



## Wairau Intermediate School

Board of Trustees Meeting, 30 June 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
--	-----------------------------------

#### 1. Introduction

The Board meeting opened at 6.30pm with Nicolette welcoming Board members.

#### 2. Register of Interest

Nothing was noted.

#### 3. Minutes / Actions, BOT Meeting, 25 May 2021

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

#### 4. Principal's Report

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

##### **Nag 1 : Curriculum**

Teachers have met as curriculum teams and have provided a brief overview of actions to date, resources, professional development and next steps. Going forward, more detailed curriculum action plans would be useful so that these are linked to schoolwide targets and strategic goals.

##### **Nag 2 : Documentation and Review**

Bernadette has been collecting baseline data and putting assessments into the leadership drive. Early in Term 3 staff will meet to review the data and decide on the further actions that need to be taken. Teacher time is often taken up by students who have barriers to learning or behavioural needs and therefore have less time to focus on extension opportunities to ensure the regular extension of other students, particularly those who are gifted.

There is an awareness STEM is not consistent across the school. There are pockets of greatness at different times of the year, but there is work to be done on ensuring a schoolwide effective STEM programme. Wairau is good at using what is available, exposing children to make the most of learning opportunities. Ryan expressed he would like to have had students enter the ED PRO 8 competition, but due to a subsidised entry fee of \$3,500, this was not yet a viable option.

Yolanda recognises there is a need for in-depth schoolwide professional development in the areas of the digital technologies curriculum, and local curriculum review. It is important to focus on a few things at a time to ensure they are done well and are planned strategically.

The Board agreed to a strategic planning session to focus on:

- What has been achieved already?
- What is important or needs more work and direction?
- What are the next steps / goals and targeted actions?

It was suggested by the Board that the Block 3's upgrade be added to the school website, giving an insight into initiatives and schoolwide improvements. The Board commented the Facebook page is well received and a link could be included on the school website.

---

**Action Points:**

**Nicolette Hansen** to set as part of the agenda for the August Board meeting a strategic session mapping out focus areas for the next 2-5 years.

---

**Action Points:**

**Ryan Pilkington** to add Facebook page / social media links from the school website. Also set up a "new initiatives / Projects" page on the website to showcase what we are doing. Start with block 3 renovation. Can add things like the rocket launches here too.

---

## **Nag 5 : Health & Safety**

The Lockdown Emergency Plan has been drafted. Notify the Board Chair in the event of a lockdown is to be noted in the Plan. All About People, Clint Robinson, will take staff through the Lockdown Emergency procedure as part of the Teacher Only Day on 9 July, in readiness for a practice at the beginning of Term 3.

The Visitor policy on "SchoolDocs" needs reference for visitors signing into "VisTab" on arrival at the school. This process must be completed before visitors can enter the school.

a) **Student Well-being**

## ***Injuries***

The Board enquired about the injuries that required hospital treatment:

- 1 x student sitting on closed bleaches in the hall when they shouldn't have been, while the teacher was interacting with other students. Student fell and broke collarbone.
- 1 x student slipped into a covered drain that was disguised with overgrown grass. Resulted in a broken collar bone. The grass has since been removed.
- 2 x students had soft balls to the hand / thumb resulting in broken bones.
- 1 x student had a suspected broken shin but resulted in bruising only.

Head bumps were self-inflicted with play. Parents are all called for these types of injuries.

## ***Free lunches***

This initiative is going well. With the food that is left over from the day it goes into the fridge and is repurposed for the following day. Teachers have provided names of students that would benefit from this free initiative. All parents were contacted to seek permission.

### **b) Staff Well-being**

Yolanda took the Board through the costs and services provided by OCP and EAPWorks. It was noted over the last five years there has been some significant changes having an impact on the teachers. Acquiring this service would be incredibly valuable. The Board supports the implementation of the service and will leave Yolanda to deem what is best for the school.

## **Nag 3 : Personnel – Leadership & Management**

The Board commented it was good to see professional development being undertaken. Yolanda noted the Kahui Ako COLAB day, 4 June 2021 was a huge success.

Yolanda advised the Board the costs associated for coaching 6 middle leaders was more than first thought. Yolanda suggested she would put forward 4 staff, removing the Principal and Deputy Principal from the workshop. Michelle responded stating it was important for the collaboration of working together that all 6 should attend. The Board agreed.

**MOTION:** Michelle Webb-Atkinson moved to approve 6 attendees to the Education Group two-day course, seconded by Jonathan Stirling. The Motion passed unanimously.

## **Nag 4 : Finance & Property**

The school field is currently being investigated as it is not fit for purpose. Geotech visited the site last week and have submitted their report.

Yolanda noted and thanked the work of Bern Dell in securing a link with a local business, Becroft Dentist. There is an annual contribution of \$4k that has been accepted with a reciprocal relationship agreeing advertising in the school newsletter and holding business cards at the school.

### **Nag 7 : School Charter Update**

The Leadership team have spent some time reviewing these, looking at values that underpin the values for staff and students and how we are going to make them visible. The values need to be relevant for the children's age group and understanding. As part of the Teacher only day on 9 July, teachers will identify the top four values from the survey feedback and consider how these will be implemented going forward.

**MOTION:** Nicolette Moved to accept the Principals report, Michelle seconded. The Motion passed unanimously.

#### **5. Finance**

The auditors reports have been received; no concerns were highlighted, and no recommendations suggested. There are more robust processes in place now.

Yolanda has asked Ed Tech for the costs of running Xero, noting there is a monthly fee and a cost for transfer of data.

#### **6. Health & Safety**

Jonathan advised the Board the Wairau site plans need further work.

Benji updated the Board on the Block 3 upgrade. A site inspection was undertaken; the site was clean after demolition, and everything was in place. The builders have their own compound lock-up. There is little vehicle movement during the day as they start at 7am, and if there is, it is conducted during class learning time. No incidents to report. Police vetts were submitted for all contractors.

#### **7. Risk Register**

No current updates.

#### **8. Staff / HR**

Nothing of note, there is just one fixed term contract outstanding.

#### **9. Property**

Benji requested a sub-committee be put in place to deal with all matters related with construction and finance. Sub-committee to consist of Yolanda East, Nicolette Hansen and Benji Potvin.

**MOTION:** Benji Potvin moved to approve the Construction sub-committee, seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

There is one area of concern, Wairau has not completed a recent survey of the school buildings. Benji proposes to get a consultant in to do an asbestos survey for the school and produce an asbestos plan. Benji will speak with John Collins to see if they will fund, if not the Board will need to fund this. A section of asbestos on Block 3 roof has been identified and needs to be part of the roof pricing. Asbestos removal and not withstanding contractors' margin, hasn't been included in the pricing. Benji will continue to work with the architects. The roofs have been highlighted as needing repairs and costs are going to be expensive.

Benji expressed the Board should revoke their rights to the 3% owned buildings and would like to enquire how this could be achieved. Yolanda will contact John Collins.

---

**Action Points:** **Benji Potvin** to upload Block 3 upgrade documents to the Property Drive.

---

**Action Points:** **Yolanda East** will email John Collins enquiring about the 3% of Board owned buildings.

---

## 10. Satellite Classroom Board Discussion

The Board is supportive of ongoing enquires and will arrange to visit satellite schools with Yolanda and a few teachers at the beginning of Term 3.

## 11. Hobsonville School

Yolanda advised a letter was sent to Hobsonville School at the beginning of June outlining updated costs, and to ascertain if they are keen to continue their relationship with Wairau in 2022. Hobsonville to confirm their decision in writing by end of Term 2.

---

**Action Points:** **Yolanda East** will email the Board to advise the outcome of Hobsonville School's decision.

---

## 12. Media Policy

This is in the draft Crisis Management Plan. Principal and Board Chair are the only people to talk to the media.

## 13. Glenfield School of Music proposal

Wairau does not have an orchestra, and this was made apparent after attending the Pupuke Musical Gala.



Glenfield School of Music have approached the school and submitted a proposal regarding a relationship from the beginning of 2022 using WI as their base for music lessons for which they will pay us a fee. There is an opportunity for our students to benefit from this. Yolanda will make further enquiries and report back to the Board.

**14. Metal Tech Community Involvement proposal**

Bern Dell has put forward a great proposal however, there is due diligence around the duty of care for the children with having members of the public regularly on site during the school day who would then need to be police vetted. This opportunity could be considered as a community evening class.

**General Business**

Ryan commented that the teachers appreciated Yolanda’s thanks by email regarding their mid-year reports. Yolanda expressed her pleasure in reading them and was warmed by how many of the children she feels she has got to know and has interacted with. The teachers know their students well.

There was no other business discussed.

The motion to adjourn was made at 8:20pm and passed unanimously.

The above minutes are true and correct.

Signed: .....

Dated:

Chairperson of the Board

The next Board meeting is scheduled for **24 August 2021 at 6:30pm** in the Staff Room.

**Wairau Intermediate School**

**ACTIONS from BOT Meeting, 30 June 2021**

PERSON	ACTION	DATE REQUIRED
<b>Yolanda East</b>	<ul style="list-style-type: none"> <li>· will email John Collins enquiring about the 3% of Board owned buildings.</li> </ul>	By next meeting
	<ul style="list-style-type: none"> <li>· will email the Board to advise the outcome of Hobsonville School's decision.</li> </ul>	As recieved
<b>Benji Potvin</b>	<ul style="list-style-type: none"> <li>· to upload to the Property drive Block 3's upgrade documents.</li> </ul>	By next meeting
<b>Nicolette Hansen</b>	<ul style="list-style-type: none"> <li>· to set as part of the Agenda for the August Board meeting a strategic session mapping out focus areas for the next 2-5 years.</li> </ul>	By next meeting
<b>Ryan Pilkington</b>	<ul style="list-style-type: none"> <li>· add Facebook page / social media links from School website. Also set up a "new initiatives / Projects" page on website to showcase what we are doing. Start with block 3 renovation. Can add things like the rocket launches here too.</li> </ul>	By next meeting