



# Wairau Intermediate School

Board of Trustees Meeting, 24 November 2020

## MINUTES

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### Board Members Present

Grant Murray, Principal  
Yolanda East, Principal elect  
Nicolette Hansen, Chair  
Ryan Pilkington, Staff Rep  
Natalee Scripps-Hawkins, Parent Rep  
Michelle Webb-Atkinson, Parent Rep  
Jonathan Stirling, Parent Rep  
Benji Potvin, Parent Rep

### Also in Attendance

Melissa Jackson, Minute Secretary

### Apologies

Rachael Findlay-Clarke, Parent Rep

## ADMINISTRATIVE

### 1. Introduction

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

### 2. Register of Interest

It was noted and agreed by all to remove this item from the monthly Agenda and raise if a conflict of interest is concerning.

### 3. Minutes / Actions from 22 September 2020 Meeting

#### Actions:

- Collection underway for end of year data. Grant noted he will return in January to complete and distribute.
- **Completed** to provide an ESOL summary for the November Board meeting – tabled in Principal's Report.
- **Completed** Finance Committee meeting date to be set before November Board meeting.
- **Completed** to set dates for timing of comms to staff, students for new Principal
- **Completed** School Docs policy review
- **Pending** - to chase Watercare for the result of the water testing of drinking fountain outside Block 1. Grant advised Watercare didn't collect a sample it was Fonterra. Watercare can do a test on water in the area however would come at a cost. Hector is undertaking running the water fountains for 30 seconds at the start of each school day.

**MOTION:** The Chair moved to approve the Minutes, seconded by Benji Potvin. The Motion passed unanimously.

### 4. Principal's Report

The Principal Report was noted, and the following items were discussed: -

The Art Extravaganza was a huge success and students should be proud of their work.

**a) 2021 School Roll**

Expectation for 2021 numbers should reach 150 incoming students.

**b) Finance**

It was discussed moving to Xero in 2021 for ease of invoicing, auditing purposes and will be more cost effective.

Grant advised the Board approved for extra hours for Support Staff in Schools and Teacher Aide. The Board pays all hours for teacher aid out of the Operations Grant. Support staff in school; two in the office, two teacher aids in school, one property manager – fulltime and part-time, and librarian.

**c) Health & Safety**

The bottom car park will be cordoned off for a school day for the painting to be carried out. A risk assessment has been completed and no harmful chemicals will be used; water-based paints are being applied.

Grant mentioned the drinking fountains will be re-painted. The Board queried the reasoning behind this, and it was explained when children ride through the school the fountains merge into the concrete and were causing a concern for injury. It was agreed to paint them in order to highlight the “obstacle”.

Grant confirmed a date of 14 December for the installation of the new door for Block 1.

**d) Goal 1**

Kapa Haka numbers continue to grow. There is a \$6,000 grant for the costumes, and it was raised more costumes are needed due to the number of children now involved.

**e) Goal 2**

End of Year assessment will be completed by end of January 2021 and Grant will undertake.

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<b>Action Points:</b>	<b>Grant Murray</b> to complete end of year assessment by January 2021.
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The Board noted they are interested in seeing the performance targets, particularly due to COVID-19. Grant noted some students have missed two terms, with them waiting for a Level 1 before returning to school. Online learning creates a lot of work for the teachers, and children with learning needs benefit more with hard copy documents and teacher aid assistance.

As part of the 2021 Strategic Plan, it would be good to identify students that struggled during lockdown either due to family engagement or internet access. Online learning is an essential critical component. There was discussion that consideration for 2021 was a bigger push for BYOD. Ryan noted out of the devices that were loaned out, only three weren't returned.

Ryan mentioned there was just one application sent through for the Kahui Ako within school leader position, a Block 1 teacher, and she has been selected. A second teacher expressed interest however pulled out, and Grant commenting that a second position could be made available. With the new Principal onboarding, there will be new initiatives and Yolanda is happy to have a 1:1 next year with the teacher to ascertain if they would consider a WSL position.

**MOTION:** The Chair moved to approve the Principal's Report, seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

## 5. Finance Report – Draft Budget

Grant advised the budget doesn't need approval until the first BoT meeting in 2021. Some changes were made to the budget during the finance meeting and Yolanda has tabled to review. A date to be set late January to discuss priorities that need addressing, a review of what can be achieved immediately, in the months during 2021, and over the next three years.

It was agreed by all to accept the draft budget in its draft form with a review in January.

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**Action Points:** Draft budget to be reviewed at Strategic Planning Meeting on 23 January 2021

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## 6. Health & Safety Report

Yolanda will look to address Block 2 regarding a camp. It was conveyed Block 2 do partake in outside education activities. Ryan noted there is a Maritime Museum trip planned for Term 1 to coincide with the Americas Cup. Nicolette mentioned Murrays Bay Waterwise could have a space and this could potentially be something to consider in 2021, subject to cost.

## 7. Risk Register

Grant omitted hard copy of the Risk Register; documented no items to add to the register.

## 8. Property Update

No updates to note. Benji advised he would facilitate a meeting with the architects and Yolanda in January 2021 with a view to re-starting the whole process. After the kick-off meeting then a face-to-face meeting with the Ministry would be the best approach. Attempting to correspond with James Shaw is proving to be a fruitless exercise. Grant noted all Principals are having similar issues with lack of response.

## 9. Staff PD

Ryan mentioned nothing new to add. The teachers are continuing to have positive learning experiences and are making sound judgments. Ryan noted Tricia Orr attended the maths leadership workshop in Taranaki this month and is waiting for some feedback. Yolanda suggested looking at staff logins for 2021 to the Education Sector for PD. Staff can access online learning and if an agreed provider by the Ministry then the education is OK to proceed.

## 10. Strategic Meeting

Date agreed, Tuesday 26 January from 3pm – 7pm @ Level 1, 1 Huron Street, Takapuna. It was also discussed to set a 2021 calendar for BoT meetings.

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**Action Points:** Benji Potvin to send out meeting invite **Strategic Meeting**, 26 January 2021.

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## 11. Principal Recruitment

Yolanda and Grant have undertaken their first handover meeting. Yolanda met with staff today and was made to feel extremely welcomed but missed Technical staff due to it not being a tech day. Yolanda expressed she wants to touch base with SLT however noted school closes on 11 December and is conscious of the workload currently at hand.

**12. Any other Business**

- New sports uniforms for basketball, netball, touch, tag and hockey were discussed. Adam is looking into some designs and colourways and will present them to Yolanda, Michelle and Nicolette before a decision is reached. Three grants were applied for worth \$19K and \$12K has been approved to date. There is potentially another \$7K that could be obtained. The school will retain ownership of the sports uniforms and will be given out and returned when your term with the sports team is complete.
- New school uniform: There is a two-year notice period to the Uniform Group required for change of school uniform and would look to roll this out with new students coming into the school.
- Wairau received \$500 for taking part in the Sunnynook Tag module. The winner was supposed to receive \$1,000 however as only two schools entered, it was agreed to split the winnings, each receiving \$500.
- Ryan noted Block 1 camp was a great success and the weather played its part. There was an incident with a broken window due to kicking and have since met with the parents and remediated all parties involved. The cost of repair will be shared with one of the instigators and the boy who kicked the door. 91 students attended, 25 didn't attend either due to religious or cultural reasons. Everyone that went paid, or someone paid for them through a grant; there are two students that arrived at the school with Variety Club sponsorship. One child paid \$170 and Grant conveyed the school would have to pick-up the rest of this bill.
- Nicolette noted Grant's farewell assembly is 4 December at 8:45am and Prizegiving is at 9:30am on 11 December, encouraging all BoT to attend.

There was no other business discussed.

The motion to adjourn was made at 7:45pm and passed unanimously.

The above minutes are true and correct

Signed: .....  
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 Chairperson of the Board

Dated:

The next Board meeting is scheduled for **TBA**  
**in February 2021 at 6:30pm** in the Staff Room.



## Wairau Intermediate School

### ACTIONS from BOT Meeting, 23 November 2020

PERSON	ACTION	DATE REQUIRED
Grant Murray	<ul style="list-style-type: none"><li>to complete end of year assessment by January 2021.</li></ul>	26 Jan '21
ALL	<ul style="list-style-type: none"><li>Draft budget to be reviewed at Strategic Planning</li></ul>	26 Jan '21
Benji Potvin	<ul style="list-style-type: none"><li>to send out meeting invite Strategic Meeting, scheduled for 26 January 2021.</li></ul>	done
Nicolette Hansen	<ul style="list-style-type: none"><li>Set 2021 BOT meeting dates</li></ul>	26 Jan '21