



Wairau Intermediate School

Board of Trustees Meeting, 28 September 2021 – via ZOOM

MINUTES

Board Members Present

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

Also in Attendance

Melissa Jackson, Minute Secretary

ADMINISTRATIVE

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, 24 August 2021

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

Action Items

- **In progress** Strategic Session for 2022 – Nicolette to formulate a proposed agenda to formulate a proposed agenda for the Strategic Session planning
- **Completed** Nicolette to send out link to all Board members of the proposed BoT elections 2022 timeline. The Board is to advise the Chair if they are considering re-election.
- **Completed** BoT newsletter, with content to include the new Principal, mid-year data, introduction of the Board, and promoting the teachers

4. Principal's Report

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

Nag 1 : Curriculum

The online learning has been the main feature for the last 6 weeks, Yolanda commending the teachers for their deliverance and professionalism of their online learning programmes. The quality of learning and interactions has been high but has dwindled in the last 1.5 weeks.



Ryan acknowledged the work of teacher aides, in particular those supporting our ORS funded students. These students are making some fantastic strides / educational wins. Ryan also acknowledged the care packages that came from the Principal and the Board to staff, a thoughtful touch.

Online engagement with students; the children have a close relationship with their home room teacher, but some children find it hard to turn on their camera. Some families are battling for a quiet space making it challenging for them with engagement. Seeing the children gives you a good gauge how they are coping mentally, and when you don't see them on the call, teachers email those students to check in.

Teachers are aware that there are a handful of students that who are not participating in online learning. The Leadership Team and teachers are supporting as required.

Nag 2 : Documentation and Review

Reporting on student achievement and progress has been communicated to parents via the Board newsletter at the end of Term 3 (based on Mid-Year 2021 achievement data).

SchoolDocs

Online learning and home learning has been reviewed by the leadership team and further feedback submitted.

Nag 3 : Personnel Growth Cycle

Due to Covid-19, teacher aides have been engaging in online learning. This has included being proactive in providing support for ORS students and communicating with parents. Teacher aides can seek permission to teach at the student's home during Level 3, however Wairau hasn't given permission to do that at this time.

There have been no applications for WSL and the deadline has now passed. Compared to the other schools within the Kahui Ako, Wairau doesn't have a wellbeing model this would be a good focus for the school along with further work around community engagement. Wairau would need an ASL working closely with them to fill that gap if further opportunities to encourage a teacher to apply to be a WSL are unsuccessful.

Nag 4: Finance and Property

Benji advised the Board he had a good meeting with the building contractor, noting it was unfortunate to not meet the end of term completion date owing to the Covid-19 lockdown. CMG are endeavouring to have everything completed for the beginning of Term 4, with a walk through scheduled for next week to review snags. Yolanda advised the approval in principle to move funding for roof repairs to Block 1, after conversations with Matt Adams and John Collins.

The Ministry of Education has agreed a fire alarm upgrade, estimated cost \$100K - \$150K. The upgrade will be one for the entire school, with a better sound and bell system.

The suppliers have agreed to replace at their cost, the flooring at the entrance of in Block 1 with something more hardwearing.

Yolanda met with John Collins, MOE and Clare Powell, DLM Architects, to talk through the process of the 10YPP. Out of that meeting, there is a requirement to complete a School Evaluation of Physical Environment (SEPE). This evaluation rates the buildings and environment, with paperwork to be completed by end of October. Yolanda did talk through priorities and mentioned Wairau can't keep stalling on the roofs, as they are not watertight, and the upgrades being undertaken will be a poor investment. Part of that investment will be looking at the diesel boiler, replacing with air conditioning units for the blocks. John was able to give a rough idea of funding for mid next year, just over \$416K and for an Accelerated Modernisation Scheme (AMS), a further \$200K. The school is tired, and a lot of work is required on remarketing the school. There is hope when onsite assessments are completed, further funding will be granted after assessing the school.

To date there have been 50 school enrolments. Talking with other Principals, the schools are taking more out of zone enrolments due to no international students. With this, parents are waiting on out of zone applications before they apply to their local school. This extended ballot is not helping Wairau. There is work to do with the principals' from the high schools, noting their relationship with TNIS is stronger, compared to Wairau. Remarketing the school takes time and COVID hasn't helped. Wairau's narrative this year has been focussed on a new principal, big picture building and refining current processes.

Wairau has a deficit budget for August. The lockdown hasn't helped as fundraisers haven't been able to proceed. With no International students, this has had an impact on funding for the school. There has been some key spends; health and safety, general repairs and maintenance, emergency plan, alarm system; these have been essential and needed to be updated, all coming at a cost. The budget for 2022 will be set in Term 4 and EdTech assist.

Kapa Haka additional uniforms; the school would be looking at an approx. \$2K to supplement the uniform. Wairau will need to look at a grant to have this funded. Adam is currently looking at a mini-bus for the school and funding to implement.

Deloitte have been approved as auditors for the next three years.

Nag 5 : Health & Safety

Covid-19; measures have been put in place at the school which aligns with MOH and MOE. Positive messages have been communicated to students and whanau at this time. A Level 3 plan has gone out to staff – links are in the drive. Hector and Yolanda met before Level 3 to ensure the school was ready for opening, with a focus on the high use areas. EAP services are available and care packages went out to staff from the Board to show we care.

The Board thanked Yolanda and staff for their efforts and sending the packages to staff on behalf of the Board.

Community correspondence has been constant during the Covid-19 lockdown, with weekly school newsletters continuing, and relevant updated information on the school website.

Yolanda advised the move to Xero would happen on 1 November at a cost of approx. quote, \$1,500 for the conversion, with an ongoing monthly fee of \$60. The Board is happy for Yolanda to proceed with this operational expense.

MOTION: The Chair moved to approve the Minutes, seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

5. Strategic Planning Meeting – Saturday 30 October 9am to 1pm

This planning meeting will review the list of priorities set at the beginning of 2021, give some recognition of what has been completed and review other actions and reprioritise. These goals will go into the school charter together with their actions.

6. Delegations of Authority

These have been refreshed and in the folder for review.

General Business

- *Board Newsletter.* This has been completed and will be distributed to the school community this week. The Board agreed distribution at the beginning of the year as a welcome, mid-year to convey data, and end of year as a farewell.
- *Care packages for staff* – Board thanked Yolanda for sending these to staff during Covid-19. When staff all return, a staff morning tea will be held to acknowledge and show they are appreciated.
- *Fire Plan and map of the school* – Jonathan has drawn up digital plans and will share with Benji and Ryan to have their review and comment on the school footprint. The plans are substantially out of date.

There was no other business discussed.

The motion to adjourn was made at 8:30pm and passed unanimously.

The above minutes are true and correct.

Signed:



Chairperson of the Board

Dated: 20/10/21

The next Board meeting is scheduled for **26 October 2021 at 6:30pm** online.

