



Wadestown School Board

Meeting Minutes

Rāhoroi 21 June 2023

6.30pm- Rose Street Staffroom

Attendees: Genevieve Hancock (Presiding Member), Amanda Frater (Principal), Robyn Grover (Staff Trustee), Madeleine Setchell, Tania Williams, Anya Zohrab, Michelle Crutchley, Megan Smith (Board Secretary)

Public Attendees: Damian Hepi-Te Huia and Anne Bell (Ministry of Education) Sarah Campbell, (NZSTA). Laura Lopez (Parent) and Sarah Mann (Parent)

1. Karakia, Welcome, Apologies and Conflicts of Interest

Apologies: Nil

Conflicts of Interest: Nil

The Board granted speaking rights for Damian Hepi-Te Huia, Anne Bell and Sarah Campbell.

2. New Code of Conduct

The Board noted the new mandatory Code of Conduct, issued by the Minister of Education is now in place..

3. In Committee matter*

** Publicly excluded matters **

Started: 6.40pm

Concluded: 7.17pm

Sarah Campbell left for another engagement at 7.30pm

4. Visitor (school parent)

A school parent addressed the board regarding board processes and documentation (and was given speaking rights for this purpose).

5. Principal's report

a. Out of Zone Ballot

- The mid-year out of Zone Ballot was advertised as previously agreed. The Principal noted that on this occasion we did not receive any registrations of interest, perhaps due to the timing of the ballot and the specified year groups.

b. Structured Literacy PLD for Staff

- Structured Literacy has continued as the key PLD focus for the year.
- Work is progressing well including working towards a shared pedagogy across the school. ●

Support from the RTLB has been vital in assisting with next steps and addressing questions.

c. Kāhui Ako Teacher Only Day

- The Kāhui Ako Teacher Only Day also focused on Structured Literacy and on the teaching of writing. ● Wellington College presented information regarding prerequisite NCEA literacy standards. Also addressed was explicit teaching of surface features (punctuation, spelling and grammar), being digitally capable and writing moderation.
- The board discussed PLD for the remainder of the year. Staff who are attending individual PLD are bringing this back to school to share with the whole staff.

d. Whānau Hui Aspirations and Goals

- The Whānau group meeting appeared a huge success. Attendance was high.
- The group reflected back on aspirations and purposes that the Whānau group had identified in 2015. These have shifted slightly over time but are good to reflect on.

e. School Reports

- This has been a smooth process; reflecting the previous hard work put into developing a consistent and effective process (whilst still ensuring reports are individualised)
- School leaders have a good shared practice and have helped induct new teachers.

f. Property

- Working Bee – the Principal, the parents leading the Working Bee and TW have had the initial meeting on the possible work list. The focus of this year's Working Bee will be maintenance type work due to not currently having a permanent caretaker and previous focus at Weld Street.
- The Principal discussed the basketball fencing and confirmed that it has all been fixed. The issue with the fence was due to vandalism and then students swinging on the fence. The school is in the process of checking all fencing in this area. It was noted that vandalism does occur at times. The school monitors this.
- AF and TW attended the MoE 101 Property course and would like to discuss at the next Board meeting with time on the agenda.
- Kauri Room - there was an issue with a leak which requires further investigation.

6. Rata Block update

- The Board discussed the update on this significant project.
- Excellent progress has been made in the construction and the school advised that Aoraki are working with good communication.
- It was noted that more asbestos has been discovered under the floor which has caused a delay because of the difficulties in accessing the underfloor space. The board noted that expert advice was that any risk related to the asbestos was small and is being properly addressed.
- It was noted that the project is approximately 1 week behind although there is no change to the final date at this stage.
- The Board noted that a significant amount of resources has gone to asbestos removal which has affected the contingency funds. The Board noted that the property manager was seeking additional asbestos funding through the Ministry of Education
- The Board discussed the Library and the possibility that fundraising monies from the House and Garden Tour are used towards this work. The Board noted that it is still waiting to see what is within scope and what isn't in terms of the Library as this will depend on what is found to be within the Ministry-funded works. However, the Board agreed that the House and Garden Tour promotional

materials could reference the Library refurbishment with the usual wording used in previous promotions which ensures some flexibility.

- The Board noted that Rata teachers and the Librarian have been consulted on matters such as finishes.
- The Board noted that also outside the scope of work funded by the Ministry is the back corridor of Rata. The property manager is currently seeking the information needed to determine the cost of the Board funding this work.
- The Board discussed the project finishing in December, possibly after school ends. The Board will be informed of any further slippages in the work timeline.
- The Board thanked both TW and the Principal for their work on the Rata Refurbishment project.

7. Strategy and planning

a. Board work plan

- The Board ratified the Board work plan that was previously circulated.
- The Board discussed the Analysis of Variance for 2022 and the Ministry noted when this should be filed.
- The Board noted that the annual report is yet to be provided by the auditors and it may be some time as the recent email from Deloitte indicates.
- The Principal advised that the draft Analysis of Variance would be provided to the Board shortly ● The Board discussed the timing of documentation such as the Analysis of Variance for next year. The Ministry noted that December is a very busy time for teachers and that reporting of end of year OTJ data is generally done in February/March with the Analysis of Variance and Annual Implementation Plan flowing from that.

Action: Principal to provide the draft Analysis of Variance

b. Co-opting

- The Board continued its discussions regarding the possibility of co-opting additional members. ● The Board noted that it would be useful to include Board succession planning in the mix of consideration. The possibility of implementing staggered elections could also be explored. ● The Board agreed that it would identify a matrix of skills and requirements, looking at the current skill set held and what could be needed in the future.

Action: The Board to create a skills and intentions matrix - MS and MC.

Board training

- All members have now attended the NZSTA Te Tiriti training Part 1. Registration is open for Part 2 . ● The Board discussed the possibility of adjusting the dates for the second August meeting and the timing of the specific Wadestown School workshop on Te Tiriti that had been discussed previously. Agreed to look at the dates after the meeting.
- The Principal reminded the Board that she is away from 11-13 September at the Primary Principals' Conference.

Action: Board members to register for the Part 2 training, and presiding member to revisit dates for the second August meeting and Te Tiriti workshop for Wadestown School.

c. Key strategic risks - review of EOTC

- The Board discussed having a session with relevant teachers regarding health and safety procedures and approaches required for EOTC and camp planning

- MOE advised other schools have reviewed their approaches to students with disabilities on EOTC/Camp events so they can access all events or activities.

Action: Principal to arrange review EOTC policy and procedures session with members to attend if they wish and are available

7. Student achievement reporting

A. Report - Student Achievement Report: End of Year, 2022 Overall Teacher Judgement (OTJ) Data ●

The Board thanked RG and MS for their work

- Acknowledged new template for student achievement data reporting and ratified using this template going forward.
- The Board had an initial discussion about how the student achievement data will be reported to the community. The Board agreed a simple table be used to communicate to parents with an expanded version available.
- The Ministry noted the effect COVID has had on achievement with a significant impact in 2020 and 2021. Full data is not available yet on this impact but it is looking like a similar magnitude to the impact that the Christchurch earthquake had on Christchurch students.

C. PAT report/data

- The Board discussed the PAT reports and how they can be compared against other school results through NZCER.
- RG noted that further commentary was added to the report on the day of the meeting. ● The Ministry noted that the student achievement results for the school were very good and as expected for the context of the school.

8. Matters arising

A. Finance

- The Board discussed the 'Grants for Goods' application and documentation, being a grant application made on behalf of the school by a third party provider. The provider receives 10% of any funding received. This approach had been looked at by the previous Board and the school and Board met with the third party provider. The Board noted that a number of other local schools were using this provider and that the application would be for funds in relation to technology equipment.
- The Board agreed in principle that it would proceed with the application, subject to members reviewing the detailed information if they wished. The Board noted the different funds and charities that the application included.

Action: Send documentation about the Grants for Good around to Board members. Board to confirm by email if they are happy with the application. A brief video conference could be called if any further discussion was warranted.

B. Property – security

- Security has been upgraded with locks installed on the PE Shed, and Office Manager door.
- The ongoing challenges with the alarm system were noted.

9. Board administration

A. Minutes of previous meeting

- Moved by RG and seconded by MS.

B. Term dates for 2023

- The Board discussed term dates for 2023 and noted the number of days as reported by the Principal. • The Principal noted this has been an unusual year with extra TOD days and also strike action, and with extra days being allocated after schools had set their term dates. The Principal confirmed that she had addressed this in the community newsletter. The Board noted that usually TOD has at least one term's notice but depends on the MoE directions. The Principal noted that there may be another TOD in Term 4.

C. Board newsletter

- The Board agreed to the newsletter being drafted to cover the proposed items in the paper. • The Board discussed reporting student achievement data. The Board noted that OTJ data is specific to our school and each student is on their own learning journey.
- The Board agreed to use a Google Doc for draft newsletters going forward.

Action: Presiding member will draft and circulate a proposed newsletter. TW will provide Rata block update.

D. School Doc Policies

- The Principal discussed putting the school docs policies in place.

E. In committee* item **

** Publicly excluded matters **

Started 9.20pm

Concluded at 9.55pm

The next Board meeting will be held on **3 August 2023**.

Board Action Plan

Item	Date added	Person responsible	Action completed
Principal to provide the draft Statement of Variance	21 June 2023	Principal	Completed
The Board to create a skills and intentions matrix - MS and MC.	21 June 2023	MS and MC	Completed
Board members to register for the Part 2 training,	21 June 2023	Board members	AF - registered to attend
Principal to arrange review EOTC policy and procedures session with members to attend if they wish and are available	21 June 2023	Principal	Underway - discussion/planning started with CW. Date to be finalised
Send documentation about the Grants	21 June 2023	Board Secretary	Completed

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Presiding member will draft and circulate a proposed newsletter. TW will provide Rata block update.

21 June 2023

Presiding Member
TW

Completed