



Wairau Intermediate School

Board of Trustees Meeting, 23 March 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	Melissa Jackson, Minute Secretary Judy Carter, Guest Speaker Apologies Benji Potvin, Parent Rep Natalee Scripps-Hawkins, Parent Rep
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ADMINISTRATIVE

1. Introduction

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

2. Guest Speaker Presentation | Judy Carter - SENCO

Judy provided the Board with an overview of a SENCO coordinator.

As a **SENCO** you'll need to: develop and oversee the implementation of the school's SEN strategy and policy, carry out assessments of pupils with SEN to identify needs and monitor progress - including observations in the classroom and meeting with teachers and parents.

Students were offered the opportunity when enrolling to meet with the SENCO as part of their transition to intermediate school, with half of the enrolled students taking this up. Insightful information gives Judy the opportunity to place students with friends, whether a male or female teacher is preferred and what specific interests they have. This information is used to create a sense of connection with students, starting conversations around their interests and how they are tracking. This data is used to distribute across the school, ESOL students, children with behavioural difficulties

- Tier 1 – highest level of support – 23 students
- Tier 2 – four Year 8 students
- Tier 3 – two Year 8 students

Judy liaises with students, parents and outside psychologists who have been under various strengthening families. Judy attends IEP meetings and facilitates assessments of targeted students, and coordinates with teacher aids, learning assistants, to ensure the students get the time they are allocated. Judy overseas staff to ensure they have the skills and knowledge for these students and liaises with RTLB to provide support. Judy attends fortnightly meetings with RTLB to discuss students on the register.

Judy regularly attends PD courses and provides feedback and learnings to the teachers.

A “Well-being at Wairau” survey was set up after the lockdown which highlighted names of students that worry all the time and are anxious in new situations, noting most of these were Year 8 student leaders. Judy ran a 6-week course with these students, looking at role play and social skills. It is important there is clear visibility and an open-door policy that creates a trustworthy relationship, writing it down and following up.

Judy commented on some further initiatives that she is involved in-school:

- **Times Tables intensive for Year 8s**
- **Literacy Reading** / Ryan is leading the boys and Judy is leading the girls.
- **Bully Ballot** / once a term, students write on a piece of paper their concerns. Judy reviews and follows-up speaking with the named student to coach on their behaviour.
- **Maths Coaching Year 8s** | 15-20 Westlake boys are tutoring Year 8s on Tuesdays from 7:45am – 8:15am. These are level 3 learners and aimed to give them a boost.

Action Points: **Yolanda East** to provide pay equity information for Teacher Aides to Rachael Findlay-Clarke.

Action Points: **The Board** to walk through the school, a chance to see the students work and meet the teachers.
Thursday 8 April, 10:15am walk around, morning tea with the teachers 10:55am

The Board thanked Judy for her time and presentation. Judy left the Board meeting at 7pm

3. Register of Interest

Nothing was noted.

Action Points: **Natalee Scripps-Hawkins** to advise if there is a Hazards Register (separate to the risk register)

4. Minutes / Actions, BOT Meeting, 23 February 2021

It was noted a couple of errors, incorrect spelling of Rachael’s surname name and item **16. Uniform – sports and school**, the word “sponsors” to be changed to “funders”. These changes have been made.

Actions:

- **Completed** contact Kerry Dean from Leading Edge for fee proposal of administrative team review
- **Completed** check COVID 19 school supplies.
- **Completed** to complete set-up of Google Drive, and advise BoT log-in details
- **Underway and scheduled for 2021** meet with Ryan Pilkington to discuss a presentation plan from staff for each Board meeting.
- **Outstanding** - Jonathan Stirling and Natalee Scripps-Hawkins to agree and set a date for Term 1 health & safety walk-through audit.
- **Outstanding** - All to review SchoolDocs scheduled policies and procedures and provide an update at the next Board meeting.
- **Outstanding** set monthly finance meetings - however Yolanda has had a meeting with the EdTech Accountant Lata Patel
- **Update** Benji Potvin has reviewed NZ Uniform contract – review feedback provided to Yolanda

Yolanda noted Sports Club will refund \$14,000. NZ Uniform have come forward with some designs together with a quote. If the design and cost is not competitive we can take it to market. Yolanda and Adam (TIC Sport) are meeting with NZ Uniform on Thursday 25 March to convey feedback on the design.

Action Points: **Yolanda East** will email other funders for an update.

- **Update** - contact Alan Curtis for a Principal support contact and external auditor review. Yolanda advised her main mentor is the Principal from Takapuna Normal Intermediate. Yolanda is also working with the Principal of Glenfield Intermediate as they have a similar budget to Wairau, economics of children, and had a similar roll, now noting they have 350 students. Yolanda has attended her first North Shore Intermediate Principal's group meeting, and her first Principal hui. Diane Squires (NZSTA) is visiting onsite this week to go through contracts. With regards to the administration review, Kerry Dean is no longer undertaking this work however she is attending the second Principal's Hui as a presenter. Yolanda mentioned we must remember that Wairau is a small school, a very different model. Administration staff work incredibly hard and are wearing multiple hats. Nicolette and Natalee have offered their support with HR matters.

Action Points: **Yolanda East** to set a date in May for finance meeting.

Action Points: **Jonathan Stirling and Natalee Scripps-Hawkins** to agree and set a date for Term 1 health & safety walk-through audit

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

The Previous Minutes were not agreed.

5. Principal's Report

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

a) **March COVID lockdown**

There was a good uptake with the device for the COVID lockdown and all devices have been returned.

b) **Changes in Education**

Yolanda noted the MOE Changes in Education document that provides a snapshot of behind the scenes.

c) **Professional Growth Cycle**

Professional Growth Cycle is the name change for Appraisals. Yolanda will be talking with staff at Wednesday's staff meeting.

d) **Document & Review**

All reviews needing submitting have been completed.

e) **Update on Property Meeting**

Works have gone out for tender for Block 3, tenders close 13 July. There are no funds available to upgrade the staffroom and school office at this time.

f) **Proposal of Satellite classroom**

Yolanda provided the Board with an update; the set-up would consist of two modular units onsite with office, and toilets. There would be up to 9 students per classroom, they bring all their specialists, and teachers.

The Board raised the following questions around governance, maintenance of the classrooms, repair of pathways etc., the age of the children, wheelchair access, whether the playground and field would be suitable for special needs students. Our liability. Christine Miller is happy to attend a Board meeting to answer questions.

Ryan noted several staff had raised concerns. It was discussed there has been a big change with a new Principal and this may not be the right time to implement a satellite classroom, and focus should be on new leadership.

The Board agreed the next steps would be to meet with Christine Miller to have questions answered. Yolanda will undertake visiting other schools to speak to Principals to determine pros and cons, asking for a reference from a Principal who said no and understand why.

It was noted there is **no impression this is going to happen**, however it is worth having open discussions.

g) **Health & Safety**

Yolanda and Hector have conducted an initial walk around.

6. **Strategic Plan**

There are no further significant changes, the plan has been shared with all staff.

7. **Finance Report**

The budget is tight. Yolanda has spoken with staff in this regard. The school does not have significant surplus funds. Actual \$54K = \$28K MOE to come back to us, and \$25K surplus deficit. It has been suggested a term deposit is set-up with ASB for \$20K if possible. Funds have been affected by COVID as we do not have our groups of international students coming through this year.

Yolanda has implemented a new system of seeking approval spend first, quotes being provided before work is undertaken. Invoices are now checked before being processed to question anomalies. Yolanda is looking at ways to save money / reduce costs. There is a better sense of where things are sitting.

8. **Hobsonville Tech Cost Increase**

Yolanda is proposing a 2022 cost increase to Hobsonville school, noting the \$60 / student / year doesn't cover Wairau's overheads, materials and staffing. The Board at Hobsonville need to be informed of the cost increase and in turn, advising their commitment to Wairau by mid-2021.

Action Points:

Yolanda East to draft a letter to Hobsonville School setting out 2022 price increase, detailing overheads, materials, and staffing. Nicolette to approve on behalf of the Board.

MOTION: Yolanda will provide a cost proposal to the Chair for hosting Hobsonville School technology classes. The Chair has the Boards Authority to accept or decline this proposal. The Board unanimously agreeing with the approach of providing a fixed price service to Hobsonville based on recovery of costs including utilities, wear and tear, maintenance as well as actual staffing and material costs. The Chair moved, seconded by Jonathan Stirling. The Motion passed unanimously.

9. Bot Succession Plan

Nicolette mentioned in 12 months the three-year Board term will be up for renewal. The Board should be thinking now whether or not they would like to do another term or look to shoulder tap some parents if they are planning to leave.

10. Board Policies

With the changes to the Education Act, Board of Trustees are now called “The Board” and the Chair is now the “Presiding member”. We need a Board Code of Conduct, and a feedback process for the chair on how well (or not) meetings are going/managed. Nicolette will work with Yolanda on a draft.

Action Points:	Nicolette Hansen and Yolanda East to draft a Board code of conduct and feedback forms/process
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General Business

- Nothing was noted.

There was no other business discussed.

The motion to adjourn was made at 8:35pm and passed unanimously.

The above minutes are true and correct.

Signed:

Dated:

Chairperson of the Board

The next Board meeting is scheduled for **25 May 2021 at 6:30pm** in the Staff Room.



Wairau Intermediate School

ACTIONS from BOT Meeting, 23 March 2021

PERSON	ACTION	DATE REQUIRED
Yolanda East	<ul style="list-style-type: none"> to provide pay equity information for Teacher Aides to Rachael Findlay-Clarke. 	
	<ul style="list-style-type: none"> to draft a letter to Hobsonville School setting out 2022 price increase, detailing overheads, materials, and staffing and send to the Chair for review and approval 	
	<ul style="list-style-type: none"> to email other funders for an update 	
Yolanda and Nicolette	<ul style="list-style-type: none"> draft a Board code of conduct and feedback forms/process 	
Yolanda East	<ul style="list-style-type: none"> set monthly date for May finance meeting 	
Jonathan Stirling Natalee Scripps-Hawkins	<ul style="list-style-type: none"> agree and set a date for Term 1 health & safety walk-through audit. 	
Natalee Scripps-Hawkins	<ul style="list-style-type: none"> advise if there is a Hazards Register 	
ALL	<ul style="list-style-type: none"> review SchoolDocs policies and procedures and provide an update at the next Board meeting. 	
	<ul style="list-style-type: none"> <u>Thursday 8 April</u>, 10:15am walk around school, morning tea with the teachers 10:55am 	