZ Histories and the refreshed Numeracy curriculum.

The School is working collaboratively with the Kāhui Ako schools to help provide PLD. Potentially there will be further PLD opportunities through the KA in 2023.

It was noted that Reading Recovery is still supported and that the School will continue to provide and fund this with partial funding by the Ministry.

It was noted that there is a significant workload for the Principal and teaching staff for 2023 in terms of curriculum changes including upskilling teachers in a structured literacy approach. It was noted that teachers generally have 1 major PLD focus a year as otherwise to make it manageable and to ensure that the learning is embedded.

The Board indicated strong support for resources for PLD. It was noted that PLD is included in the draft budget.

It was noted that structured literacy will be likely implemented differently across the teams but with everyone working towards a more structured pedagogical approach to teaching elements of literacy.

#### NAG 3:

- PE and Health Curriculum Review - progress update

The Board noted the Principal's report regarding progress on this review and the set of questions for the community including whether there is parental support for swimming, camp EOTC events etc.

It was noted that schools cannot charge for curriculum related activities and that swimming costs had been subsidised through the KiwiSport Grant.

#### **NAG 4:**

- N/A

#### **NAG 5:**

- Playground accidents

The Board noted 2 non minor incidents in the playgrounds, 1 at Weld and 1 at Rose Street. The Principal noted the process for any non minor incidents, including the completion of an incident report, records and notification. The Principal confirmed that any need to mitigate risks, including adjusting equipment is referenced in the reporting and addressed by the School.

#### **NAG 6:**

- Teacher Only Days 2023/Term Dates 2023

The Principal noted that 1 more change might be likely. The Principal also noted the 2 additional teacher only days which had been granted by the MoE after our dates had been published. Implementing these is a work in progress.

The Board asked about student reports and transitions between years and sites. It was noted that a significant project on report writing is coming to fruition in terms of consistency, standardisation and peer review and that the Principal is again running a "meet the teacher/class" programme and that there are events to assist with transition both within the school and to the colleges.

## **6. Finance**

- Financial Statement Audit 2021

The Board noted that the Financial Statements and other relevant documents had been received back from the Auditor on the day of the meeting.

The Ministry's Adviser noted that many schools still had their audit outstanding. Resolution to sign the Audit documentation. Moved Tania, seconded Nadine.

- Draft budget 2023

The Board noted that the Budget is a work in progress and is finalised early next year. The Board noted that this year's budget included a number of "overs and unders". The Principal indicated that this was particularly due to Covid.

The Principal noted that the school is tracking increases in costs and continues to do work on what a base level cost for the school and any available cost savings.

The Principal noted that the School has approached 2 service providers as an alternative to the current accounting service.

NZSTA and Ministry Adviser noted that Education Services are very commonly used by schools. Education Services provide services in relation to schools and their finances. It was agreed that members would email any questions regarding the budget over the next week or so.

The Principal raised that IT spending and investment is an issue which requires further work. The Board noted the amount in the Budget for PTA fundraising.

The Board raised a query around current FTTE versus funding and the Principal confirmed that the school is currently close to the fully funded amount.

- Finance report

The Board noted a possible typo in the table on the front page of the Financial Report in relation to April.

- Annual meeting fees

The Board noted that members need to reply to the Office Manager's email.

- Reading recovery

The Board noted the Reading Recovery report and that the Board is required to match the Ministry's funding.

It was agreed that the Staff Representative would email the Ministry in relation to funding.

## **7. Matters arising:**

- RAMS for Year 4 Zoo Sleepover 2022

The Board noted the RAMS forms for the EOTC.

## **8. End of year reports**

The Board noted these reports.

- Learning Support
- Library
- Kiwisport

## **9. General correspondence**

No other correspondence

## **10. Board Administration**

- Annual Implementation Plan 2023

The Board noted that this will be discussed next year.

## **11. Governance level**

## 12. Further Business

### 13. Meeting Closed at 9.15pm Next Meeting 15 February 2023

#### Action Plan 7 December

Item	Person responsible	Action completed
Creation of an action table	Megan Smith	
Annual planning to be added to the next Board Agenda	Amanda Frater -	Now addressed in letter of 24 November
Letter from Office of the Auditor-General to be uploaded again to the Board google drive for next meeting	Megan Smith	Completed

Maternity Leave letter

Genevieve Hancock

acknowledgement Completed

Team Culture Workshop organising

Madeleine Setchell

alternative dates: Completed but no longer able to be provided 23 November - 6.30pm

24 November - 6.30pm

28 November - 6.30pm

5 December - 6.30pm

Arrange Alwyn Rees session with the Board	Amanda Frater	Completed
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#### Action Plan 29 September

Item	Person responsible	Action completed
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<p>Investigate and report back on options for work on team culture</p>	<p>Madeleine Setchell</p>	<p>Completed</p>
<p>Provide information on Karori school NZSTA induction course</p>	<p>Amanda Frater</p>	<p>Completed</p>
<p>Investigate and report back to the board on new ways of reporting financials for Board, including whether Education Services and Accounting for Schools are a viable alternative.  Add conflicts to start of agenda template so that these are noted at the beginning of each meeting</p>	<p>Anya Zohrab  Megan Smith</p>	<p>Completed</p>
<p>Draft "news from the board"</p>	<p>Genevieve Hancock</p>	<p>Completed</p>