



Wairau Intermediate School

Board of Trustees Meeting, 23 February 2021

MINUTES

Board Members Present	Also in Attendance
Yolanda East, Principal Nicolette Hansen, Chair Ryan Pilkington, Staff Rep Natalee Scripps-Hawkins, Parent Rep Jonathan Stirling, Parent Rep Benji Potvin, Parent Rep Rachael Findlay-Clarke, Parent Rep	Melissa Jackson, Minute Secretary Apologies Michelle Webb-Atkinson, Parent Rep

ADMINISTRATIVE

1. Introduction

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

2. Register of Interest

Nothing was noted.

3. Minutes / Actions, BOT Meeting, 24 November 2020

Actions:

- **Completed** to complete end of year assessment by January 2021.
- **Completed** draft budget to be reviewed at Strategic Meeting in January 2021.
- **Completed** meeting invite for Strategic Meeting, scheduled for 26 January 2021.
- **Completed** set 2021 BoT meeting dates.

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

4. Minutes from the Strategic Planning Meeting, 26 January 2021

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

5. Election of Board Chair for 2021

MOTION: Nicolette Hansen was nominated by Benji Potvin for 2021 Board Chair, seconded by Natalee Scripps-Hawkins. The Motion passed unanimously.

6. Sub-committee for Suspensions

It was agreed a sub-committee of at least 3 Board Members, should be put in place giving the Suspension Committee rights on behalf of the Board to make decisions. Also that a quorum of the Board is to be four people.

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

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

There was considerable discussion around Yolanda's findings stepping into the new role, various anomalies with staff contracts, pay, loss of record keeping, lack of knowledge of systems with administrative work being completed by the previous Principal, and general mismanagement. A sizeable amount of time was being spent learning, tidying up, assisting administrative staff to complete payroll, absentees, with them not having knowledge of the systems to action. There is a lot of focus on tidying up and with that, Yolanda hasn't been unable to look at teaching needs for students.

The Board raised concerns on Yolanda's findings and questioned whether or not an auditor should be bought in to review fraudulent matters, recording all anomalies, completing due diligence in order to get a baseline. Yolanda advised Rebecca Cook, Senior Advisor – Finance, Ministry of Education, had been recommended.

The Board acknowledged the role had some challenges and were impressed with how Yolanda was working through these issues, commenting it wasn't going to be an easy task. The Board reassured Yolanda they are supporting her, noting the following Board plan of actions:

- Review job descriptions for administrative roles, including the DP. Yolanda recommended Kerry Dean from Leading Edge, a consultant who could undertake the administrative staff review, putting together a proposal of her findings for clearly defining the roles and look at succession planning. Yolanda will enquire a fee for this service and will put a proposal to the Board.
- Google Drive to be set-up for safe keeping of Board documentation.
- Monthly finance meetings to be scheduled, to include Nicolette, Yolanda, Michelle Webb-Atkinson and EdTech Accountant Lata Patel, who will prepare the finance pack.
- An auditor to review and record the mismanagement of various issues to allow a clear baseline moving forward.
- Putting contracts in place for externals wanting to use the school facilities, ensuring liability insurance is documented. Yolanda has increased the hourly rates and noted invoicing will be easier when Wairau moves to Xero mid-year.
- There is a compliance issue where the staff appraisal process has not been undertaken.

The Board noted the key compliance issues:

- Health & Safety
- Teachers may or may not be licensed
- Overpayment of hours
- Staff appraisals
- Enterprise Resource Planning – consideration for an external resource, Harrison Tew, to undertake a review for training to support student education and teacher leadership.

Action Points:	Yolanda East to contact Kerry Dean from Leading Edge for fee proposal of administrative team review.
Action Points:	Nicolette Hansen to contact Alan Curtis for a Principal support contact and external auditor review.
Action Points:	Yolanda East to set monthly finance meetings
Action Points:	Melissa Jackson to complete Google Drive, setting up folders and uploading documents

The Board advised Yolanda their areas of expertise (*noted below*), allowing her to reach out to those individuals as and when needed.

Health & Safety	Natalee Scripps-Hawkins, and Jonathan Stirling
Finance	Benji Potvin, Michelle Webb-Atkinson, Nicolette Hansen & EdTech Accountant Lata Patel
Property	Benji Potvin, Nicolette Hansen
Community	Rachael Findlay-Clarke
Suspension Committee	Natalee Scripps-Hawkins, Rachael Findlay-Clarke, Jonathan Stirling and Nicolette Hansen (Chair)

7. Decisions – Draft budget approval

MOTION: The Chair moved to accept the draft budget with the ability to review with Yolanda in due course, as part of the monthly finance committee meetings. Seconded by Natalee Scripps-Hawkins. The Motion passed unanimously.

8. Principal's Report

Yolanda expressed how she had been made to feel very welcome, and there was a good feel to the culture at the school. Teachers care about the students, and that is impressive. We must not lose sight of these things, these are what need to be celebrated. The caretaker passed on a lovely comment how there had been a shift in connection and professionalism.

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

a) 2021 School Roll

The school roll is down on last year.

b) MOE Staffing Entitlements 2021

ESOL funding was highlighted. Until that data is loaded there is uncertainty if .8 per week, paid from ESOL funding, will be realistic. If the targets we are setting are higher, then the extra funding will need to come from the Board.

c) Strategic Plan / Annual Plan / EOY Data Summary

Reading, writing and maths targets will be set at a more realistic target. Will review children to frame the targets more realistically, not to have data collected as a percentage, but look to calculate actual numbers.

d) School Charter Strategic Plan & Annual Plan 2021 – 2023

Yolanda noted the plan was ready to be sent to the Ministry of Education, with the signature of the Board Chair. Yolanda took the Board through the plan, noting sections added for BOT focus 2021 under the leadership of a new Principal, Maori Dimension and Cultural Diversity and School Context. The document clearly notes policies, processes and programmes, and systems are under review. Nicolette commented Yolanda and Bernadette spent quite a bit of time getting the numbers to add after previous mismanagement.

e) Attendance Report

Maori population has the lowest percentage of students attending regularly. Will look at engagement strategies for those groups to reach out to more, collecting data differences between boys & girls. This will be shared with the staff each term as it can feed into the target setting for next steps. With the introduction of period sanitation in schools, this could potentially add further attendances.

f) Library & ESOL reports

The Board was appreciative to receive and read these reports. Yolanda pointed out they had been put together in late Term 4 of 2020 however they were never shared.

The Board suggested a presentation of 10 minutes at the beginning of each Board meeting from teachers, to provide an update and advise on: ESOL, SENCO, tech leaders, maths curriculum, reading recovery, each block highlights.

Action Points: Yolanda East and Ryan Pilkington to discuss a presentation plan for each Board meeting.

g) Teacher Only proposed Dates

The five dates proposed were agreed.

MOTION: The Principal moved to approve the Teacher Only Dates, seconded by Nicolette Hansen. The Motion passed unanimously.

9. Policy Review School Docs

It was agreed the following people would review the policies and procedures; Yolanda will review all:

Curriculum and Student Achievement	Ryan Pilkington
Documentation and Self-Review	Rachael Findlay-Clarke
Employer Responsibility	Nicolette Hansen
Finance and Property Management	Benji Potvin, Michelle Webb-Atkinson
Health, Safety and Welfare	Jonathan Stirling, Natalee Scripps-Hawkins
Legislation and Administration	Rachael Findlay-Clarke, Nicolette Hansen

Action Points: ALL to review policies and procedures and provide an update at the next Board meeting.

10. Data analysis – AoV

It was noted there is valid data from the previous year.

11. Finance Report

Information has just been released and will meet with the accountant to review before the next Board meeting.

Action Points: Yolanda East to set a date for a meeting with the accountant.

12. Health & Safety Report

Nothing the recent COVID-19 level 3 lockdown 15-17 February.

There are large cracks in the field, due to lack of rain. Staff and students should be signing in and out when leaving / re-entering the property. Nicolette noted the Board approved Visitor Tab in 2020 for purchase. There are concerns with the alarms with people being onsite alone after school hours. There is an issue with the PE shed alarm.

The Board agreed for the Health & Safety committee to conduct a walk-through floor audit with Yolanda East, a block each term together with a section of the school. Items of interest that are considered risks will be added to the Risk Register.

Action Points: Jonathan Stirling and Natalee Scripps-Hawkins to set a date for the Term 1 walk-through audit.

13. Risk Register

Noting to note.

14. COVID-19 update

Yolanda was impressed how teams went into action after meeting with team leaders on Monday morning, everything was ready to roll within their team, using Google Meet to connect with students. The school had five students on the Monday, six students on Tuesday, and seven students on Wednesday. No further lessons learned, it all happened incredibly quickly. Cleaners were doing extra cleaning, with the caretaker refilling hand sanitiser dispensers. The school website home page was updated with a link to COVID-19 information. The COVID plan for the school, that was developed last year, was shared with Yolanda.

Action Points: Yolanda East to confirm there is plenty of supplies available.

15. Property Update

The SIP funding of \$159K has to be spent this year and MoE notified on what by the end of March. The funds are allocated to the Block 3 development otherwise we do not have enough funds and will have to wait 2+ years for the next round of 5YA funding.

Benji and Nicolette met with the architects and Grant in December 2020 however nothing progressed. Benji, Nicolette and Yolanda, met with the architects this week and discussed the list of items to be completed and agreed to another meeting. The plan for the next three weeks is for the architect drawings to be cleaned up, submit consent to the Council, and then put work out for tender to start this year.

Benji discussed a 5YE plan - full property assessment including building interiors, seeing the completion of Block 1, works underway for Block 3, and Block 2 assessment. Yolanda would like to see the school entrance way reconfigured and an upgrade to the staff room, including a new kitchen and potentially including a TV/monitor for meetings.

16. Uniform – sports and school

The previous Principal signed a seven-year contract with NZ Uniforms, giving them exclusive rights. \$17k from funders has been given to Sports Club, however in light of the exclusive agreement with NZ Uniforms, they have offered to buy the current stock from Wairau paying NZ uniforms out. Sports Club would be happy to negotiate two providers, NZ Uniforms for the school uniform and Sports Club for the sports uniform. There is the potential to lose the 5% rebate - \$2K. Benji to review the contract wording to avoid having to buy the uniforms so that we don't lose funding.

Action Points: Yolanda East to send Benji the contract for review.

17. School Liability Insurance

It was discussed this would now be included in contracts for externals using the school buildings.

18. Principals NZPF Liability Insurance

It was agreed for this insurance to be undertaken.

MOTION: The Chair moved to approve the Principals NZPF Liability Insurance, seconded by Benji Potvin. The Motion passed unanimously.

19. Hall Hire / Facility charges (external & BLENZ)

There was a contract signed with BLENZ. Yolanda met with BLENZ and they have asked to use the school dental unit. The Board discussed their use of the car park and suggested marking parking bays.

John Collins is looking to have a satellite school at Wairau. Yolanda has agreed to meet with him, will review the proposal and submit to the Board for a decision.

General Business

- A destruction bin is now in place for securely removing confidential information.

There was no other business discussed.

The motion to adjourn was made at 9:00pm and passed unanimously.

The above minutes are true and correct.

Signed:

 Chairperson of the Board

Dated:

The next Board meeting is scheduled for **Tuesday 23rd March 2021 at 6:30pm** in the Staff Room.

Wairau Intermediate School

ACTIONS from BOT Meeting, 23 February 2021

PERSON	ACTION	DATE REQUIRED
Yolanda East	<ul style="list-style-type: none"> ● contact Kerry Dean from Leading Edge for fee proposal of administrative team review. 	march
	<ul style="list-style-type: none"> ● meet with Ryan Pilkington to discuss a presentation plan from staff for each Board meeting. 	23/3/21
	<ul style="list-style-type: none"> ● check COVID 19 school supplies. 	1/3/21
	<ul style="list-style-type: none"> ● send Benji Potvin the NZ Uniform contract to review. 	March
	<ul style="list-style-type: none"> ● set monthly finance meetings 	March
	<ul style="list-style-type: none"> ● set a date for a meeting with the accountant to discuss the finance report. 	March
Nicolette Hansen	<ul style="list-style-type: none"> ● contact Alan Curtis for a Principal support contact and external auditor review. 	March
Jonathan Stirling Natalee Scripps-Hawkins	<ul style="list-style-type: none"> ● agree and set a date for Term 1 health & safety walk-through audit. 	23/3/21
ALL	<ul style="list-style-type: none"> ● review policies and procedures and provide an update at the next Board meeting. 	23/3/21
Melissa Jackson	<ul style="list-style-type: none"> ● To complete set-up of Google Drive, and advise BoT log-in details 	Completed