



# Wadestown School Board

## Meeting Minutes

Rāhina 19 February 2024

7pm - Rose Street Staffroom

### Present

- **Attendees:** Amanda Frater (Principal), Robyn Grover (Staff Trustee), Madeleine Setchell, Tania Williams, Michelle Crutchley, Nick Wells, Richard Nacey, Blair McDonald, Genevieve Hancock (Presiding Member) and Megan Smith (Minute Taker)
- **Apologies:** Nick Wells and Blair McDonald (both late due to travel back into Wellington)
- **Public Attendees:** Laura López and Alana McCorry (MoE Manager Integrated Services - Wellington)

### 1. Karakia, Apologies, Speaking Rights and Conflicts of Interest

- a. **Apologies:** NW and BM - late arrivals due to travel disruptions.
- b. **Speaking Rights:** The Board granted speaking rights to Alana McCorry
- c. **Conflicts of Interest:** None.

### 2. Election of presiding member

- The Board opened the nominations for the 2024 Presiding Member and agreed that the Principal will run the process.
- The Board discussed succession planning and the benefits of retaining key knowledge/expertise of current members.
- The Board duly elected Genevieve Hancock to be the Presiding Member for 2024.

### 3. 2024 Board organisation (GH)

#### a. Delegations

- The Board discussed options for financial delegations
- A discussion about the expenditure policy on School Docs took place.
- The Board agreed to keep the existing financial delegation structure in place.
- It was agreed to increase the unbudgeted spending limit for the Principal from \$3,500 to \$5,000, to reflect inflation and cost increases. Any amount over that must come back to the Board for approval.
- It was noted that the reports from Education Services show all expenditure at the school.

## b. Committees

- The Board discussed the creation of committees.
- The Board resolved to create the committees proposed in the “Board Delegations” document and appoint the Board members referred to, with two amendments to the Finance Committee (title to be changed to Audit and Risk and the wording regarding investment amended to clarify that that is intended to refer to changes to the school’s term deposits) and some other small corrections including that TW is still a bank signatory.
- The following items were discussed regarding committees:
  - Significant issues will still come to the whole Board via the Principal including by way of the “no surprises” rule
  - ‘Health and Safety’ is usually a stock item on the agenda for each meeting. but that the next meeting would have a wider beginning-year review of policy and procedures
  - The possibility of having a health, safety and wellbeing committee. The Principal described the process that she follows with incidents including reporting and “lessons learned”. TW and RN will research this proposal and report back to the board.
  - On property matters there would be consultation with the Presiding Member about significant issues (and RN regarding expenditure) and for now at least the current general delegations will apply
  - The Board will look at creating terms of reference for committees. It was noted that NZSTA have guidance. TW will look at available templates and provide some draft TOR.
  - The Board discussed publishing the TOR.
  - It was agreed that all committees should be reviewed against the strategic plan.
  - The Board discussed the Principal’s power to close the school (for example after a natural disaster) and that the Principal would act in consultation with the Presiding Member.

## c. Staffing

- The Board discussed staffing and that the Principal has the authority to deal with staffing issues on a day to day case basis but will consult with the Presiding Member and/or new HR Committee (as applicable) on more serious matters. The Board noted that the no surprises approach would apply
- The Board discussed staff leave with COVID being identified as an issue.

## d. PTA Liaison Role

- The Board discussed that MC, Chairperson for the PTA and member of the Board, is stepping down from this role.
- The Board agreed to have a PTA liaison person, to be rotated between different Board members

- The Board discussed other ways of fostering the relationship with the PTA including additional board members attending PTA meetings and inviting the PTA Chairperson to attend Board meetings and update the Board on what the PTA are focussed on.

#### e. Board Work Plan document

- The Board discussed that the Work Plan is a living document.
- The Board discussed the Te Tiriti analysis, as this is a new requirement.
- The Board discussed the Annual Implementation Plan and timeframes.
- The Board discussed the SchoolDocs policy reviews and statutory requirements.

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

### a. Update

- A recap from the previous meeting was provided
- The Board discussed the need to use plain language in the plan to ensure a shared understanding.

### b. Plan and timeframe

- The Board discussed the steps to complete the Strategic Plan
- The Ministry representative commented on timeframes and intent
- The Board discussed the good progress that has been made. It was noted that the Strategic Plan can be amended and should be a living document for the Board.
- The Board fixed the next time to discuss the Strategic Plan being Sunday 22 February.

## **2. Student achievement (RG)**

- The Board discussed the report regarding student achievement, including why the information is gathered, NZSTA guidance and the best ways to communicate to parents and the community regarding the data.
- The Board discussed that the overall student achievement results continue to be excellent
- The Board discussed that writing achievement has lowered and that this is an area being addressed by structured literacy work by the teachers.
- The Board discussed how the data helps the school identify and put processes in place to help students. Acknowledged the importance of working together with parents.
- The Ministry representative discussed the OTJ results as being impressive and noted that the school is probably ahead of other schools in achievement and adopting structured literacy.
- The Ministry representative commented on the impact of covid on students and that NCEA results have been impacted on student achievement as well as wellbeing and mental health.
- The Board discussed the ongoing impact of covid with teachers reporting an increase in school refusal and anxiety and a drop in resilience.

- The Board agreed that a web page would be set up on the school's website with the data for parents. This would be first the 2023 OTJ data that had been reported and then past data to be included.
- It was agreed that the school's report would in the future include a statement providing SLT's evaluation of the overall results, the correct reference to the regulations which have now passed, a statement about the impact of the COVID pandemic and a section summarizing the actions that the senior leadership team have agreed to take in addressing the findings

### **3. Principal's section (AF)**

#### a. Principal's Report

- Taken as read.

#### In Committee items

Started at 9pm

Ended at 9.15pm

### **4. Finance (RN)**

#### a. Performance

- The Board noted that Student statements will be sent out soon. It was noted that donations for camp have already started coming in.
- The Board discussed the email for student statements and MS offered to assist the office team to prepare this year's email.

#### b. Board Retention and Disposal Request

- The Board discussed retention and disposal of school documents and resolved to dispose of the following records:
  - Financial Accounts from 2016 and earlier (can be disposed of under School Records Retention and Disposal Schedule, Class 4, 4.1 (routine accounting records, eg, invoices).
  - SUE Reports 1998, 2004, 2005, 2006 and 2008 (can be disposed of under School Records Retention and Disposal Schedule, Class 3, 3.2 (personnel records, eg, SUE Reports).

#### c. 2023 write-offs

- The Board discussed overdue 2023 donations/fees and whether these should be written off for 2024. It was agreed to not write off the 2023 donations/fees as it was identified the need to send a letter first.
- It was noted that one further piece of work to be done regarding donations/fees is a schedule of tasks/communications

#### d. 2024 Budget

- The Board discussed the January 2024 Financial Report. It was noted that nothing out of the ordinary appeared in the report and also it is not yet showing the budget which is being finalised.
- It was noted that feedback from Education Services has been incorporated and that the Budget should be able to be approved by the Board at the next meeting.
- The Board discussed “Board discretionary funds” and committed spending and the complexities of school funding and revenue.
- MS, BM and RN to arrange a meeting to provide a briefing on the workings of the school finances to further understanding on this topic.

## **5. Policies**

#### a. Additional EOTC Child Protection Procedures and Guidelines (RG)

- The Board discussed the Additional EOTC Child Protection Procedures and Guidelines
- No further questions or concerns were raised.
- It was noted that the policy has been implemented for both camps for 2024 and will be included as new content in the Parent Helper guidelines and information evenings.

The Board resolved to adopt the Additional EOTC Child Protection Procedures and Guidelines.

#### b. School Docs policies (GH)

- The Board agreed to focus on one area at a time with Finance first.
- It was noted that the SchoolDocs original expenditure policy was not adopted because it would need to be amended/checked against the delegations.

The Board confirmed the SchoolDocs financial policies in the drive being:

- travel expenditure
- sensitive expenditure
- gifts
- financial conflicts
- conflicts.

#### c. Phone Policy

- The Board noted the update from SchoolDocs over the phone and devices policies.

## **6. Board administration**

#### a. Authorised user report

The Board resolved to approve the authorised user report supplied.

#### b. Minutes of previous meeting

The Board confirmed the minutes from the last Board meeting.

#### c. Actions

This was held over to the next meeting

#### d. Board info on website

- The Board discussed adding a group photo to the school website.

#### e. Board comms

- The Board agreed to send out a Board newsletter to include the appointment of RN, an update on the strategic plan and student achievement.

#### f. Meeting start times

- The Board discussed the start time for Board meetings and it was agreed to start at 6.30pm.
- It was noted that the website will need to be updated to reflect this new start time.

## **7. Further business**

## **8. Closing Karakia**

**Next meeting: Wednesday 13 March 2024 (6.30pm)**

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

## Board Action Plan

Item	Dated added	Person responsible	Status
Health, Safety & Wellbeing Committee - research need and possible terms of reference	19 February 2024	TW	Complete
Creation of terms of reference for other committees	19 February 2024	TW to create format. MS to peer review.	Complete
Circulate the information regarding the Te Tiriti assessment	19 February 2024	Presiding Member	Completed
MS, BM and RN to arrange a meeting to provide a briefing on the workings of the school finances to further understanding	19 February 2024	MS, BM and RN	
Board newsletter to the community	19 February 2024	MC to draft and others to review/provide input	Completed
Providing a statement outlining SLT's overall evaluation of the OTJs	19 February 2024	RG	Completed
Update the template student achievement report	19 February 2024	RG	Completed
Board to consider Curious Cove RAMS documents.	19 February 2024	The Board	Completed

Letter to families who owe fees for 2023 Year 8 students.	19 February 2024	Office Manager MS to review	
Follow-up to community consultation survey responses	29 November 2023	Principal and MS, Board	
Contact MOE property group to explore whether any further funding is available for WS projects this year including drainage	29 January 2024	TW	



## Board delegations 2024 DRAFT

Personnel	Delegated authority	Date of resolution	Term of delegation
Principal	<p>Financial - within budget</p> <p>The Principal has authority to spend up to the limits of the approved annual budget within the respective categories of the budget,</p>	19 February 2024	12 months
Principal	<p>Financial - outside of budget</p> <p>The Principal has authority to authorise spending of up to \$5,000 on a single item that is not part of the approved annual budget for the school.</p>	19 February 2024	12 months
Principal	<p>Staffing - appointments</p> <p>The Principal has the authority to appoint all personnel of the school.</p>	19 February 2024	12 months
Principal	<p>Staffing - leave</p> <p>The Principal has the authority to accept or decline all leave requests from staff.</p>	19 February 2024	12 months
Principal	<p>Staffing - management</p> <p>The Principal has the authority to manage all employment and personnel issues,</p>	19 February 2024	12 months
Principal	<p>Privacy Officer</p> <p>The Principal is appointed as the Board's and School's Privacy Officer.</p>	19 February 2024	Ongoing

Principal	<p>School closures</p> <p>The Principal has authority to close the school if necessary due to exceptional circumstances.</p>	19 February 2024	Ongoing
The Principal, RN, NW and GH	<p>Audit and Risk Committee</p> <p>The Audit and Risk Committee has authority to:</p> <ul style="list-style-type: none"> <li>● address any requests from the auditors;</li> <li>● approve the financial statements;</li> <li>● manage term deposits.</li> </ul>	19 February 2024	12 months
The Principal, MS, TW and BM	<p>HR Committee</p> <p>The HR Committee is responsible for providing guidance to the Principal on human resources matters.</p>	19 February 2024	12 months
The Principal and TW	<p>Property Committee</p> <p>The Property Committee is responsible for providing guidance to the Principal on property matters.</p>	19 February 2024	12 months
The Principal, NW and the Staff Trustee	<p>Māori Student Achievement Committee</p> <p>The Māori Student Achievement has authority to:</p> <ul style="list-style-type: none"> <li>● engage with the Whānau Group and act as a conduit between it and the Board; and</li> <li>● engage Māori students and their whānau with the aim of ensuring they experience learning</li> </ul>	19 February 2024	

	environments that are inclusive and reflect them as Māori.		
The Principal, MC and TW	Banking authority  Board members with authority to authorise payments and accounts on the school's banking system.	19 February 2024	Ongoing for the Principal  For RN and MC, until the end of their term as Board members
Rotated	PTA liaison  A Board representative working together with the Principal to liaise between Board and PTA	19 February 2024	

All committees to be reconsidered following finalisation of the Strategic Plan