



Wairau Intermediate School

Board of Trustees Meeting, 25 May 2021

MINUTES

Board Members Present	Also in Attendance
Yolanda East, Principal Nicolette Hansen, Chair Ryan Pilkington, Staff Rep Jonathan Stirling, Parent Rep Michelle Webb-Atkinson, Parent Rep Rachael Findlay-Clarke, Parent Rep Benji Potvin, Parent Rep Natalee Scripps-Hawkins, Parent Rep	Melissa Jackson, Minute Secretary Neil Kefford, Principal Wilson School Christine Miller, MOE Network Advisor, Special Schools Fiona Scott, Technology Leader, Art Elise Van de Ven, Music Teacher Esther Stevens, Food Tec Paul Langman, Wood Tech

ADMINISTRATIVE

1. Introduction

The Board meeting opened at 6.30pm with Nicolette welcoming Board members, Neil Kefford and Christine Miller.

2. Wilson School Satellite Classroom | Christine Miller (MOE) and Neil Kefford (Wilson School)

Christine Miller oversees special schools with catchments across Auckland, from North Shore to Pukehoke. Christine thanked Wairau and the Board for hosting teachers from BLENZ, which would give an insightful experience of a special school.

Satellite schools provide an environment with children with their own age, integrating in a social and academic sense where possible. Wilson School is looking at future growth with the possibility of establishing a relationship with Wairau Intermediate. Wilson School caters for students aged 5 to 21 from across Auckland's North Shore in class sizes of 6-8 students. All of the students are ORS funded. The main base school is in Takapuna, with satellite classes at host schools – Bayswater Primary, Manuka Primary, Windy Ridge Primary, Albany Junior High School and Glenfield College. Wilson School also runs an Outreach Service for students enrolled in mainstream schools who require specialist teacher support.

Questions raised by the Board:-

- *A bilateral approach, students that may not be ORS funded but see an opportunity for special learning, could the schools work together and be more fluid?*
The students must be ORS funded. Wilson School could not have those students full-time. There is an outreach programme Wilson runs, but again the students would need to be ORS funded, and enrolled at Wilson school sitting on their school roll. Wilson School can assist with observations on reviewing a student to see if they could be ORS funded.
- *How many classrooms would be onsite?*

Two classroom spaces accommodating 18-20 students, one meeting area, one work area, resource storage and bathroom facility. It's about having a relationship the right size for both schools to manage.

- *Would students want to join in with Tech programmes?*
If appropriate and could do so with support, one child accompanied with a support person.
- *Governance - if there are issues, would this sit between Wairau and Wilson and not the Board?*
Everything to do with people, staff, teachers, health and safety sits with Wilson School. The property sits with the MOE and is the landlord, Wairau is the head tenant.

Property advisor John Collins would work with Christine Miller to review the property, location of units, and budget. The relationship with Wilson School would be collaboration, the staffroom being a shared space. Satellite classrooms do not come out of the property budget, it is counted as extra.

- *Wheelchair access?*
Would fall under property modifications. Wilson school would request funding based on assessments of student needs, running the building project.
- *Would students have their own playground?*
No, accompanied with support they would use Wairau's playground. No modifications would be necessary.
- *Will the new building become part of the property of Wairau?*
Yes, as it is a huge investment, we are looking for a long-term relationship. The arrangement would show as a variation on the property occupancy document. If the special school roll drops, or a situation between the two schools couldn't be resolved, the MOE would step in to facilitate a mediation.
- *MOU?*
The Property Memorandum is signed by the Crown; a CAD plan defining the property showing where the two annexes sit and recoverable expenditure of expenses i.e. cleaning. A separate MOU for the relationship between the 2 schools.
- *Mobility access, noting road frontage doesn't have sufficient space?*
All satellite schools must have an area where they students can be dropped and collected daily.
- *Would there be communication on variation of enrolments, staffing, etc?*
Yes, any variants would be advised. The specialist school would be part of lockdown meetings, the same messaging as BLENZ.
- *Behavioural incidents between a Wairau & Wilson student, how does that work with escalation?*
Wilson would work with the student and family, owning their responsibility.
- *What is the timeframe Wilson is looking at?*
Realistically, 18-24 months. Conscious Wairau is hosting BLENZ until 2023. Government Budget for education, there will be some money for satellite units, however there is no

guarantee to get funding for an intermediate space for next year. Until funding is approved, can't progress. If there is surplus classroom space, could look at a trial relationship.

Neil Kefford and Christine Miller left the meeting at 7:15pm

Fiona Scott, Elise Van de Ven, Esther Stevens and Paul Langham jointed the meeting at 7:15pm

3. Guest Speaker Presentation | Technology

Fiona Scott, Technology Leader, Art

Elise Van de Ven, Music Teacher

Esther Stevens, Food

Paul Langman, Wood Tech

Fiona introduced to the Board the Technology Team, as noted above. Technology comprises of visual arts, music, drama languages of Spanish and French, wood, metal tech, and food, all of these subjects connecting with the learner model. It is important children have practical hands-on experience, as this engaged learning increases retention of learning, and critical thinking.

Elise shared, key competencies of music is problem solving, relating to others and musicianship is learned through playing an instrument. There has been an increased interest this year for playing the marimba, and three large groups have been formed to accommodate. Upcoming events include Matariki festival, Pupuke Gala and Art Extravaganza.

Esther shared, food curriculum covers nutrition, focussing on eat real wholefoods using Nadia Lim's work, not the food pyramid. Teaching students to cook a brunch meal, ensuring the plate is balanced with protein and vegetables. Year 8s are being taught techniques for cutting onions, weaving of pastry, and adding vegetables to every meal. A new focus this year is on culture diversity, creating a cultural meal at home. Herbs are used from the school garden. Esther noted the planter box was destroyed after the weekend, and they are currently deciding on where to put the replacements.

Paul shared, students are working on a bedside table lamp, operation wand, CO₂ cars that are raced in the school hall, and extension students are working on a new project building a rocket that has a firework for the engine. Paul's team is collaborating with Esther and Sarah, making a parachute for the rocket and a painted launch pad. Paul noted if the rocket takes off, there would be a challenge with Northcross.

The Board asked how the wider community could learn about the rocket project, noting Space Teddy at Forrest Hill Primary made news headlines. Suggestions of having the launch recorded, communicating on the school website or Facebook page, having a reporter from the local paper, would be a good marketing tool for the school. Having a fundraiser using the retirement village as judges for young chefs, getting the community involved showing them what Wairau is all about. The Board asked to be advised when the rocket will be launched so they can attend.

The Board thanked the Technology Team for their time and insightful presentations.

Fiona Scott, Elise Van de Ven, Esther Stevens and Paul Langham left the meeting at 7:35pm

4. Register of Interest

Nothing was noted.

5. Minutes / Actions, BOT Meeting, 23 March 2021

It was noted incorrect spelling of Natalee's name on page 3/6. This change has been made and amended document uploaded to Google Drive.

MOTION: The Chair moved to approve the Minutes, seconded by Rachael Findlay-Clarke. The Motion passed unanimously.

Action Items

- **Completed, not required** Hazards Register – not required as there is a Risk register. Current key risks that remain valid; vehicle movements at the start and end of the day, no signage at the front entrance for buses, contractors coming and goings.
Update - letter to Hobsonville School setting out 2022 price increase – still in communication with Ministry Advisor, Chrissy Denison, will provided feedback in due course.
- **Completed** - to email other funders for an update - School uniforms, had to refund \$1,200 to the pub charity, due to specified wording on the grant. Wording should have said "uniforms", not specified the sport i.e. "hockey uniform".
- **Completed** set monthly date for May finance meeting.
- **Completed** agree and set a date for Term 1 health & safety walk-through audit.

6. Satellite Classroom Board Discussion

The Board is supportive of ongoing enquiries. Yolanda will arrange visits with satellite schools for BoT and LT teachers.

7. Principal's Report

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

a) Proposed Term Dates 2022

Proposed dates align with other schools. Yolanda will confirm Teacher Only dates with LT and agree 1 or 2 February 2022 start date.

b) NZEI PUMS, 24 June 2021

MOTION: The Chair moved to approve the Principal's proposal of closing the school at 1pm on 24 June, with the provision children can stay at school with Non-Union teachers, seconded by Natalee Scripps-Hawkins. The Motion passed unanimously.

c) Sustainability

Yolanda informed the Board there is still life in the boilers, but the burners could go at any point. Will have to find \$10K from the Board to get funding for the repairs.

Action Points: **Nicolette** to email Jonathan Stirling a digital site map for Wairau.

d) Block 3 Upgrade

Block 3 works are due to start, with John Collins advising monies will be in the bank account this week. Benji noted there should be a pre-start meeting that would cover the timeline for the renovations.

Action Points:

Yolanda East to arrange a property committee meeting, and site plans made available for the new Board meeting to understand what property the Board owns.

e) School Field

Council have been informed the field is not fit for purpose and they have re-engaged with Wairau. Looking at a different mowing contractor, one that can do all the mowing, not three separate contracts.

f) Tuck Shop

Tuck Shop is only making a profit of \$103, excluding power, water. Current investigation into if this is a viable option moving forward, should have a clearer overview by the end of the year.

g) Staffing Update

MoE has notified the school that we are currently overstaffed by the equivalent of 1FFTE, with the current role.

h) Hobsonville School

Yolanda noted last Friday there was an impact on front office personnel, with a flood of children visiting the sick bay. Principal in communication with Ministry Advisor, Chrissy Denison, regarding what staffing is funded by MoE for Hobsonville. When confirmed will communicate 2022

i) Policy Review

International Student Policies - Yolanda is looking to consolidate all policies into one document. It was noted these policies were not signed off by the Board in 2021 as advised by Grant.

MOTION: The Chair moved to approve the International Student Policies, seconded by Rachael Findlay-Clarke. The Motion passed unanimously

j) Auditors Report

We are moving to Xero in July, the auditing process will become easier from this date.

k) HR / Staffing

The Board acknowledges the hard work Yolanda has done in reviewing and updating staff contracts.

With the DP being out of the office after a non-work related accident, this has had a considerable impact on increased workload for the Principal. Natalee offered to assist with injury management getting the DP back to the office, working with ACC if needed. Judy is returning to work tomorrow with a mobility scooter on reduced hours. The Board raised concerns about Yolanda's well-being and would support spending money to provide a resource during this time of pressure. The Board supports succession planning from teachers that would consider stepping in to cover the DP's role as required by the Principal.

8. Risk Register

A desktop review was completed for the Pandemic Plan.

9. Strategic Plan

The Leadership Team have been asked to take a release day this Thursday to plan and review the school values. Yolanda had the first discussion with LT this week and would like a community voice around this.

10. Professional Development

The Board thanked Yolanda for the Professional Development Plan; this was encouraging to see. Yolanda noted she is tapping into a centrally funded development around local curriculum and digital technologies. Yolanda has put the plan to LT and is waiting on their feedback. There will be work around appraisal conversations which will feed into coaching and building strategic capabilities.

General Business

- The Board acknowledged the electronic newsletter was well received.
- The BoT Meeting for 22 June has been moved to 15 June to accommodate the Matariki festival. [Note: The meeting was later changed to 30th June, due to Pupuke COL meeting on 15th June for all BoT members.]

There was no other business discussed.

The motion to adjourn was made at 9:15pm and passed unanimously.

The above minutes are true and correct.

Signed:

Dated:

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Chairperson of the Board

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



Wairau Intermediate School

ACTIONS from BOT Meeting, 25 May 2021

PERSON	ACTION	DATE REQUIRED
Nicolette Hansen	<ul style="list-style-type: none">to email Jonathan a digital site map for Wairau.	
Yolanda East	<ul style="list-style-type: none">to arrange a property committee meeting	
	<ul style="list-style-type: none">site plans made available for the next Board meeting to understand what property the Board owns	15.6.21