

# WAIRAU INTERMEDIATE SCHOOL ~

## BOARD OF TRUSTEES MINUTES

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7<sup>th</sup> May 2019 ~ 6.30pm

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### In Attendance

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Present: Alan Curtis, Grant Murray, Michelle Webb-Atkinson, Antony Van Iersel, Rachael Findlay-Clarke, Emma Hegan & Sophia Jalil

Guests: Ryan Pilkington & Benji Potvin

In attendance: Shanta Basu (Board secretary)

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### Administration

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- Register of interests – the new updated register for May 2019 was tabled.
  - The Google site which was created and maintained by Alan has all the old minutes. A link was sent to Ryan. A new board website has been developed where all the minutes can be stored. It was requested by Grant of the board secretary, that the confidential minutes for previous years be provided as hard copies which he will keep in a sealed envelope under lock & key.
  - The previous meeting Minutes were approved as a true & correct record. Moved and signed by the Chair.
  - Correspondence – inwards –  
The Ministry of education has advised the school that the final staff banking balance for 2018 was zero.
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### Decisions

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Property project – Grant and Alan advised that of the many architectural submissions received, the school picked five for detailed pricing. The submitted quotes for the design were within a \$5000 gap between the highest and the lowest. Therefore the quotes being all in close range, it was decided to go with CMG based on reputation & knowledge.

The board approved the project for Block 1 to go ahead with Construction Management group. This was moved by Michelle and seconded by Rachael. Building works are to start on 20<sup>th</sup> May 2019.

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### Monitoring

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Principal Grant Murray presented the principal's report to the board of trustees.

The new enrolment zones to be in effect from start of 2020 were discussed. Students living within the home zone have an automatic right to enroll at the school. An out of zone student does not have the automatic right of enrolment, however they can enter their name into a ballot for such spaces that the board may determine are available each year.

Goal 1 – The kapa haka group performed at Kahui Ako Pupukefest and did very well. Grant has taken a few interested parents around the school for students who may register for 2020. He has received some out of zone enquiries.

Goal 2 - A beginning of year assessment graph for year 7 & 8 students was provided by Grant which was discussed.

As requested by Michelle, Grant will prepare a graph on student achievement based on boys & girls. This will be a base analysis for the start of year in preparation for end of year reporting.

Special needs register – There are 3 tiers. Most of these are in Tier 1 with minor needs who will move out of the register when Judy Carter reviews the register later this term. Judy is working with the Kahui Ako of other schools which will give her a more consistent idea of the students who should be on the Senco register.

A huge amount of work is happening within the Kahui Ako. Our in school leader is working with another from TNIS. The evidence from their enquiry will form the basis of assessment in future and will provide valuable feedback for all schools within the Kahui Ako.

The PD plan for 2019 was provided by Grant which was discussed. Jacque Allen started on 26<sup>th</sup> March to cover 80 hours PD. Her next session is on 10<sup>th</sup> May. Grant has been trying to contact Chrissy Denison at MoE regarding the extension to 20 hours of PD for the school. 3 teachers are attending a Te Reo course on 8<sup>th</sup> May. Ryan has attended a session at Forge for training of the new school website.

Michelle requested a detailed update on other PD that is happening and for looking at other avenues of PD that may happen for the teachers to broaden their experience. Grant will provide this detail.

Parent interviews –

Update on parent/teacher meetings held in February 2019 – P/T Meetings 52 parents attended (Years 7 & 8)

Grant provided a breakdown per block per class to show P/T involvement.

Invites are sent by e-mail and by the newsletter in February. Michelle felt that February was too late and that the advertisements through Facebook was not enough. It should be done earlier so the meet the teacher is at the start of the term and not 2 weeks into the term. It could be an option to include it in the prospectus.

Alan felt it was better to make an appointment with the parent rather than invite them and leave it to them to decide to attend or opt out. This is for the educational development of the child in these 2 key years which is the last chance for parent engagement before high school. It should be termed as an education meeting about the child.

Health & Safety Report – provided by Grant.

Business relation update – with a view to improve the relationship with local businesses, Grant has visited some local businesses on Link drive. He provided an update on that and showed the board a draft laminated size A3 advertisement, which could be put up at these businesses if they agree.

Grant advised that the application made to the Mazda foundation has been declined. He proposed applying to Pub Charities. Antony expressed his disapproval of seeking funds from organisations which promote gambling.

A decision was made by the board that an application should be made to Pub Charities for a grant of \$10,000 to cover the cost of the kapa haka uniforms. Rachael moved it and Michelle seconded it. Antony asked that his negative vote be recorded.

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## Discussions and review

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School promotion (marketing/website) – Ryan presented the new look website to the Board of trustees. The new website went live at 3pm today (7<sup>th</sup> May)

Ryan said the school needed a DSLR camera that could take high definition photos. Last year's individual photo of each child did not have enough resolution to be put up on the website. Alan thought it was on the capital expenditure list and the others members of the board felt it would be a valuable addition to the school. The Kindo link was not live yet.

Teachers and school management team are on the new website, with photos, phone numbers and e-mail addresses as appropriate. The Board chair and principal's annual report will also be posted. The photo gallery would feature students and mostly photos of the sports events. Ryan went through the website in detail and the board felt it was a dynamic and inter-active website and were positive about it.

The block 1 team leader position was discussed. Emma has been acting block leader this year (unpaid), mentored by Judy Carter. The position was to be advertised this term.

Grant proposed that the position of an in school lead (Lynn) be approved to provide further support for Ryan. This was moved by Grant and seconded by Alan.

The financial report for March is not with Grant yet. Alan enquired with Grant if the school was on target to achieve the budget for the year 2019 and Grant advised that he was positive that it was on track.

The members on the present committee who were not put themselves forward for election were Antony Van Iersel, Emma Hegan & Sophia Jalil. Alan thanked the Board members who were leaving and also those who were going to remain as members for 2019 - 2022. Grant thanked the Board for the support for him and his staff during the past three years and for the experience.

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### Meeting closure

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The motion to adjourn was made at 8.00 pm and passed unanimously. As the last board meeting of the currently constituted board, there were nibbles and drinks at the end of the meeting which lasted till 8.30pm.

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### The above minutes are a true and correct.

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Signed, Chairperson of the board:

Dated:

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### Next Meeting

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18<sup>th</sup> June 2019 (with the newly elected board 2019 - 2022) - 6:30pm ~ Wairau Intermediate staff room