



# Wadestown School Board

## Meeting Minutes - In Committee

Tuesday 18 June 2024

7:30 pm - Board Meeting (Rose Street Staffroom)

### Present

- **Attendees:** Amanda Frater (Principal), Robyn Grover (Staff Trustee), Madeleine Setchell, Tania Williams, Michelle Crutchley, Nick Wells (Presiding Member), Richard Nacey and Blair McDonald
- **Visitors:** Nil

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

A. **Apologies:** Genevieve Hancock

B. **Minutes of Previous Meeting:**

- The Board discussed that to progress the Te Reo Strategy, hui for staff and Māori whānau to attend would be required. And thereafter, for the broader community. These hui would provide an opportunity to discuss different options. More immediately we should investigate the availability of funding available through MOE for what we currently do (or could receive with slight modification of activities).
- It was noted by the Board that any new strategy should feed into the work of Wellington College and Wellington Girls College.
- The Board clarified that with the Communication Review currently underway, that no new communication channels should be launched until the review is complete.

**The Board confirmed the previous meeting minutes were correct.**

C. **Conflicts of Interest:** Nil

## 2. Strategy (AF/NW)

A. **Presiding Member report**

**The report was taken as read.**

- The Board discussed what we needed to achieve before the end of the current Board term and how best to manage it.

- The Board discussed the school culture and leadership development at the school - there is a workstream in place and the Principal will work with the Presiding Member to have some Board involvement.
- The Board acknowledged the open working relationship between the Presiding Member and Principal.
- The Board discussed their work with the PTA and the generosity of parents at the school. The Board confirmed they wanted to ensure it works closely with the PTA. Of importance, is having shared fundraising goals to aim for.
- The Board discussed the school budget and rising costs.
- The Board discussed Wellington College's work on an estimated fees piece in their prospectus.
- The Board discussed the potential to have a person to help with policy, in particular focusing on SchoolDocs and items such as the proposed school travel policy.
- The Board discussed the option of staggered elections to ensure consistency and information retention. It was noted that there is an additional cost for staggered elections. The Board discussed communication and messaging around the Board election. The Board confirmed that a succession plan is in place and so given the time needed there was no interest in progressing staggered elections this Board term.
- The Board discussed international students and options available. Given the limited capacity of the Board there was no interest in progressing this initiative further this Board term.
- The Board discussed focusing on the Annual Plan.
- The Board discussed the urgency relating to digital requirements for 2025 and fundraising for those.
- The Board discussed cyber security in light of the Kāhui Ako Parents Information Evening recently held.

## **B. Academic Achievement (RG)**

### **The report was taken as read.**

- The Board discussed the process of testing for students.
- The PAT testing data has been uploaded to the school website. It was noted that data was compared against learning support requirements. The Board discussed assurances around student tracking and report checking.
- The Board discussed teacher feedback on adaptive testing. It was noted that online testing does sometimes need to be verified.

- It was noted a disadvantage of adaptive is that teachers are unable to see where the entire class is at in comparison to national data.
- **The Board thanked Robyn and Amanda for their work on the report.**

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

#### **A. Principal's Report**

##### **Taken as read.**

- The Board discussed the latest workshop with Marianne Brown on Structured Literacy. Feedback from staff has been positive and teacher engagement is high.
- The Board discussed mid-year reporting to parents. A new reporting template has been developed and implemented to assist teachers to more accurately communicate to parents, student achievement and progress. The mid-year reports now include mid-year and end of year comparative OTJ data in Reading, Writing and Mathematics.
- The Board noted that there is school wide engagement from the community, with a strong school culture and that events are strongly supported.
- The Board noted that Robyn and Amanda have attended Te Ati Awa Leadership Wānanga and found it very beneficial.
- The Board noted that work has progressed on the curriculum reviews using a Board created template.
- The Board discussed the Annual Plan.
- The Board discussed the School Annual Implementation Plan Deep Dive.
- The Board discussed the communication review. The Board noted there will be focus groups with parents. Information will be relayed to the Board.
- The Board noted that the relieving situation remains the same.
- The Board briefly discussed the CrestClean change of staff and the Caretaking contract.
- The Board discussed the report from a teacher regarding her wellbeing culture workshop. The Board discussed that a wellbeing session is upcoming and the Deputy Principals have been asked to attend.

**\*\* In committee items begins**

**\*\* In committee items ends**

**The Board thanked Tania Williams for her work on property matters.**

## **4. Health and Safety (AF/TW)**

### **A. Emergency Evacuation Drill**

- The Board discussed the emergency evacuation drill which was practised on both school sites.

### **B. Review of lockdown procedures**

- The Board discussed the need for reviewing the lockdown procedures for the school sites.

## **5. Finance (RN)**

### **A. Finance Report (RN)**

**Taken as read.**

- The Board discussed the finance report and the need to continue tracking costs.
- The Board discussed the school finances. It was agreed to hold a presentation for staff on school finance.
- The Board discussed PTA fundraising.
- The Board discussed covid and changes with MOE and covid claimback of the associated reliever costs.
- The Board discussed cyclical maintenance for the school.
- The Board discussed authorisation with budget impacts.

### **B. Supplementary Report (MSm)**

**Taken as read**

- The Board confirmed the Authorised User Report is correct in Board papers.
- The Board confirmed the writing off of 2023 donations.
- The Board confirmed the Finance Member will manage the school term deposits.
- The Board noted there was an error in the supplementary report where donations were accidentally entered when they should have been recorded as 2023 fees.
- The Board confirmed work to continue on a document relating to estimated fees and donations. On completion the final draft will be reviewed by the Communication Member.

## **7. Correspondence**

- No correspondence received during this period.

## **8. Further business**

## **9. Closing Karakia**

Meeting closed at 9.45pm

Next meeting: Wednesday 14 August 2024, 6.30pm - TBC

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

## Board Action Plan

Item	Dated added	Person responsible	Status
Draft of estimated fees and donations for WS	18 June 2024	Megan Smith Final draft - Madeleine Setchell	
List of subscriptions utilised in the school	18 June 2024	Megan Smith for Michelle Crutchley	
Draft emergency lockdown plan	18 June 2024	Blair Macdonald	
Draft paper outline the process, people involved etc relating to fencing at Rose Street and Weld Street.	18 June 2024	Tania Williams to draft Review by Robyn Grover and Amanda Frater	High. Completed.
Graph of student numbers from the last 6 years	18 June 2024	Amanda Frater	Completed
Roll return for 2024 and staffing for 2025.	18 June 2024	Amanda Frater	Roll return completed and submitted to MoE on Monday 1 July 2024.
Board newsletter to include summary of information relating to PTA's and OTJ tables and availability of information on school.	18 June 2024	Madeleine Setchell	Done
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	15 May 2024	Robyn Grover	Looking at OTJ Some data on website for OTJ To be discussed within SLT

<p>school Learning Support Register. Add in an explanation about the adaptive testing with pros and cons of this approach.</p>			
<p>Sharing an Incident Report form template to Board.</p>	<p>15 May 2024</p>	<p>Amanda Frater</p>	

**COMMITTEES AND LEAD BOARD MEMBERS**

<b>Personnel</b>	<b>Delegated authority</b>	<b>Date of resolution</b>	<b>Term of delegation</b>
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

<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>	

