



# Wadestown School Board

## Meeting Minutes

Rāhoroi 24 October 2023

7.30pm - Rose Street Staffroom

### Present

- **Attendees:** Genevieve Hancock (Presiding Member), Amanda Frater (Principal), Robyn Grover (Staff Trustee/DP), Madeleine Setchell, Tania Williams, Anya Zorab, Michelle Crutchley.
- **Public Attendees:** Ann Bell (MoE Advisor), Alana McCorry (MoE Manager Integrated Services - Wellington)
- **Apologies:** Megan Smith, Sarah Campbell (NZSTA)
- **Conflicts of Interest:** Nil

#### 1. Principal's report (AF) Taken as read.

##### a. Principal's report

The Board discussed the school's roll. The Board discussed the potential numbers in each area of the school for 2024 taking into account students leaving (including the year 8s) and the likely response from the ballot. The Principal noted the trends across the Wellington West corridor and other local schools.

##### b. ERO update

The Board discussed that ERO now works under a different model to what it did previously, with an ERO evaluation partner working alongside the school, building a relationship over time, rather than providing a one-off report.

The Board discussed that significant work was undertaken with ERO in 2021 at the beginning of the implementation of the new model and that the original evaluation partner has since retired. The Board has asked ERO if it is possible to have an acknowledgement of the work completed in 2021. The Board noted that the commencement with the new partner had begun well. The Board noted that the Presiding Member and Principal will complete the self-audit checklist for the current review.

**\*\*In Committee\*\***

**\*\*End of In Committee\*\***

c. Workload and wellbeing

The Board acknowledged the disruption to the office staff with the leak in the admin area.

The Board would like to acknowledge the Principal's ongoing work and noted that she has the Board's support.

**2. Strategy and planning**

a. Strategic Plan 2024 - 2025

The Board discussed having received 58 responses. The Principal noted that the 'Other Comments' section has been well received by respondents. Teachers and students have also been canvassed. The teacher feedback will be uploaded to the Board drive. The Principal will send a short reminder email to all parents. The Board noted the Whānau group meeting in two days time and the opportunity to seek their voices in a face-to-face consultation.

**3. Co-opting new members**

**\*\*In Committee\*\***

**\*\*End of In Committee\*\***

**4. Rata Block update (TW)**

a. Update

The Board discussed the Rata Block update running to schedule.

The Board discussed 2 funding applications submitted to MOE with one being for asbestos removal and additional roofing work. Approval from MOE is expected by 10 November.

The Board discussed pending costs due to water damage repairs in the school admin area and Amanda's office. Work is underway and Aoraki has committed to covering certain of the costs. MOE Property Adviser (Katy Flintoff) is seeking additional funds for carpet replacement. The Board may have to contribute to some of these items.

The Board discussed Alliance Fire scope quote and the extra drainage work costs which are yet to be finalised and also works in the back corridor of the Rata Block. The Board will approach MOE for additional funding.

The staff representative asked if movers could be engaged for the move back to the finished building. The Principal agreed to investigate this noting that the priorities to date have been to apply contingency funds to necessary costs. It was noted that this appears to be an operational matter for the Principal and the Project to determine.

## **5. Matters arising**

### **a. Standing items:**

- Finance

The Board discussed outstanding donations, camp donations and activity fees and trends around payments. The Board discussed contacting those that haven't paid directly, to remind them. A board member noted a query on cyclical maintenance.

- Health and safety/emergency procedures

Nothing to report

- PTA update

The PTA noted that there will be a "changing of the guard" next year with current officers leaving.

### **b. Specific matters arising:**

- SchoolDocs

The Board discussed SchoolDocs and the extent to which policies are unique to Wadestown School. The Board agreed to consider the website and ratify by email if agreed.

### **c. Other**

- House and Garden update

The Board discussed the upcoming House and Garden event.

## **6. Correspondence**

The Board discussed creating a correspondence register.

## **7. Board administration**

- a. The Board approved the minutes from the previous meeting.
- b. The Board discussed staggered elections.
- c. The Board noted half days at school for 2023 and 2024
- d. The Board ratified the authorised user report for October.
- e. The Board noted no newsletter or specific comms was needed at this stage.
- f. All correspondence to be added to the Board’s correspondence list.

**8. Further business**

A Board member suggested the Board learn a waiata together next year.

**Next Board meeting:** 29 November meeting 7.30pm

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

**Board Action Plan**

Item	Date added	Person responsible	Status
Review the ERO website to understand their new procedure	24 October 2023	All members	
Assessment matrix to be circulated around Board	24 October 2023	AZ	Completed
Approach to MOE regarding removal of Room 7 and 8	24 October 2023	Presiding Member after 10 November	
Review of next level of communication regarding requests for donations, camp donations and activity fees,	24 October 2023	MS in conjunction with the Principal and the office	

including creation of communication plan and timeframe, etc			
Report on comparison of donation payment between years	24 October 2023	The Principal/MS	
Cyclical maintenance budget - check regarding coding	24 October 2023	The Presiding Member	Complete
SchoolDocs review to be checked and ratified by Friday	24 October 2023	The Board	Complete
Staggered election paper		AZ	Complete (notes re costs and operational impact)
Half days 2023 calculation	24 October 2023	The Principal	Complete