



Wadestown School Board

Meeting Minutes

Rāhoroi 2 August 2023

6.30pm- Rose Street Staffroom

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

Public Attendees: Anne Bell (MoE Senior Education Advisor), Laura López (Parent)

1. Karakia, Welcome, Apologies and Conflicts of Interest

Apologies: Michelle Crutchley

Conflicts of Interest: Nil

The Board granted speaking rights to Anne Bell.

2. Principal's report (AF)

a. Principal's Report

- The School roll has increased from 273 to 280. The Principal noted that new enrolments have been from overseas, changing schools and new entrants.
- The Code: Staff Professional Development (PLD). This has been organised through RTLB in conjunction with two other local schools. This approach allows for sharing of approaches and the building of teacher networks. The Principal confirmed that this approach still allows for the PLD to be applied to our school's context. Teaching of The Code has been started in several cohorts across the school.
- Whānau engagement was discussed. The Board noted the work of the WIST teacher with oversight of Culturally Responsive Practice and the engagement of whānau for the Hangi and Matariki breakfast.
- The Principal discussed the ongoing work on the school website. The agreed approach has been to update the content of the website before looking to refresh the platform and format.
- Teacher Aide support has been continued in Room 1 to assist with the transition of some students. The fencing at Weld Street also supports student transition.
- The installation of heat pumps in the hall is complete except for cages. These have been added to the school asset register.
- The Principal noted the Weld Street drainage issues. An estimate to repair the front section of drain is around \$22,000. Alternative quotes are being sourced through Gaze.
- The Principal discussed a pest issue in Room 7 and the need for arborists to help with the situation.
- The Principal discussed a recent incident at the building site in which student scaled a bank during lunchtime and got themselves stuck. The safest way to assist the student was for a teacher to climb the bank and to enter the building site. A full health and safety process has

been completed; including incident reports from both the school and Aoraki. The Principal has sought recommendations from the property manager on additional fencing. Other measures have been put in place to keep the child safe during break times.

- Physical restraint training is ongoing across the school with no incidents where it has been needed.
- The Admin Team and Principal have noticed a delay in response times due to the lack of availability of tradies.
- Upcoming 2023 Working Bee will focus on the garden and maintenance at Rose Street.
- The SLT team has been meeting and planning for next year. There will be a small cohort for Year 2 and 3. This may result in structural changes. The Principal will be asking for teacher intentions for 2024 with their top 3 preferences for placement in 2024.
- The Principal has been in discussions with temporary caretakers “Hawkins Property Services” regarding hours. This company was recommended by another local school and our Property Manager.
- The Board discussed the schedule of Board meetings for the rest of the year.
- Rata work has been progressing well but Aoraki has requested an extension of time. This could have implications for the start of the term, 2024.

b. Statement of Variance

- The Principal presented the draft Statement of Variance which was discussed.
- The Board noted that the Statement reflects both current and previous strategic goals and other related items: engagement with whānau, progression with Te Reo and Te Ao Māori. The Principal noted the increase in teacher confidence, leadership, student engagement and motivation while engaging with Te Reo and Te Ao Māori.
- The Board noted that Structured Literacy is the likely focus of the Statement of Variance for 2023 reflecting this year’s strategic goals and targeting.
- It was agreed that the Principal would finalise the Statement of Variance, and share it again before filing and publishing it.
- The Board discussed communication plans for parents to help explain strategic goals.

3. Fees and donations (AF/MS)

a. Paper on fees and donations

- The Principal acknowledged the large amount of work achieved in relation to fees and donations including work to upgrade the school invoices, as well as communication pieces.
- The Principal noted she will discuss fees and donations further with Team Leaders regarding setting budgets.
- The Board noted the paper provided and agreed with the next steps.
- The Board thanked those involved with this significant piece of work (the Board Secretary, MS and the Principal in particular).

b. Information for parents and website

- The Board noted there has been a dip in payments and that the school carries the risk of a flow-on-effect on funding.

- The Principal discussed that costs for camp have increased.
- The Board discussed various forms of communication to use to contact families regarding donations and unpaid fees and to include what the donations are for.
- The Board discussed the extent of notice that is given to parents regarding camp and costs involved. The Board noted that other avenues could be investigated for families in need.
- The Board discussed the swimming trial in 2022 in terms of donations.
- The MOE Advisor noted that it is important to remember that camp is part of the delivery of the curriculum.

4. Strategy and planning (GH)

a. Strategic Plan 2024 - 2025 (process)

- The MOE advisor confirmed that the next strategic plan is for 2 years to align with the Board election cycle. Workshops are currently being run by MOE and NZSTA on new strategic planning requirements.
- The Board discussed the process for creating the Strategic Plan. In 2021 the Board consulted on 4 questions. There was an online questionnaire and a facilitated in-person session. The main goal was looking at what made the school effective for students and teachers. Questions were set as being open questions with none leading. Ten themes were apparent from the responses.
- The Board agreed to take a similar approach this time around; acknowledging that it could be more streamlined and without the in-person session.
- The Board discussed starting the consultation in Term 3 noting that Term 4 is very busy.
- The MOE advisor noted that the current Strategic Plan is well aligned with the NELPs and reminded the Board that this should be mapped out expressly in the new plan. The advisor also recommended that Board members attend the relevant training.
- The Presiding Member offered to email around the open questions used in the 2021 consultation as a potential starting point.

b. Workshop on governance and culture

- Members agreed to respond to the doodle poll regarding availability for this meeting.

c. Skills work

- The Board discussed the Board skills matrix.

5. Rata Block update (TW)

a. Update

- The Board discussed the latest PCG Report from Aoraki (25/7). TW reported that work is progressing well but that the additional work that has been necessary to remove/access has caused delays.
- It was noted that specialist assessment identified the asbestos as being very low risk and

strict protocols have been followed.

- The contract end date is currently 7 December but a possible extension is being considered and planning is underway about how this could be dealt with in terms of class location.
- TW outlined the property seminar that she and the Principal attended. MOE informed that they provide land and safe learning environments. Schools manage partnership between MOE and parents. Discussion progressed to funding, maintenance grants and 5YA, use of discretionary funds. MOE prioritises health and safety first and then essential items second. Asbestos issues have been raised immediately with MOE as the extent of this was not foreseen.
- The Board noted areas currently outside of scope of MOE funding, including the back corridor, internal library refurbishment, resource room and some aspects of the Principal's Office.
- It was noted that both Aoraki and the property manager provide regular financial reporting and there is also a regular QS review. The Board noted that the budget is being very carefully managed. The project group including the property manager and the Principal meets fortnightly. TW and GH have also been attending these meetings.
- Leak in the foyer and Principal's office is currently under investigation. Depending on the outcome will result in who pays for the fixes. No cupboards or shelves have been removed from the Principal's office yet.
- The Board discussed approaching Education Services for some forecasting advice in relation to the possibility of the Board funding extensions to the contract relating to current out of scope areas.

6. Student achievement reporting (RG)

a. Report - Student Achievement Report: Mid-year 2023 Overall Teacher Judgement (OTJ) Data

- The Board discussed the mid-year results.
- The Board discussed Year 7 and 8 results and asked if any support could be helpfully provided to assist teachers. The Principal noted that SLT have been discussing additional Teacher Aide support for this cohort.
- The Board reiterated that it is open to looking at funding of resource requests where needed but noted it would expect these to be specific quantified requests that are made by the Principal.

b. PAT data exercise

- The Board discussed the PAT data shared by a person gathering data under an OIA request of schools (currently focussing on maths).
- It was noted that the information shows useful comparisons with other schools in the area.
- The Board noted that Wadestown School was showing the highest results in maths compared to all other schools that were considered, apart from one year where one particular year group was on par with one other school instead of having the highest results
- The Board noted that national average PAT figures are available.

7. Friends Database

- The Board noted the paper provided and agreed that the school could proceed with this initiative when it has the capacity.

8. Matters arising

a. Finance

Marked as read

b. Property - general

Marked as read

c. Property - 101 course (TW)

Discussed under Rata Block

d. Health and Safety/emergency procedures

The Board noted the approach of having health and safety as a standing item on the agenda. The Board earlier discussed the incident relating to the Rata Block build. No specific further health and safety matters were raised.

10. Further business

None

11. Board administration

a. Minutes of previous meeting

- The Board agreed to amend the minutes to include a request for the Principal and SLT to advise on the proposed time frames for draft Annual Implementation Plan for 2024 and required student achievement reporting inputs.
- The Board agreed to amend the Public excluded minutes.

b. Grants application

- Grants for Good – the Board resolved to proceed with applying for grants through Grants for Good and to issue the paperwork needed.

c. School dates

- It was noted that school start dates for 2024 are being worked through with the Kāhui Ako.

d. School Doc Policies

- The Board noted that the School Doc questionnaire has been completed and next steps are outlined in the materials in the drive.

e. Principal's resources

- The MOE adviser noted the Principal's workload including the Rata project and other property matters. The adviser is going to investigate 'special reasons' staffing.

Next meeting: Wednesday 25 October

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

Board Action Plan

Item	Date added	Person responsible	Action completed
Dogs on school site – to be added to school newsletter	2 August 2023	Principal	Completed
Finalise and circulate the Statement of Variance	2 August 2023	Principal	
Principal and RG to advise the Board on what the proposed time frames are for reporting student achievement data and draft Annual Implementation Plan for 2024	June meeting	Principal and RG	Partially complete
Email around the open questions used to initiate strategic plan discussion with community in 2021	2 August 2023	Presiding member	Completed
Prepare and circulate letter regarding fees/donations for 2022	2 August 2023	Principal and Board Secretary	Completed
Details of NZSTA training to be passed to Board Members	2 August 2023	Principal	Completed
Board Matrix skillset – collecting skills information	2 August 2023	MS initial email, Board members to respond	Completed
Initiate discussions with Education Services over forecasting	2 August 2023	Presiding Member and Board Secretary	Completed
Written report on Rata Block project as a regular report for Board meetings	2 August 2023	TW	Completed

Board overview paper of learning support summary to August 31 meeting	2 August 2023	RG	
Board members to respond to poll over Board culture meeting	Email 23 July	All Board members	Completed

e. In committee* item

** Publicly excluded matters **

Started 8.36pm

Concluded 9pm