



# Wadestown School Board

## Meeting Minutes - PUBLIC

Rāhoroi 29 November 2023

7.30pm - Rose Street Staffroom

### Present:

- **Attendees:** Amanda Frater (Principal), Robyn Grover (Staff Trustee), Madeleine Setchell, Tania Williams, Michelle Crutchley, Richard Nacey, Blair McDonald, Genevieve Hancock (Presiding Member) and Megan Smith (Minute Taker)
- **Apologies:** Nick Wells
- **Public Attendees:** Laura López

### 1. Karakia, Apologies, Conflicts of Interest and RN speaking rights

- **Conflicts of Interest:** None
- **Speaking rights:** The Board grants Richard Nacey speaking rights for the meeting.
- **RN capacity:** It was noted that Richard's involvement with the Board in his personal capacity only.

### 2. Principal's section (AF)

#### 1. Principal's report

- The Board discussed the Principal's final report of the year. There has been no changes to the roll since the last Board meeting.
- The Board discussed the process for ballots, the school being zoned and areas within the school where we have room.
- The Board discussed recent professional development for teachers held within school on the latest teacher only day.
- End of Year reports are well underway. The moderation process for reports was noted. OTJ data is currently being collated.
- The Board discussed the success of the House and Garden event. The Board wanted to acknowledge and thank Andrea Davidson, the PTA House and Garden committee and the whole community who supported the event. The Board discussed when House and Garden funds would be available and the process around it.
- The Board discussed the appointment process and interview panel for a new teacher at the school. It was acknowledged that mid-year recruitment is a lot harder than end of year.
- It was noted that the fencing at Weld Street is almost complete.
- It was noted that the structured literacy programme ('The Code'/Spelling) is being used across the whole school. Work will be continuing on in handwriting in 2024.

- The Board discussed the opportunity to develop a school fundraising strategy and the need to discuss with the PTA.
- The Principal requested that the money given for the Principal's wellbeing in 2023 be carried over to 2024 and to be used for the Transatlantic Principal's conference which is in Christchurch. The Board provided their support for this.

## 2. ERO update

- The Board discussed the school ERO report and having a new evaluation partner. There have been 4 meetings so far. The process has evolved since the last ERO report with time being spent around areas of strengths and possible development. The process uses a self improvement framework. The Senior Leadership Team has met and worked on the school improvement framework and school profile report.
- The Board discussed the ERO assurance statement and self audit statement which has 6 different areas to complete. The Presiding Member and Principal have been working on those documents and it was noted that the Presiding Member had shared the evaluation questionnaire earlier. The Board discussed that there have been no areas of concern raised.
- The Board noted that it was not uncommon for schools to have big gaps between their ERO assessments and that the new ERO process is different from previous years and will be worked on for the next 3 years in a continuous cycle.

## In Committee items

Started at 8pm

Ended at 9pm.\*

## 3. **Strategic plan 2024 - 2025**

### a) Recap

- The Board discussed the strategic plan and documentation created for discussion to date. It was noted that the process uses a MOE template with 4 key areas. The Board discussed the findings of the community survey and potential feedback of findings.
- The Principal discussed work to be done in regards to contextual summary and using the matrix. It was noted it is ideal for sharing for teaching/learning strategy, for communicating back to the community, with more work to be done.
- The Board discussed the Principal's workload, recognising that strategic items will flow into the annual plan to be actioned by the Principal and her SLT/Leadership team.
- The Board discussed the new Government and the potential of changes to the curriculum refresh.
- The Board noted that student achievement was identified in the community consultation. It was agreed that this should continue to be an item for communicating to the community

- The Board noted in some community consult responses about school trips. The Principal noted that trips are planned by teams to align to their learning and teaching programmes within the term. Teachers and Team Leaders could make these links more explicit in the future.
- The Board discussed the possibility of considering a communication strategy for the Board and the School.

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

- The Board discussed that the school's current Property Manager is leaving. It was noted that his replacement, James Wilson has attended the last couple of property meetings.
- The Board discussed Alliance working on aligning the Rata security system with the rest of the school. This project is currently with Alliance.
- The Board discussed the back corridor of Rata and the decision to insulate the back corridor and ceiling. This has led to a small delay.
- The Board discussed the issues with the Principal's office and the need to make it watertight. The MoE will pay for some water proofing to address the problem but there is likely a need for the Board to contribute as has been previously noted.
- The Board discussed the significant increase in funds from the MoE for the project. The Board noted that much of the necessary works on the library has ended up being dealt with under the MOE funded part of the project because of the need to remediate the walls, floor and ceiling of the whole block (despite the library having originally been out of scope).
- The Board discussed the need to use Board funds to pay for vinyl for the back corridor as this was not part of the scope of work. It was noted that MOE funding comes out of the 5YPP and that the scope of work had always excluded the back corridor and Principal's office (and originally the liability). It was noted that the Board needs to give approval urgently (as fire certification is reliant on this) for the laying of the vinyl.
- It was agreed that TW would circulate more information by email and that the board would consider approval accordingly.
- The Board discussed the costs for using a moving company to move back into Rata. It was noted the cost was prohibitive and a working bee project would be ideal for the community taking back Rata. Tania and Amanda F to coordinate this.
- The Board discussed available funds and the opportunity for more forecasting t.
- The Board noted the need to have the floor tiles relaid due to it being installed without underlay. This will not cost the school and will not delay the project completion date.

#### **5. IT Strategy (GH)**

- The Board discussed the IT Strategy Paper. It was noted that the budget and IT use flow from the paper. The opportunity for more parental information regarding BYOD and the potential for Year 5 and 6 students using it was discussed.

- The Board noted that a conversation needs to be started with teachers and their preferences understood before consulting with the community. It was noted this will be led by the SLT and the teacher in charge of IT.
- The Board noted that teachers would like to see an increase in devices . BYOD could be one way of achieving this however, this adds to the beginning of year costs for parents/families and has its own downsides.
- The Board discussed advance warning will be needed for parents of any changes to BYOD and particularly if there is a time in which this will be mandated.

## **6. 2024 Budget**

The Board discussed the 2024 Budget and it was noted that it was a confidential document due to individual's pay rates being included. It was noted this version is the initial draft and will be further worked on and finalised early in 2024.

## **7. 2024 Board organisation**

### a) Committees

The Board discussed using committees next year to increase efficiency. Possible committees include HR, property, finance and audit and any project related work.

### b) Delegations

The Board discussed revisiting the delegations in early 2024

### c) Workplan

The Board discussed the Board Work Plan being a living document. The Presiding Member has sent out the link to the document and asked for any comments/suggestions to be added to the document.

## **8. Matters arising**

### a) Standing items

- PTA update

MW gave a brief update regarding the PTA.

- SchoolDocs

The Board discussed School Docs and its implementation at the school. It was noted that groups of policies will need to be looked at next year.

### b) Other items

- Staggered elections

The Board decided to discuss staggered elections at a later meeting.

## 9. Board administration

### a) Authorised user report

The Board ratified the Authorised User Report from EdPay as true and correct.

### c) Minutes of previous meeting

The Board confirmed the meeting minutes of 24 October 2023.

### d) Actions from previous meeting

The Board noted most action points have been completed from that meeting.

**Meeting finished at 9.57pm.**

**Next meeting: February 2024 (TBC)**

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

## Board Action Plan

Item	Dated added	Person responsible	Status
ERO self review document to be circulated to Board members	29 November 2023	The Principal	Ongoing
Forecasting of school funds and available funds	29 November 2023	The Principal, Richard Nacey and Megan Smith	Underway
Decision regarding Rata Block Board funding	29 November 2023	TW to draft email and Board to respond	Completed
Information on previous spending of board discretionary funds	29 November 2023	Presiding Member	Completed
Follow-up to community consultation survey	29 November 2023	Principal and MS, Board	

responses			
Board thank you letter for Simon Ramage for Rata work	29 November 2023	TW, Presiding Member	Completed
SchoolDocs policies - consideration of any required changes, discussion with AF (and Board if necessary)  Fundraising - MS Learning Support - RG Māori student achievement - NW Finance - GH and RN Property - TW	11 December 2023	MS RG NW GH and RN TW	
SchoolDocs policies - read and consider for sign off <ul style="list-style-type: none"> <li>● Fundraising</li> <li>● Learning Support</li> <li>● Māori student achievement</li> <li>● Finance</li> <li>● Property</li> </ul>	11 December 2023	All Board members	
Considering future leadership capacity	29 January 2024	All Board members	
Scheduling further Strategic Planning meeting	29 January 2024	BM	
Current Strategic Planning documentation to AF and BM	29 January 2024	MS	
Update timeframes and planning document for Strategic Plan	29 January 2024	?	

development			
Meeting with Education Services over MOE funding sources and opportunities	29 January 2024	RN, AF and Office Manager	
List of items for remaining House + Garden fundraising	29 January 2024	RN, AF	
Liaise with House + Garden committee over application of funding	29 January 2024	MS or GH?	
Contact MOE property group to explore whether any further funding is available for WS projects this year including drainage	29 January 2024	TW	