



Wairau Intermediate School

Board of Trustees Meeting, 26th January 2021

Held at the offices of Stellar Projects, 1 Huron St, Takapuna

MINUTES

Board Members Present

Yolanda East, Principal
Nicolette Hansen, Chair
Ryan Pilkington, Staff Rep
Rachael Findlay-Clarke, Parent Rep
Natalee Scripps-Hawkins, Parent Rep
Michele Webb-Atkinson, Parent Rep
Benji Potvin, Parent Rep

Also in Attendance

Nothing noted

Apologies

Jonathan Stirling

1. Introduction

The Board meeting opened at 3pm with Nicolette welcoming all parties noted above with a special welcome to Yolanda East our new Principal. This is a strategic planning board meeting to discuss the strategic plan and priorities the board has for the principal over the next 3-5 years.

2. Actions

That a new Business VISA credit card in the name of Yolanda East for \$5,000 be issued to replace the one for Grant Murray. It is noted that the Master Limit for all Wairau Intermediate credit cards is to remain at \$11,000. There is only 1 card issued to the Principal at this time.

Moved: Nicolette Hansen

Seconded: Benji Potvin

Unanimous

3. Principal Priorities for the next 3 years

A list was made on things the board considered important to be investigated and completed by Yolanda. Rachel to send onto BOT members as a google doc, to prioritise points. 1 being most important and 5 being least. We will then formulate this into Yolanda's priorities and KPIs for performance review over the next 3-5 years.

4. Strategic plan

Discussion over the initial plan put out by Natalee, from the planning session with teachers and board back in Nov 2019. Grant had taken this a bit further with the teachers in 2020, however, it was decided to go back to the original information for Yolanda, as new principal, to develop with her ideas, as was discussed at the interview as a KPI for the new principal.

This will stand as the basis on the new strategic plan. From this we will get our vision, mission statement and values for Wairau Intermediate. Draft was sent to all by Benji.



5. Other Business

Nicolette and Yolanda will work on the Board work Plan before next meeting.

There was no other business discussed.

The Board meeting closed at 6:00pm.

The next Board meeting is scheduled for **Tuesday, 23rd February at 6:30pm** in the Staff Room.

Wairau Intermediate School

ACTIONS from BOT Meeting, 22 September 2020

PERSON	ACTION	DATE REQUIRED
Grant Murray	<ul style="list-style-type: none"> to report on the School Docs policy feedback at the next Board meeting, 27 October 2020. 	27 Oct 20
Grant Murray	<ul style="list-style-type: none"> to instruct cleaners to carry out an extended cleaning regime during the holidays. 	25 Sept 20
Grant Murray	<ul style="list-style-type: none"> to confirm when the Kahui Ako within school lead application needs to be submitted. 	asap
Grant Murray	<ul style="list-style-type: none"> to advise Nicolette of the contact name and details at the Ministry of Education, for property. 	asap
Grant Murray	<ul style="list-style-type: none"> to email the Board goals for Strategic Plan by end of Term 3 and the Professional Growth Cycle Plan. 	25 Sept 20
Rachael Findlay-Clarke	<ul style="list-style-type: none"> to respond to Grant on seeking extra COVID-19 learning assistance funding. 	25 Sept 20
Grant Murray	<ul style="list-style-type: none"> Risk Register, to provide an update at the next Board meeting and to be noted as an Agenda item for ongoing meetings. 	22 October 20
Nicolette Hansen	<ul style="list-style-type: none"> to confirm with Grant a suitable space for the 17 October Principal interviews. 	12 October 20
Nicolette Hansen	<ul style="list-style-type: none"> Finance Committee meeting date to be set before 22 November 2020 Board meeting. 	22 November 20
Nicolette Hansen	<ul style="list-style-type: none"> to look at budget for refreshments for the Board undertaking Principal interviews on 27 October between 4:30pm – 6:30pm. 	
Nicolette Hansen	<ul style="list-style-type: none"> Date for Property Committee meeting. Confirm with Benji. 	By Term 4