



Wadestown School Board

Meeting Minutes

Wednesday 11 September 2024

6.30pm - Rose Street Staffroom

Present:

- **Trustees:** Amanda Frater (Principal), Madeleine Setchell, Michelle Crutchley, Nick Wells (Co-chair/Presiding Member), Richard Nacey, Blair Macdonald (Co-chair/Presiding Member) and Tania Williams (by zoom)
- **Visitors:** From the PTA: Alice O'Styke and Heidi Loudon (both granted speaking rights)

1. Introduction:

- a. Karakia - led by Blair Macdonald
- b. Apologies - Robyn Grover (Staff Trustee), Genevieve Hancock, Megan Smith
- c. Conflicts of Interest - None

2. Minutes of previous meeting

- a. The minutes of the previous meeting were approved. The action items were updated.

3. Strategy (AF/NW)

- a. The decision paper from the online meeting of the Board on Sunday 8 September was summarised by Richard Nacey and Nick Wells and then approved as an accurate record of the meeting and decisions made in respect of increasing the annual donation.
- b. The members of the PTA were welcomed and both the Board and the PTA committed to working together in partnership to continue to raise funds for the School. The PTA visitors left the meeting at this point.
- c. The board agreed the general parameters of communications to go out to the School community from the Board, to be prepared by Madeleine Setchell and then approved by the Principal and Co-chairs.

4. Financial Report (RN)

- Richard Nacey summarised the financial report for the Board.

5. Principal's section (AF)

- a. The report was taken as read.

- b. Board noted, pleasingly, the increase in those seeking to be balloted into the School
- c. Leadership work with Gerard Hoffman continues next term.
- d. We expect to confirm the School's staff funding allocation from the Ministry of Education at the end of the week.

6. ****In Committee**

****Out of Committee**

- a. Curriculum update – the paper was taken as read. A Board Work Plan is to be finalised by the co-chairs to include looking at the curriculum deep dive papers across all areas and to plan our School strategy accordingly. We also accept we are in a situation that we need to manage our time carefully and new project requests will likely be scheduled well into 2025.

7. **Other Reports**

- a. OTJ data (RG) – this paper was deferred.
- b. Policy officer – further discussion deferred to allow preliminary meetings to occur between Paul Melville and Genevieve Hancock.
- c. Co-chair arrangements. The arrangements as tabled by the co-chairs was accepted as:

Co-chair division of activities:

As a rule of thumb, chair alternating meetings

Both Nick Wells and Blair Macdonald:

Meet Principal fortnightly and co-ordinate

Blair Macdonald's focus areas:

HR Committee including roll project

Policy Officer liaison

Maintain Board work plan

Nick Wells' focus areas:

Finance Committee

PTA liaison and related fund-raising initiatives

Election and succession

8. Further business

Variance report – this report was received and deferred until the next meeting.

9. Closing Karakia (NW)

The meeting concluded at 8.30pm

Next meeting: Wednesday 30 October 2024, 6.30pm

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

Action Items as updated

Item	Dated added	Person responsible	Status
Additions to agenda for October: Variance report OTJ data Policy officer HR committee	11 September	Co-chairs	WIP
Annual donations: - Look at family discounts - How to pay it forward	11 September	Richard Nacey and Nick Wells	For December Meeting

2025 ballot advert to be drafted and then reviewed by MS.	14 August 2024	MS and AF	Complete
Staff entitlement information from MOE required for Board member, RN	14 August 2024	MES	Complete
Discussions around communication from Board and looking towards communication for annual donations for next year	14 August 2024	MS, RN and NW	Complete
Draft of estimated fees and donations for WS 2025	18 June 2024	Megan Smith Final draft - Madeleine Setchell	Complete
List of subscriptions utilised in the school	18 June 2024	Megan Smith for Michelle Crutchley	Complete.
Draft emergency lockdown plan	18 June 2024	Blair Macdonald	Complete
Roll return for 2024	18 June 2024	Amanda Frater	Complete
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	Complete

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