



# Wadestown School Board

## Meeting Minutes

Rāapa 15 May 2024

6:30 pm - Rose Street Staffroom

### Present

- **Trustees:** Amanda Frater (Principal), Nick Wells (Presiding Member), Robyn Grover (Staff Trustee), Michelle Crutchley, Richard Nacey, Blair McDonald and Genevieve Hancock
- **Visitors:** N/A

### Agenda

#### 1. Introduction

- a. **Karakia** - led by Blair McDonald
- b. **Apologies:** Megan Smith, Madeleine Setchell, Tania Williams (late arrival at 7:10 pm)
- c. **Minutes of previous meeting:** Passed
- d. **Conflicts of Interest:** None

#### 2. Strategy (AF/NW)

- a. **Academic achievement:**
  - i. The Board discussed the Term One PAT Reporting. The Deputy Principal (Year 1-4) has been compiling a report for the Board on the PATs for students in Years 4 - 8.
  - ii. The Principal explained the PAT report to date, and described the rationale behind the introduction of the adaptive testing for Mathematics and Reading Vocabulary.
  - iii. The Principal and Deputy Principal (Years 1-4) discussed the report together to identify trends and patterns. The Senior Leadership team would like to discuss the results, before finalising the report to the Board.
  - iv. The Board discussed the need to seek an understanding on how teachers and teams are using PAT data to inform their teaching and to unpack what data they are analysing as a team.

**b. Communication review**

- i. The Board discussed a blog on the school website that highlights the team newsletters and can be used to find certain information such as the maths for the term.

**c. Other priorities from Strategy and Board Leads**

i. SchoolDocs:

- The Board discussed a need for a volunteer to take the lead for School Policies on SchoolDocs. It was noted that it would be ideal to have one person overseeing the updates and informing the Board when reviews are due.
- Example of policy email updates from SchoolDocs included in the Board pack.
- It was noted that SchoolDocs notify by email which policies are due to be reviewed each term.

ii. Te reo:

- The Board discussed gathering a group of community members to brainstorm ideas for applying for funding for te reo in the school and ways to involve staff in this process.

iii. Confirmed dates:

- Tuesday 4 June: (Teacher Only Day)  
9.00am - 10:00am: WS Board presentation of the Strategic Plan and Annual Implementation Plan to the Staff (School Hall)
- Tuesday 18 June:  
6:30pm: WS Board presentation of the Strategic Plan and Annual Implementation Plan to the Community (School Hall)
- Both of these presentations would incorporate the summary document (bubbles). The Communications lead for the Board is finalising the summary page for this document.
- Friday 21 June:  
5:00pm: Board and Staff dinner

iv. Wadestown School Foundation

- The Board discussed the idea of developing a foundation for the school. A key driver for this would be to support families within our community. The Board decided further investigation is required and the Board acknowledged that an approach such as this would require clear guidelines.

**d. \*\* In Committee item\*\***

### **3. Principal's section**

#### **a. Principal's report**

- i. The Board noted that the first two sections of the Principal's report were taken as read.
- ii. The Board discussed the National Support Staff week. It was noted that plans are in place for staff to recognise the efforts of our Support Staff
- iii. The Board discussed the relieving situation which remains a challenge. Current situation is where two of our key part time teachers are working as full time classroom teachers.
- iv. The Principal is working with Crestclean to address some identified and ongoing issues and concerns.
- v. The Board discussed Music Box and increase in traffic.
- vi. The Board shared and discussed an Incident report.

#### **b. Education Review Office (ERO)**

- i. The Board discussed communication to the community about the ERO report.

#### **c. Review of Reporting to Parents**

- i. The Principal discussed the outlined changes to the report format.
  - The Board noted that feedback from the community engagement, as well as staff feedback was used to inform the updates to the format.
  - The Board discussed the creation of an updated mid-year report template which allows comparison of OTJs data from 6 months ago to current OTJs.
  - The Board discussed students being provided a learning goal and teachers being able to comment on progress to date in Reading, Writing and Mathematics.
  - The Board discussed the inclusion of 5th Key Competency but this requires more development time.

- The Board discussed the inclusion of attendance data in percentage format for Terms 1 and 2 (up until the end of Week 7). The Board discussed raising awareness for parents around student attendance. The Board noted this content provides more in-depth identification of trends and patterns and will allow the school to provide support for students and their whānau.

## 4. Health and Safety (TW)

### Serious Incident

- The Board discussed the recent 'serious incident' report, noting that the report was completed by key staff who were present at the time of the incident. The Board discussed ongoing access to the school hazards register.

## 5. Finance (RN)

- The Board discussed a meeting with Manisha from Education Services on Friday 17 May. It was noted that the Finance 101 session replaced the need for the Board to have an information session with Education Services.
- a. Reports**
- The Board noted that resource spending is high and this was due to the beginning of the year.
  - The Board noted:
    - that the cost of the two camps was included in the Finance Reports
    - that relievers cost is high
    - the relievers PD code cost is likely to be an error in coding
    - that teacher aides costs are higher than budgeted
    - where finances are currently and that we should be tracking to expected levels at the end of the year.
- b. Opening of a School Trade Me account?**
- The Board discussed the school having surplus equipment e.g. TV stands, hot water units, with the potential spare equipment in the caretakers shed e.g. mowers.
  - The Board authorises the creation of a TradeMe account for the school and will follow Education Service's advice to close the Trade Me account after such items have been sold.
  - The Finance member discussed how he had gone through the budget line by line with the Principal and Office Manager to to understand what each item related to.

**c. Camp Donations:**

- The Board noted the high percentage of families who have paid for both Rimu and Kōwhai camps.

**d. School Contracts**

- The Board authorised the Presiding Member to sign the Music Box contract.
- The Board noted that the caretaker's contract is just waiting on it to be finalised.
- The Board gave consent for the Presiding Member to sign the Caretaker's contract.

## **6. Policies**

**a. SchoolDocs updates**

- The Board discussed the reasoning behind the move to SchoolDocs and what this offers the school.
- The Board discussed how it can most effectively have all Board members up to speed with SchoolDocs.

**b. Review of policies**

- The Board discussed the need to appoint a Board member to take responsibility for SchoolDocs.

## **7. Board administration**

**a. Authorised user report/payroll authorisation**

- The Board discussed the Authorised User Report. The Board approved this on the basis that there is a separation of duties i.e. the preparer is not able to authorise it.

## **8. Correspondence**

- Annual Report to be completed by 31 May
- Noted that the auditors are currently asking questions of the school

## **9. Further business**

## **10. Closing Karakia**

- The Board discussed adding the opening and closing karakia to future agendas.

**Next meeting: Wednesday 12 June 2024 (6.30pm)**

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

## **Board Action Plan**

<b>Item</b>	<b>Dated added</b>	<b>Person responsible</b>	<b>Status</b>
RG to work with MS to upload the assessment data (PAT and OTJ) to the website. RG to provide MS with a workable format for this.	15 May 2024	Robyn Grover	
RG to share her final PAT Report to the Board.	15 May 2024	Robyn Grover	12 June 2024
RG to add in graphs with gender break-down, cross reference the students who scored stanine 1 - 3 against in class Priority Learners and then against our whole school Learning Support Register. Add in an explanation about the adaptive testing with pros and cons of this approach.	15 May 2024	Robyn Grover	

<p>The Principal to talk to MS and JS about the possibility of a blog on website and searchability. Include this in the upcoming Communication review</p>	<p>15 May 2024</p>	<p>The Principal</p>	
<p>The Presiding Member will think about how we could manage our policies and email out some suggestions to the Board.</p>	<p>15 May 2024</p>	<p>Presiding Member</p>	
<p>Board members to confirm if they can attend Strategic Plan and Annual Implementation Plan session for staff on 4 June.</p>	<p>15 May 2024</p>	<p>Board members</p>	
<p>Board members to confirm if they can attend Strategic Plan and Annual Implementation Plan session for community on 18 June.</p>	<p>15 May 2024</p>	<p>Board members</p>	
<p>The Principal will canvas the staff regarding numbers attending a staff</p>	<p>15 May 2024</p>	<p>The Principal</p>	

dinner (21 June) to the Board.			
AF to communicate these changes through upcoming school newsletters regarding the first 2 points raised in the principal's report.	15 May 2024	The Principal	
Board Member to take the lead on acknowledging our Support Staff members from the Board.	15 May 2024	MC	
Meeting required with Adrian Cashmore (Manager of Crestclean) to discuss cleaning and school walk around.	15 May 2024	The Principal and MS	
Creation of flyer regarding traffic and parking for all Rose Street residents.	15 May 2024	Principal and office staff	
Discussion required with Ashleigh and Dave (Music Box) regarding communication to parents of their service	15 May 2024	The Principal	



around driver behaviour and parking.			
Sharing an Incident Report form template to Board.	15 May 2024	The Principal	
Creation of first draft of communication regarding the school ERO report.	15 May 2024	GH to draft NW to send out	
Board to have access to school hazard register.	15 May 2024	Principal and MS	
Addition of karakia to future agendas.	15 May 2024	The Principal and Office Manager	12 June 2024

## COMMITTEES AND LEAD BOARD MEMBERS

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

<p>The Principal, MS, TW and BM</p>	<p>HR Committee</p> <p>The HR Committee is responsible for providing guidance to the Principal on human resources matters.</p>	<p>19 February 2024</p>	<p>12 months</p>
<p>The Principal and TW</p>	<p>Property Committee</p> <p>The Property Committee is responsible for providing guidance to the Principal on property matters.</p>	<p>19 February 2024</p>	<p>12 months</p>
<p>The Principal, NW, GH and the Staff Trustee</p>	<p>Te Ao Māori 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 environments that are inclusive and reflect them as Māori.</li> </ul>	<p>19 February 2024</p>	

<p>The Principal, MC and TW</p>	<p>Banking authority</p> <p>Board members with authority to authorise payments and accounts on the school's banking system.</p>	<p>19 February 2024</p>	<p>Ongoing for the Principal</p> <p>For RN and MC, until the end of their term as Board members</p>
<p>Rotated</p>	<p>PTA liaison</p> <p>A Board representative working together with the Principal to liaise between Board and PTA</p> <p>Current is: [See below]</p>	<p>19 February 2024</p>	

<p>Board leads - immediate workstreams</p>	<p>Policies - TBC {Robyn or Tania?}</p> <p>Communication – Madeleine</p> <p>Arts assessment – Michelle</p> <p>Te Reo Māori funding options – Nick</p> <p>Governance structure and support systems – Blair</p> <p>Leadership – Nick</p> <p>Property – Tania</p> <p>PTA liaison – Nick and Richard with a focus on fund raising</p> <p>IT Strategy (and finishing off existing strategic work) - Gen</p> <p>[Future workstreams -</p> <p>International students - Gen]</p>		
--	--	--	--