



**Wadestown School Board
Meeting Minutes - Public
Rāhoroi 10 May 2023
6.30pm in Staffroom (Rose Street)**

Attendees: Genevieve Hancock (Presiding Member), the Principal (Principal), Staff Representative (Staff Trustee), Madeleine Setchell, Tania Williams, Anya Zohrab, Michelle Crutchley, Megan Smith (Minute Taker)

Public attendees: Laura Lopez

1. Karakia, Welcome, Apologies and Conflicts of Interest

Apologies: Nil

Conflicts of Interest: Nil

2. Minutes of previous meeting

The minutes of the previous meeting held on 5 April 2023 were discussed. The discussion was paused and reconvened at the end of the meeting..

3. Principal's report

A. Roll

The Board discussed new enrolments and the MoE class size guidelines. The Board noted the trend across the Wellington area of a drop in school rolls. The Board noted that numbers and class sizes are monitored across the school. The particular focus in the short term is class numbers in Year 1 - 2 to predict if a roll growth class is needed. At this time, our Year 7 - 8 cohort has the largest number of students and our Year 3 - 4 cohort the lowest.

B. Section one: Teaching and Learning and Assessment

(NELP Links: Priority 1, 2 and 3)

- RTLB: The Board discussed the role of RTLB (Resource Teacher Learning Behaviour). It was noted that RTLB does not give out financial assistance. The process involves the teacher and SENCo making a referral to the RTLB service. RTLB is government funded.
- New Zealand Curriculum refresh - Teacher Only Day: The Principal discussed the recent Teacher Only Day which took a strength based position when considering the upcoming changes required for the New Zealand Curriculum refresh. The teaching staff reviewed work completed already across the school e.g. using the Aotearoa NZ History curriculum. The upcoming Curriculum Refresh includes numeracy and literacy. It is an intensive refresh. The teachers are working through implications for next year and beyond with changing cohorts e.g. Years 1 - 3, Years 4 - 6 and Years 7 - 8.

C. Section two: Home/School Partnerships and Wider Community

(NELP Links: Priority 1, 2, 4, 5 and 6)

- Parent community support: The Principal acknowledged the strength of the school's home and school partnerships.

- Whānau engagement: The Whānau Hui has been progressing well with an event planned to reinvigorate the group. One key change will be including students in these hui and seeking student voice.

D. Section three: Self-review

(NELP Links: Priority 1 and 3)

- Additional Student Needs and Teacher Aide Support: Teacher Aide support has been kept in place at Weld St site, on a full time basis. The Teacher Aides we employed for Term 1 were only able to work up until the end of the term. This saw us employing new Teacher Aides for Term 2 which was an unusual situation. It was noted that there is difficulty in finding and employing Teacher Aides in Wellington.
- Investigation into the Teaching of Writing: The Principal discussed the Structured Literacy approach. This is the school's current PLD focus is a connected piece of work that links to student writing achievement and student OTJs. The RTLB are supporting the school in this work.

E. Section four: Employment and Personnel

(NELP Links: Priority 6)

- Appt of Teacher for Room 6 (Fixed term position: Terms 2 - 4): The Board noted the appointment of the teacher in the fixed term position in Room 6 after an extensive recruitment process by the Principal.
- Appt of Teacher Aide Support in Room 1: As discussed above.
- Caretaker Update: The Board noted that the school is currently working through complexities of the CrestClean arrangements.

F. Sections five and six: Property and Finance (see below)

- The Property meetings for the Rata Building project occur on a fortnightly basis and are focussed and efficient. The current end date for Aoraki is December.
- One technical issue around the alarms in Rata block which has a flow on effect with the school was noted. The Property Manager is doing work on the issue. The fire alarm system is being switched to Alliance as at present the fire and security systems are piecemeal.
- Staff are continuing to review what is happening across the school outside of school hours. One option could be the installation of cameras for the bottom block.
- Recognition of Tania Williams and family who worked on Kōwhai block decking over a recent weekend.

G. Section seven: Health and Safety

(NELP Links: Priority 1)

- Child Protection Course: The Principal and Staff Representative attended a Child Protection Course at Northland School - Child Matters. It was very comprehensive, informative and covered different types of child abuse, neglect and ways of reporting. Good refresh and spotlight on different scenarios to keep an eye out for.

H. Section eight: Legislative Requirements

(NELP Links: Priority 1 and 3)

- MoE: Teacher and Staff Restraint Training and policy: Restraint policy is underway and all staff members are working through an online training module. Important to note that restraints are not commonly used at our school. Policy will be sent around by email when ready. If any concerns about the policy then a video call to help clarify is recommended.
- Librarians and Library Assistants' Pay Equity Claim Settlement: Large amount of work around the Librarians and Library Assistants Pay Equity Claim Settlement is ongoing. Additional information has been sought through EdPay. Work has been done similar to the Teacher Aide matrix.

Actions:

- Principal to send Restraint policy (via email) to Board members and then to be ratified.
- Supporting the Whanau Hui meeting by attendance. Liaise with Emily Houston for help with kai for the event.
- Help required around drafting a response to Crestclean re: caretaking duties. Amanda has had discussions with NZSTA about our obligations and position. Genevieve agreed to assist with this.
- Robyn to provide overview of RTLB support as well as teacher aide.
- The Board noted that it may need to ratify expenditure for the Principal to approve additional Teacher Aide time if needed re delegation limits,

4. Strategic board matters

a. In committee*

****Publicly excluded matters****

****Publicly excluded matters ends****

b. Annual Plan

The Board discussed the process that the School has gone through to provide the Annual Plan. Introductory statement of the Annual Plan had been ratified in a previous meeting. It was noted that the recommendation is for one area of focus for professional development per year and that senior Leadership reviews the data for reading, writing and maths and identifies where the greatest areas of need are. It was agreed that the Principal would add a reference to the school continuing to work on all core areas of the curriculum

Action: That the Annual Plan be amended to include text acknowledging that the school remains committed to delivering a balanced curriculum with a strong emphasis on the core foundational learning areas of Reading, Writing and Mathematics.

Resolution

- The Board resolved to ratify the Annual Plan 2023

Moved by Tania Williams and **Seconded by** Anya Zohrab.

Noted: Special thanks to the Principal and Senior Leadership Team.

c. Te Tiriti o Waitangi in Education - NZSTA training

The Board noted the NZSTA training regarding Te Tiriti o Waitangi that the Presiding Member and Principal had asked members to register for. The Presiding Member noted that a follow up the training will be with Matua Alwyn - applying this to our Wadestown School context. The Board discussed meeting times which suit members for training.

Additional NZSTA Training: The Board discussed the possibility of Governance Refresh training with NZSTA in Term 3.

d. Co-opting member(s)

The Board reflected on Te Tiriti requirements and the possibility of co-opting a member(s) in light of the resignation of the member with expertise in **Mātauranga**.

e. Whānau Group

It was noted that all Board members are welcome the Whanau Group meeting next week.

5. **Matters arising**

In committee matters*

****Publicly excluded matters****

****Publicly excluded matters ends****

a. Finance

The Board discussed communication regarding camp and donations. The Board discussed updating the student statement, email communication, newsletters and school website and ensuring all information is consistent. This work is currently in progress with a Board Member kindly assisting with the drafting of papers and draft information for parents. The Board noted that there are administrative issues in updates to student statements.

b. Property

- Rata block

The Board discussed forecasting costs/payments for the Rata block through Property Manager. The Board noted that the project appears to be going well. Concern was initially around health and safety around scaffolding but they have mitigated their risks. The Board Member involved reported on the work to remove asbestos.

- Lower deck

The Board discussed the issue with the lower deck in Kōwhai and the difficulties with finding a practical solution to the type of decking that was put in place previously. The Board discussed having a working bee to help with maintaining it before the school-wide September working bee.

Action: Volunteers (for water blasting) via email before winter.

- Purakau Ave

The Board discussed an incident last week with delivery of the storage container. The Board the legal position and the school's rights of access. The Board discussed staff health and safety and communication with the neighbour in question.

Action:

The Principal to draft a letter, to be agreed and sent by the Board/Presiding Member.

c. Annual Report

The Board noted the requested update from the auditors and that it appeared very likely the audited statements and the draft reports not be available for the 31 May (as was also the case last year). The Board noted the information from the Auditor-General's report that for 2022 approximately 50% of schools were not able to meet the May date.

d. Analysis of Variance

The Board noted that the Analysis of Variance will be prepared and filed with the annual report.

e. Student achievement

The Staff Representative and Board Member have been meeting to discuss the template for reporting of OTJs. The Board noted that mid-year 2023 OTJs and PAT results would be provided to the board shortly with the timing noted in the Board Work Plan.

Actions:

Staff Representative and Board Member to finalise the report to the Board with OTJ reporting template. Template then to be used for reporting results.

6. Correspondence

In committee matters*

****Publicly excluded matters****

****Publicly excluded matters ends****

The Board meeting concluded at 9pm

Next meeting: Rāhoroi 7 June 2023

*Discussions are "in committee" with any members of the public excluded.