



Wadestown School Board

Meeting Agenda

Rāhoroi 31 August 2023

6.30pm - Rose Street Staffroom

Attendees: Genevieve Hancock (Presiding Member), Amanda Frater (Principal), Robyn Grover (Staff Trustee), Michelle Crutchley, 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: Nil

Conflicts of Interest: Nil

The Board granted speaking rights to Anne Bell, MOE Senior Education Advisor.

2. Principal's report (AF)

a. Report

- The Room 1 roll is now 21 students. The Principal and Deputy Principal (Year 1 to 4) confirmed the need for a second teacher for Term 4. The second teacher will be working in a team-teaching arrangement with Amanda Lamble. The second teacher is known to the students and will be employed, full time, fixed-term for Term 4.
- The meeting around EOTC procedures and assessments between Presiding Member, Principal, Deputy Principal (Year 5-8) and Rimu Team Leader was discussed. Notes from this discussion were taken and shared. The Principal noted:
 - Camp donations not being paid are concerning teachers; particularly the impact that this could have on future camps.
 - The Kaitoke Camp 2023 had more experienced instructors but was more costly. The experienced instructors made running the camp easier with the additional support.
- Quite a number of devices across the school are unable to be maintained due to their age. AisCorp has reviewed devices onsite at present.
 - The 'Grants for Good' application was unable to progress due to overwhelming requests from schools in the Wellington region.
 - Discussion around the possibility of the PTA continuing with the grant applications, on an independent basis.

- There are several options around leasing vs buying, BYOD policy, should replacement devices be added to the budget. There are network and safety issues with bringing BYOD to school that need to be managed. The Board discussed the need to take a strategic approach to these issues and the Principal will work on a proposal to the Board on this subject to her capacity
- The Principal noted that one teacher is returning 0.4FTTE on Thursday and Friday for Term 4 (flexible working arrangement). Original request and approval was for 0.2FTTE however, we now need cover for the CRT/TLR teacher which is a 0.4 position.
- A Teacher Aide will provide ESOL teaching for Pohutukawa, beginning in Term 4, working with a small group. This has been funded by the MoE.
- Rata Build is going well.
- New caretaking contract has started and is going well.

b. Sick leave and COVID

- There has been a change with isolation rules and the impact on sick leave for staff. Disregarded sick leave ended on 15 August. Ministry of Health guidance is to take 5 days off work.
- The Principal discussed the impact of teachers having covid multiple times and the impact of long covid. Some concern about vulnerability with catching covid and taking time off in response to this.
- The Board discussed whether a policy is needed to deal with these changes. The Board agreed that it would not be acceptable for teachers who are COVID positive to teach or be at school, but that otherwise, the situations currently seem best to be dealt with on a case by case basis.
- The MoE Advisor noted that there are compassionate leave grants available through NZEI. Teachers are able to apply for extended leave (when they have no sick leave left) on compassionate grounds. The option of taking anticipated sick leave (i.e. sick leave in advance) also exists but this leave is not paid back.

c. Banked staffing

- Banked staffing is currently under utilised.
- Staffing generated for the school can be “banked” by schools and then used when there is a need for more teachers e.g. class size increases with Room 1.
- Banked staffing must be used or will be lost. By the end of the period it should be close to 0 but not under 0. MOE will no longer be making repayments to schools who are under usage, as of the end of 2023.
- Banked staffing fluctuates around winter with staff illness.

d. School Organisation and Planning for 2024

- The Principal has surveyed all teaching staff members regarding intentions for 2024. It was a similar format used from last year. In light of the flexible teaching spaces in Rata, the survey asked staff around their willingness to collaboratively teach in these spaces.

- Staffing has been more stable than previous years. There is always still a possibility of teachers making alternative arrangements later into the year.
- Work and discussion around student numbers for next year and impact on the school organisation is already underway with the SLT. The school is currently awaiting MOE staffing entitlement for 2024. Once confirmed, the SLT will bring the proposed schooling organisation to the Board.
- The Principal discussed school roll changes across Wellington.
- It was noted that the school is likely to have a reduction in staffing allocation. The Board discussed the surplus staffing process if there are more teachers than jobs and the impact.
- The Board discussed Modern Learning Environments in relation to the Rata block development. The design of the Rata classrooms will provide 'flexible teaching spaces' rather than 'modern learning environments'.

3. Strategy and planning

a. Strategic Plan 2024 - 2025 (approach, process and initial questions)

- The Board noted the matters already agreed re the Strategic Plan and emails circulated with members.
- The Board discussed the approach for consultation, the process, documentation and initial questions to be sent out.
- The Board discussed the last consultation process and the large amount of work involved. The Board wishes to apply a less extensive process this time around.
- The option of anonymous survey was discussed but the Board agreed this came with risks. It was noted that responses are reported anonymised to the Board.
- It was discussed that there be a section on background, with key priorities and a quantitative section plus a qualitative section.
- The Principal highlighted the need to consult with all members of the community and ensure we capture those voices that might not otherwise be heard.
- The Board discussed the high response rate last time and potential for an incentive for answering the survey.
- The Board agreed to have a drop-in session before the October Board meeting for anyone who wishes to speak in person.
- It was noted that the plan is effective from 1 January.

b. Board statutory reports 2024

- The Board discussed the dates for OTJ reporting for next year for SLT and to the Board. It was confirmed that OTJ data and recommendations must go through SLT first.
- The Board discussed the Board meeting dates needed for 2024 and the start of the school year. Start of the school year is dependent on the Rata refurbishment completion date.
- The Board discussed the requirement to have the annual implementation plan to MOE by 31 March. The key aspects of the plan will be discussed at the 1st board meeting of the year and a draft being available early March.

c. Board development – co-opting of new members (MS)

- The Board discussed the paper provided by MS and the skills matrix. It was noted that the current Board has a good mix of complementary skills.
- The Board discussed having a broad set of skills, ensuring succession planning and continuance of governance. It was also noted having a range of parents with children in different areas of the school and the need to have a range of family representatives available for co-opting and diversifying the Board.
- The Board will approach the Whānau group to connect with the Board and discussed the need for a formal consultation with the Whānau Group.

The Board thanks MS for all her important work on this.

4. Rata Block update (TW)

a. Update

- The Board noted the documents provided.
- The Board discussed the email communication from a neighbour of the school re parking on Rose Street and noted that this has been resolved.
- The Presiding has received some information from Education Services on forecasting but needs to go back to them for further information.

5. Matters arising

a. In committee* items

Started 8.23pm

Ended 8:53pm*

d. Authorised user report

The Board confirmed the Authorised User Report from EdPay dated 24 August 2023.

Meeting ended at 8.53pm

Next meeting: Wednesday 25 October (Week 3, Term 4)

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

Board Action Plan

Item	Date added	Person responsible	Status
Proposal on strategy for IT device replacement	31 August 2023	AF	

Investigation into Survey Monkey for Strategic Consultation use and costs	31 August 2023	MC and AZ	Completed
Further Strategic consultation questions and material	31 August 2023	MS	Completed
Organise Board meeting in Term 4 to discuss strategic plan	31 August 2023	MC	
Timeline for Strategic Plan with drop in session time, Board work	31 August 2023	AZ	Completed
Further the material on co-opting Board members and Board policy draft process to be created	31 August 2023	MS	Completed
Paper to Board on staggered elections	31 August 2023	AZ	
Follow up with Education Services for forecasting information re Rata Block funding	31 August 2023	Presiding Member	In progress
Creation of correspondence register for Board	31 August 2023	Board Secretary	