



# Wadestown School Board

## Meeting Meeting

Wednesday 14 August 2024

6.30pm - Rose Street Staffroom

### Present:

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

### 1. Introduction:

- a. Karakia - led by Nick Wells
- b. Apologies - Tania Williams
- c. Conflicts of Interest - None

### 2. Minutes of previous meeting

Passed

The Board agreed to use the procedure of using initials for Board members instead of full names.

### 3. Strategy (AF/NW)

- a. Board action items and issues arising
  - The Board discussed the Statement of Variance. The decision was made to finalise it in the September Board meeting.
  - The Board discussed the PTA attending the September meeting to discuss fundraising and to continue to build the relationship between the Board and PTA. Agreement that representatives from the PTA will attend the September meeting.

### 4. Financial Report (RN)

Taken as read.

- The Board discussed the budget and forecast for the 2024 budget year.
- The Board acknowledged the large amount of work from AF, MES and RN in regards to the finances.
- RN noted that Education Services uses a progression of costs over the year, divides the budgeted amount by 12 months and tracks against that. The school is inline with the budget this year and in a good financial position.

- Work is now underway to start planning for the 2025 budget.
- The Board discussed fundraising goals noting the impact that COVID has had on fundraising in recent years.
- Previously, fundraising by the PTA has sat at \$15,000 annually. 2024 was unique, with the 2023 House and Garden contributing a larger donation to the school.
- The Board discussed the intricacies of MOE accounting with the salary and use of land grants etc.
- The Board discussed MoE's additional relief teaching funding and its associated guidelines. The school must cover the first 8 days of a teacher's absence.
- The Board discussed the current approach to relievers. SLT have avoided splitting classes where possible. Doing this would reduce costs but has an impact on teacher wellbeing and student learning. As a result, the learning programmes have continued and there has been minimal disruption to other classes/teachers.
- RN noted that work is underway going through each budget line item; ensuring that any reductions would not impact teaching and learning.
- The Board discussed fees and donations and acknowledged that this year is financially challenging.
- Agreement that future communication from the Board needs to detail what the donations are going to. Agreement that cumulative communication around estimated fees/donations for the following year would be ideal.
- It was noted by the Board that our investment income has been accruing interest.
- The Board discussed the unbudgeted revenue and avenues for further revenue stream.
- The Board discussed the HR committee and the need to commence the group.
- The Board discussed a school wish list that families can donate towards. Also, the option for parents to contribute towards the fees or donations of other students in the school.
- The Board discussed the need to put on hold any discussions around international students.
- The Board discussed the Te Reo funding paper. The Board agreed to progress the Ministry funding (noting it is essentially funding for an existing activity) and also remains committed to Te Reo/Te Ao Māori initiatives in line with its current curriculum.
- The Board discussed the need for a team to assist with monitoring the school roll. Work also continues around communication.
- The Board discussed continuing to seek grants for the school.

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

**Taken as read.**

a. Principal's report:

**Music Box**

- The Board discussed a proposal from Music Box to offer before school care from 7:30 am - 8:30 am, Monday to Friday.
- It would be run by the owners of Music Box (Dave and Ashleigh) and would be based around music appreciation and experiences.
- Query around this extension of hours and how this would impact our current lease agreement. Further investigation into the contractual arrangements is required.
- Questions raised around whether there is a need for before school care? We have not tested this recently.
- The Board noted that any before school sessions would need to be managed carefully. The Board would require all parents to drop their children off in person and to sign them in. Responsibility for managing this system would sit with Music Box.
- The Board decided a pilot period for the remainder of the year would be ideal.

### **Roll Growth**

- The Board discussed ways of enhancing the school roll.

### **Room 7 & 8 buildings**

- The Board discussed the demolition of Rooms 7 and 8.
- This is the final part of the staircase project. The original plan (2021) had provision for 2 decks, however, we were recently informed that with rising costs, the provision is now for one deck only.
- The Board discussed the need for assurances about making good with the site and a clear communication plan for the school neighbours.
- The Board noted this is a funded project through Capital Works/MOE and so it is different to the way the Rata Build project was managed.
- It was noted that the previous Board had looked at the space as being an outdoor classroom and an extension to the playground with good eating space.
- The Board discussed the start of project date, budget and the changes to the budget from 2021 to 2024.
- The Board discussed the health and safety of the works and the impact on the fence, fence height, bank and height of the dropoff.
- The Board discussed the need for the space to be left neat, tidy, and most importantly, safe and usable.
- It was noted that the buildings are currently costing the school due to ongoing maintenance.
- The Board noted that GH is available to help with her previous experience of Rata and playground projects.
- The Board discussed the complicated nature of the fencing project and the timing of it with the removal of Rooms 7 and 8.

**\*\*In Committee**

**Started at 8.30pm**

## **\*\*Out of Committee**

### **Ending 8.45**

#### **Fencing**

- The Board discussed the fencing project and the detailed report from the last meeting given by TW. The Board acknowledged this was an excellent report.
- It was noted that TEAM Architects are on board for the project. On a recent site visit, they identified several additional areas as places of concern and will incorporate this into their report.
- This project is due to commence over the Christmas holidays.
- It was noted that Simon Ramage is the project manager for this project and that this is an MOE funded project, at no cost to the school.
- The MoE Occupational Therapist is fully supportive of the project.
- The Board discussed the project as being key to ensuring they are meeting all obligations from a health and safety perspective and supporting the community.
- The Board noted that RG has discussed with the MoE funding teacher aides rather than fencing. These are two different funding streams and therefore, not something that the MoE is able to do.
- Discussion around how to manage the additional gates for all students across the school.

#### **Ballot**

- The Board discussed the school holding another ballot for 2025.
- The Board noted that the school keeps a list of potential applicants to the ballot and contacted when the ballot is happening. Our website now has an “expressions of interest” contact form that we use to track interest from out of zone families.
- The Board agreed to run a ballot for next year as soon as possible and advertise it as broadly as possible e.g. school website, Facebook, newsletter etc.

#### **Financial proposals: MusicBox and Te Reo funding (MOE)**

##### **Te Reo**

- The Board discussed the Reo work in the school and applying for a grant to continue the current work.
- The Board were advised there would be no change to the current work of the school as the school is delivering the correct amount of time on Te Reo in the curriculum (and discussed with MOE adviser).

##### **Music Box proposal - additional morning sessions**

- This proposal would also provide additional funding for the school.

#### **b. Curriculum update**

### **Taken as read.**

The Board noted that the curriculum deep dive was an important and large piece of work.

### **Arts**

- The Board discussed the Arts curriculum and the need for more comprehensive information about how the Arts are taught across the school.
- It was noted that skills and experience in the Arts are 2 different things. The Board noted it was fortunate for students to have access to experiences through school.
- The Board discussed the needs for a communication review for qualitative data for the Arts.
- Community consultation last time had full engagement but some of the questions needed reworking. The Board discussed a survey to check the pulse of the parents.

### **STEM in draft**

- The Board discussed the STEM curriculum paper which is still in draft form.
- Discussion to understand that STEM is not a curriculum subject as such, but an approach to the delivery of a number of curriculum areas.
- The Board discussed the importance of the community engagement survey and desire for a key area of learning.
- The Board discussed the current PLD demands and workload of staff.
- The Board discussed the previous community consultation and that the need to re-engage in the discussions about curriculum delivery and priorities.
- The Board thanked AF for her continued work on the curriculum information.

## **6. Other Reports**

### **a. OTJ data (RG)**

- To be discussed at the upcoming meeting in September.
- It was noted this information will be incorporated into the next Board communication to the community.

### **b. Policy officer - concept and intro (BMc)**

- The Board discussed the School's policies which GH and AF implemented in 2023.
- All school policies can be accessed through SchoolDocs. The Board discussed the expectation of how often updates come through, process of reviewing and SchoolDoc's method of working.

- The Board noted that every meeting should have a section to discuss any policy changes.
  - It was noted that the changes to some finance policies were reviewed at past meetings and signed off. The Board noted it takes time to get up to speed with policies and the updates coming through with SchoolDocs.
  - The Board noted a resolution is required for each policy to implement the changes. This is no change from current Board policy for reviewing school policies.
- c. Communication Review update (MS)
- Taken as read**
- The Board discussed that communication is everyone's responsibility. The Board noted that MS is meeting with AF and MES shortly to review communication.
  - It was noted that MS will be holding a focus group to discuss communication for our community and will prepare a paper for the 14 September meeting. It was noted that communication is complicated work.
- d. Possible Co-Chair arrangements (NW/BMc)
- The Board discussed succession planning and work commitments for Board members.
  - Possible Co-Chair arrangements would continue to meet with AF fortnightly.
  - Need to ensure this does not add to AF's workload.

The Board approved this motion.

## **7. Further business**

- The Board discussed the work plan for the rest of next year and next and the need for this to line up with the strategic plan.
- It was noted that NZSTA have a termly plan to help with planning ahead.
- The Board agreed to discuss the Working Bee arrangements in a separate meeting.

## **8. Closing Karakia**

**The meeting concluded at 9.15pm**

**Next meeting: Wednesday 11 September, 6.30pm**

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

## **Board Action Plan 2024**

<b>Item</b>	<b>Dated added</b>	<b>Person responsible</b>	<b>Status</b>
2025 ballot advert to be drafted and then reviewed by MS.	14 August 2024	MS and AF	
Staff entitlement information from MOE required for Board member, RN	14 August 2024	MES	
Staff intentions for 2025	14 August 2024	AF	Completed
EAP contract - ensure sessions are capped at 3	14 August 2024	MS and AF	Completed - email to EAP and also update sent to staff to outline that sessions will now be capped at 3. Thereafter the cost of additional sessions falls to the staff member.
Discussions around communication from Board and looking towards communication for next year planning	14 August 2024	MS, RN and NW	
Draft of estimated fees and donations for WS 2025	18 June 2024	Megan Smith Final draft - Madeleine Setchell	Meeting in Sept.

List of subscriptions utilised in the school	18 June 2024	Megan Smith for Michelle Crutchley	In progress AF to sit with DP and RG to review.
Draft emergency lockdown plan	18 June 2024	Blair Macdonald	WIP
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	Completed
Roll return for 2024 and staffing for 2025.	18 June 2024	Amanda Frater	Roll return completed on 1 July and submitted to MoE.  Staffing for 2025 - WIP
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	Looking at OTJ Some data on website for OTJ To be discussed within SLT Bring next meeting Confidential NW to help



Sharing an Incident Report form template to Board.	15 May 2024	Amanda Frater	Ongoing Discussion on what incidents, nature, any harm, where it occurred, learnings  H&S -  Create a spreadsheet
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