



# Wadestown School Board

## Meeting Minutes

**Wednesday 30 October 2024**  
**6.30pm - Rose Street Staffroom**

### **Present:**

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

### **1. Introduction**

- a. **Karakia** - led by Nick Wells
- b. **Apologies** - None
- c. **Minutes of Previous Meeting and Action Points**
  - The Board noted the need to use similar terminology in all Board documentation to make it easier to cross-reference documentation.
  - The Board noted that the research into Arts funding through the MoE is not on the Board Action Plan.
  - The minutes of the previous meeting were approved. The action items were updated.
- d. **Conflicts of interest** - None
- e. **Held over items:**
  - i. Discussion about the Variance Report: particularly in light of anything needed for 2024 - 2025
    - The Board discussed and accepted the tabled 2023 Analysis of the Annual Plan.
    - The Board discussed streamlining the Statement of Variance for 2024.
    - The Board discussed the need for a summary statement for the community rather than a large document.
  - ii. **Mid-Year OTJ report**
    - The OTJ report from the September meeting was tabled, summarised by Robyn Grover and discussed.
    - It was noted that due to a small sample pool of Māori students this report needed to be kept confidential as students are easily identifiable.
    - The Board discussed sample sizes and advice received from MOE to ensure no identification risks or breaches of privacy.

- It was noted a safe sample size is over 12 students and it was discussed that 15 is a reasonable sample size.
- The Board discussed the new, Government initiated mathematics resources for 2025 - 2026. A decision has been made to order two different resources; Numicon for Years 1 - 3 and 'Maths No Problem' for Years 4 - 8. Numicon is a 'hands on' approach and the second resource is textbook based.
- The Board thanked Robyn for the OTJ Report

## **2. Other Business**

### **a. School Organisation 2025**

- The Board discussed the School Organisation for 2025.
- Amanda, on behalf of the SLT, shared the School Organisation for 2025.
- The Board noted that the SLT have considered the number of students by cohort for 2025 and looked at the best options
- The Board discussed the possible reduction of teams and alternative arrangements for teams for 2025 and beyond.
- The Board discussed the fencing project for Rose Street in relation to school organisation for 2025; with an eye on Health and Safety.

### **b. Staffing 2025**

- The Board discussed recent developments around Reading Recovery.
- The Board discussed Te Reo funding and application for funding that is currently with the MoE. Amanda was given assurances that this funding would be approved; but the process is taking longer than expected.
- The Board discussed a plaque to be added in 12 months time to the native tree planted for Tani.

### **c. Comms Project Update**

- The Board discussed the "Communications" project/strategy.
- Input has been sought from key staff members to inform this
- The community feedback group will be meeting shortly.
- The Board discussed the impact of technology/IT as part of the communication strategy and the need for a longer term plan to assist with this. The Board discussed continuing the plan forward into 2025.
- The Board noted that eTap (Student Management System) is linked with student finances, communications, roll returns and enrolments. This was the only software available on the market at that point in time but competition has now improved options.
- The Board thanked Madeleine for her work on the report, acknowledging that this is an ongoing project.

#### **d. Finance Report**

- The Board discussed the revised forecast provided by Richard Nacey
- The aim is to end the year with a similar cash balance to the budgeted balance.
- The Board is aware that the school will not be receiving a large grant from the PTA in 2025.
- The Board noted the economic situation for families and the need for further discussion to address this e.g. a sibling discount for donations or a 'pay it forward' scheme.
- The Board noted the additional expenditure was due to an increase in relief teaching and teacher aides costs.
- The Board noted the ongoing challenges with funding for learning support and meeting our obligations.
- Confirmed that we have claimed back all the available funding through ACC.
- The Board noted that a reminder to pay fees email has been sent.
- The Board acknowledged the financial report.
- The Board noted the financial separation the school uses for auditing purposes with separation of tasks including financial review and financial control by individual board members.

#### **e. Board Work Plan (NW/BM 30 mins)**

- The Board discussed the Board Work Plan, Strategic Plan (2024 - 2025) and Annual Plan. It was noted there is a lot of work to do before the end of the year.
- The Board discussed the deadlines to be broken down into each meeting rather than each term.
- The Board discussed the Health and Safety item relating to travel plans which needs to be completed.
- The Board discussed a meeting held around BYOD. Noting that our school devices are getting old. The Board agreed that an IT strategy is needed before any decisions are made.
- The Board discussed the Health and PE curriculum community consultation and when to schedule this item. It was decided to add this to the Work Plan.
- The Board discussed the school roll. Agreed to add it to the Work Plan with a strategic lens focussed on it. The Board agreed that contacting the MOE for information regarding predicted roll growth would assist us in this work.
- The Board discussed the deep dive into curriculum items with Digital Technologies being the next curriculum area to be reviewed.

- f. Principal Appraisal 2024
  - The Board discussed the principal appraisal and its process.
- g. School Uniform contract renewal
  - The Board discussed the NZ Uniform contract which is up for renewal.
  - It was noted that the second hand uniform procedure has been developed to provide affordable options for families.
- h. Gerard Hoffman SLT/Admin workshop update **(AF 5 mins)**
  - The Board discussed the Gerard Hoffman SLT/Admin workshop.

### **3. Board administration**

- a. EdPay - Authorised User Report.
  - The Board confirmed and accepted the latest EdPay Authorised User Report contained in the Board papers.

### **4. Correspondence**

- a. The Board discussed the Wadestown Tennis Club recent communication and agreed to delay conversations until the first term of 2025.
- b. The Board discussed the Working Bee and their appreciation of the work involved; both on the day and in preparation of the event. The Board thanked Blair Macdonald for all his hard work.

### **5. Further business**

No further business was discussed.

### **6. Closing Karakia**

Meeting finished at 9pm.

**Next meeting: Wednesday 4 December 2024, 6.30pm**

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

## Board Action Plan

Item	Dated added	Person responsible	Status
NZ Uniforms Contract renewal negotiation	30 October 2024	Nick Wells	Actioned - email sent to NZ uniforms. Awaiting reply.
Board meeting dates for 2025 to be sent around as confirmed.	30 October 2024	Megan Smith	Completed.
Complete Review of Technology and Digital Curriculum deep dive.	30 October 2024	Amanda Frater Madeleine Setchell to peer review	Underway
Prepare PTA to receive 'request for assistance' with Chromebook funding.		Amanda Frater/Nick Wells	Completed
All Board members to complete their Board Annual Fee form and return to Megan	30 October 2024	All members	Ongoing
Prepare PTA to receive 'request for assistance' with Chromebook funding.		Amanda Frater/Nick Wells	Completed
Resend Board Annual Fee form and ESL form to all Board members.	30 October 2024	Megan Smith	Completed
All Board members to complete their Board	30 October 2024	All members	Ongoing

Annual Fee form and return to Megan			
Confirm that Board Annual Fee donations for 2024 can be used to start up a 'Pay it a Forward' fund for 2025.	30 October 2024	Megan Smith	Underway
Update the Board work plan with feedback received on roll growth strategy.	30 October 2024	Nick Wells	Underway
Update the school website and drive documents to reflect the updated voluntary donation for 2025.	30 October 2024	Megan Smith	Completed
Meeting to review first draft of school budget for 2025	30 October 2024	Richard Nacey Amanda Frater Megan Smith	Completed - with Nick Wells included
Plaque for Tani Tumoana's memorial native tree (Unveiling in 12 months time - 17 October 2025)	30 October 2024	Blair Macdonald	Underway – Family has been notified about this (AF)
Send email from Board to thank teachers for their work and help with reducing rising costs for	30 October 2024	Blair Macdonald	Completed

school (Teacher Appreciation Day)			
Baking for Teacher Appreciation Day	30 October 2024	Michelle Crutchley	Completed
Contact the MOE networking team to predict 2025 and 2026 student numbers	30 October 2024	Amanda Frater	
Contact the MoE to ask about sample sizes when sharing data	30 October 2024	Robyn Grover	
Update Safety Plan for Rose Street for student with additional needs and fencing project being delayed (to include reasoning behind dismissed ideas)	30 October 2024	Amanda Frater Tania Williams	
Summary statement of variance for the community to be drafted.	30 October 2024	Amanda Frater to draft. Peer review by Madeleine Setchell	
Email to MoE seeking advice for dealing with the privacy of OTJ data for small cohorts of students	30 October 2024	Robyn Grover	
Draft the last 2 “News from the Board”	30 October 2024	Madeleine Setchell to draft	

<p>Communications; incl.of</p> <ul style="list-style-type: none"> <li>• Academic Achievement</li> <li>• Curriculum</li> <li>• latest OTJ</li> <li>• Future Board skills needed</li> </ul>			
<p>Draft comms of estimated fees and donations for WS</p>	<p>18 June 2024</p>	<p>Megan Smith Final draft - Madeleine Setchell</p>	<p>In progress</p>