



Wairau Intermediate School

Board of Trustees Meeting, 27 October 2020

MINUTES

Board Members Present

Grant Murray, Principal
Nicolette Hansen, Chair
Ryan Pilkington, Staff Rep
Rachael Findlay-Clarke, Parent Rep
Michelle Webb-Atkinson, Parent Rep
Jonathan Stirling, Parent Rep
Benji Potvin, Parent Rep

Also in Attendance

Melissa Jackson, Minute Secretary

Apologies

Natalee Scripps-Hawkins, Parent Rep

ADMINISTRATIVE

1. Introduction

The Board meeting opened at 6.30pm with Nicolette welcoming all parties noted above.

2. Minutes / Actions from 22 September 2020 Meeting

It was noted Michelle's name was spelt incorrectly on the previous Minutes. This has been updated. It was moved the Minutes of the 22 September meeting were taken as read and accepted as a true and accurate record.

Actions:

- **Outstanding** Finance Committee meeting date to be set before 22 November 2020 Board meeting.
- **Completed** to report on the School Docs policy feedback at the next Board meeting, 27 October 2020.
- **Completed** to instruct cleaners to carry out an extended cleaning regime during the holidays.
- **Completed** to confirm when the Kahui Ako within school lead application needs to be submitted.
- **Completed** to advise Nicolette of the contact name and details at the Ministry of Education, for property. A hard copy of information provided to Nicolette.
- **Completed** to email the Board goals for Strategic Plan by end of Term 3 and the Professional Growth Cycle Plan.
- **Pending and Noted** to respond to Grant on seeking extra COVID-19 learning assistance funding. Rachael advised this has already been applied for and further assistance was more aimed at low decile schools. Grant said an invoice has been sent however it is still awaiting payment.
- **Completed and Noted** Risk Register, to provide an update at the next Board meeting and to be noted as an Agenda item for ongoing meetings. Natalee to provide an update on Risks at the next Board meeting 24 November 2020.
- **Completed** to confirm with Grant a suitable space for the 17 October Principal interviews.
- **Completed** to look at budget for refreshments for the Board undertaking Principal interviews on 27 October between 4:30pm – 6:30pm.
- **Completed** Date for Property Committee meeting. Confirm with Benji.

3. Principal's Report

The Principal noted the following items for discussion: -

a) 2021 School Roll

School numbers for 2021 were looking close to 300. Once we meet 300, it will increase the Principal salary band from U4 to U5.

b) Property

The Ministry have advised the supplemental funding that has been applied for will be allocated at a meeting in November. Schools that need extra money on top of their 5 year allocation will be told then if they are successful.

Ryan raised there are questions from the staff around the Property Manager, acknowledging there is increased frustration over the lack of stuff being done, e.g. school sports day getting the field ready. Issues need to be forwarded to Grant as he reports to the Principal.

Benji advised the WOF for the property has been completed and the key and critical items have been checked and passed, we are waiting for the new one to be issued. With the new Principal onboarding, there will be changes across the board and the future is looking good. There will be property improvements, uniformity of colours, school branding etc., and these will start to roll out.

c) Health & Safety

The Principal noted a new health & safety item; the roadside of the path around by the hall, the concrete is cracked and will come away.

There was discussion around the drinking fountain outside Block 1, the discolouring of the water. A sample has been sent to Watercare for testing and result are still pending.

Action Points: Grant to chase Watercare for the result of the water testing.

d) Strategic Plan

The Board is interested in stats around the effects of COVID, requesting data to show the number of children who have accelerated or declined in their learning, including the gifted children. A deeper dive into the under achievers, how are they performing and the level of progress they have made. Grant will provide data for November Board meeting.

The Kahui Ako conference on 4 June 2021 includes all teachers and Board of Trustees. This will be a teacher only day for students. There have been 2 applicants for the within school lead role, Grant to advise the Board if he requires input from the Board on the applicant interviews. May appoint both in part time roles.

Action Points: Grant Murray to provide end of year data by end of week 8 in order for preparation over the holidays and distribution.

Action Points: Grant Murray to provide an ESOL summary for the 24 November Board meeting.

It was moved and the Principal's report accepted. Moved: Nicolette Seconded: Michelle

4. Strategic Plan

It was agreed to park this for now and the new Principal will work with staff to move this forward.

5. Finance Report

Nothing noted.

6. Health & Safety Report

It was noted the Evacuation Report had come through and is completed for 2020. Each term the school is to complete an evacuation, requirement 4 times a year. The Shake Out was also completed.

7. Risk Register

It was mentioned the higher risks should be addressed more frequently. School camps are on the Risk register and the risks specific to the Year 7 school camp to Kawau Island from 9 – 11 November, was reviewed.

8. Property Update

Benji, Nicolette and Grant met with Adams Architects who did the plans for Block 3 renovation. This was reviewed and one of the things highlighted was the roof, and in general the roofs of all the blocks, and whether they need to be replaced altogether. The roofs will be assessed on this basis. The budget to renovate Block 3, due November, does not include the bathrooms.

There will be a condition assessment completed for the entire school, particularly looking at children with mobility issues ensuring there is adequate fixtures for them, and fire procedures covering extinguishers, smoke detectors, fire alarms, evacuation plan of action, signage, the alarm system all working on the same database. The WOF checklist has a few things to be addressed, noting the leaky toilets. There is a plan to bring everything back and working nicely.

There was discussion around the hot working environment in the classrooms and whether air conditioning units could be installed. Although the units have a 10-year lifespan, they do provide heating and cooling. The boiler will need renewing within 10 years, estimated cost \$20k.

9. Staff PD

Tricia Orr attend the Maori curriculum Kahui meeting on Friday 23 October. Tricia is heading to a maths leadership workshop in Taranaki in November. Fiona Scott and Esther Steven are attending their specialist field workshops in January 2021 at the Corban Estate Arts Centre. Block 1 teachers are continuing with their 20 minute weekly online learning.

10. School Docs policy Review

Action Points:	ALL to review this term's school docs policies: Salary and Management units, Privacy. Next month is Classroom release time, allowances
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11. Principal Recruitment

24 applications were received, six shortlisted and of those, two were definite non-contenders, 1 didn't seem to want the job, 1 was OK and 2 excellent. The Board is meeting the two preferred candidate's tomorrow evening, Wednesday 28 October.

There are mixed feelings among staff with the new Principal onboarding and the changes that will bring and have expressed they would like to meet him/her before the end of the school year. It is important that communication to staff, the Boards decision on selection, ties in with the vision for the school's entity and charter.

Action Points: **Nicolette Hansen** to set dates for timing of events, i.e. comms to staff, students

12. 40th Birthday

It was discussed considering a celebration in 2021 to recognise the schools 40th year (1980- 2019) so maybe welcome new principal and 42nd birthday.

13. BOT Secretary Update

The appointment of Melissa Jackson was acknowledged. Flowers were sent to Shanta as a thank you for her 6 years' service in the role.

14. Any other Business

- A grant of \$5K from the Lion Foundation for sports uniform was approved. The timeframe for the spend is 6 months. Still waiting on the two other submitted applications.
- Ryan presented the completed RAMS for the Year 7 Kawau Island school camp, from 9 – 11 November 2020.
- Staff Christmas Function is a McHugh's in Cheltenham this year. Cost of \$50/head. BoT agreed unanimously to pay for the staff Christmas function – to a cost of \$50 pp. Partners pay their own way. Moved: Nicolette, Seconded: Jonathan, Passed: Unanimous.

There was no other business discussed.

The Board meeting closed at 7:45pm.

The next Board meeting is scheduled for **Tuesday, 24 November at 6:30pm** in the Staff Room.



Wairau Intermediate School

ACTIONS from BOT Meeting, 27 October 2020

PERSON	ACTION	DATE REQUIRED
Grant Murray	<ul style="list-style-type: none">to provide end of year data	End of Week 8
Grant Murray	<ul style="list-style-type: none">to provide an ESOL summary for the November Board meeting	24 November 20
Nicolette Hansen	<ul style="list-style-type: none">Finance Committee meeting date to be set before November Board meeting.	24 November 20
Nicolette Hansen	<ul style="list-style-type: none">to set dates for timing of comms to staff, students for new Principal	ASAP
Grant	<ul style="list-style-type: none">to chase Watercare for the result of the water testing of drinking fountain outside Block 1	24 November 20
ALL	<ul style="list-style-type: none">School Docs policy reviews	24 November 20