



# Wairau Intermediate School

Board of Trustees Meeting, 24 August 2021 – via ZOOM

## MINUTES

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### 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  
Bernadette Walles, Guest Speaker

## ADMINISTRATIVE

### 1. Introduction

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

### 2. Bernadette Walles, Block 2 Team Leader

Bernadette took the Board through information collated for the Mid-Year Achievement Summary 2021, noting the following points:

- This report has identified all children that are below expectation for the middle of the year, with each teaching block identifying students with specific barriers to learning.
- The 2021 targets are to accelerate boys' achievement in reading, writing and maths.
- COVID had an impact on student achievement last year. Many of the boys in this cohort also enrolled at a lower starting point as Year 7s, than has been seen in previous years. However, accelerated progress is happening in all Blocks (more than one years' progress for one years' teaching)
- Children falling behind expectation is evenly spread across all teaching teams. Teachers are looking at how to make changes for those children for the rest of the year. Focus areas for this term include:
  - teacher inquiry to improve focus
  - changes to group dynamics
  - re-grouping students for literacy and maths
  - targeted intervention to fill the gaps
  - the development of positive work habits
  - looking closely at those students who accelerated, those that didn't and why?

Questions raised by the Board:-

- *Benji asked if there was a group of girls or boys not doing so well, was there data to show this?*

Yes. The teachers know the names behind the data and can clearly identify who these students are over the two years they are at intermediate. Teachers identify patterns and are responsive to where extra support is needed.

- *Benji queried, from a Board perspective, do we need to add more resource?*  
Teacher Aides would be valuable and as always, more could be done for resources and additional interventions being put in place. Boys that are separated feel like they are already failing if they are removed from the classroom. It is often better for the teacher to work with the targeted students and for the TA to be with the rest of the class.
- *Nicolette asked, the children that are above expectation, what gets them there?*  
Overall, they are more motivated. It can be harder to give these students additional time as so much time is taken up with students who have barriers to learning. As these more able students haven't had to struggle they don't always have a preconception about the difficulty of a task. It is good for all students to be challenged.

Ryan commented Block 1 has several ORS students. If you took these students out, along with our below ESOL students the data would look better. The jump from level 3 to level 4 writing is substantial. This is where Year 8s need to be at the end of year.

Ryan mentioned the boys reading group works well. The goal is improved fluency and reading mileage. The boys are encouraging others into this group. It is with the teacher, rather than a withdrawal group with a TA. It is important not to withdraw them from tasks they want to engage in. If you create these barriers, you are never going to succeed.

The Kāhui Ako has a focus on what we can't leave to chance in literacy and maths. At Intermediate, language and sentence structure need to be explicitly taught well in the two years, focussing on the deeper features to get to high school. Ryan commented that teachers still strengthen punctuation and spelling (surface features). Rachael conveyed explicit reading and comprehension helps with children's writing.

The Board thanked Bernadette and commented on how it was great to see and interpret data across the school. This information helps with the tracking of students and it supports the development of consistent processes for monitoring progress and achievement across the school. Yolanda has confidence teachers are working hard to make a difference for their learners, being driven strongly by the Team Leaders.

Bernadette left the meeting at 7:10pm

### **3. Register of Interest**

Nothing was noted.

### **4. Minutes / Actions, BOT Meeting, 30 June 2021**

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

#### **Action Items**

- **Completed** - Block 3 Renovation – the Board thanked Ryan for uploading photos to the school's website.

- **Outstanding** - Block 3 Renovation – Benji to upload to the Property drive Block 3's upgrade documents.
- **Outstanding** - Yolanda will email John Collins enquiring about the 3% of Board owned buildings.
- **Completed** - Hobsonville School have advised the school and MOE that they will provide their own technology and specialist programme from 2022. Paperwork was submitted to the Ministry and they have acknowledged and confirmed Hobsonville's withdrawal. Yolanda conveyed Hobsonville have been wanting to withdraw from the arrangement since 2013. Going forward, this change will allow Wairau to look at and review our five-day programme, before looking to extend to other schools. Yolanda has had a separate meeting with our Technology and Specialist teams, as staff are worried about job security for 2022.
- **In progress** Strategic Session for 2022 – tentatively **Saturday 30 October 9am – 1pm**. Between now and this date, review the plan that was formulated in January 2021, to see what has been achieved.

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**Action Points:** **Nicolette Hansen** to formulate a proposed agenda for the Strategic Session planning day.

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## 5. Principal's Report

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

Yolanda asked the Board for some feedback on the content that is being provided in her report. The Board responded stating the report is superb.

### Nag 1 : Curriculum

The Ministry of Education has set-up a webpage providing information about what is happening and when in the curriculum and assessment work programme. This includes a series of timelines that illustrate key milestones for curriculum and assessment work happening across early learning and schooling.

<https://www.education.govt.nz/our-work/changes-in-education/curriculum-and-assessment-changes/>

There is a need to look at the "Relationship & Sexually Education" MOE document as a School. This is part of the health curriculum and was introduced in Term 4 last year.

### Nag 2 : Documentation and Review

Attendance is tracked by the Ministry every term; each term a report is submitted by the school and then compiled by Every Day Matters. These reports are then sent to schools and provide valuable data in regards to student attendance.

Home learning: SchoolDocs. Yolanda is reviewing this with Team Leaders to gather some collective feedback.

The decile review for Wairau isn't relevant at this time. However, the Board noted the demographic is changing, with more rental properties in the area and section sizes reducing considerably (infill housing). With these changes, Wairau could seek to apply for a decile review in the future. A change to our decile could see us unable to opt into the MOE donation scheme.



Yolanda noted Wairau is not a MAC school (*Māori Achievement Collective*) and is reviewing the criteria to actively be involved in this programme. Most schools within our Kāhui Ako are now part of this programme. There is a commitment to incorporate Te Reo into the weekly curriculum, which Yolanda sees will help to empower teachers. This could help to increase funding for the school of \$75 per student.

### **Nag 3 : Personnel Growth Cycle**

Introduction to Leadership / Growth Coaching - Yolanda confirmed all five of the leadership team have been accepted to attend the 2 day workshop in October.

### **Nag 4: Finance and Property**

Block 3's upgrade is almost done, 6 weeks ahead of schedule. Unfortunately the COVID lockdown has halted completion. There is some work to do on the roof and the Ministry will advise on the approval for roof funding to be moved to this project.

Geotech have reviewed the school field and Yolanda is waiting on next steps and recommendations.

Yolanda noted the finance committee had a good meeting with Paul Wright, CEO Ed Tech, and he is happy to assist. The Budget is still tight. As it stands, Wairau can meet its bills between now and the end of the year. If a huge cost arises, Wairau would struggle. Money allocated for teaching and resourcing is being spent with budgets closing at the end of this term to help with setting the budget for 2022.

A fundraising event is scheduled for week 9, 20 – 24 September, we hope this can still proceed.

Auditor fees are increasing. Once the proposal and pricing information is available from our MOE directed auditors, Deloitte, discussions will take place to approve the auditor for 2022.

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

The two school counsellors are working well, they are both students and are not being paid. 31 students have benefitted. It is a positive service to offer the students for their well-being.

COVID-19 - Yolanda will review the current COVID health and safety plans for the different alert levels. A plan for all COVID levels was completed with Yolanda's predecessor and Natalie will try locate these documents as a starting point. The key is keeping the community informed and updated, using the school website and emails. In terms of health, cleaning and sanitising, nothing has changed. The MOE will advise Principals of other health and safety changes within each alert level for schools. All sanitising stock has been reviewed and getting school ready to open will be discussed between Hector and Yolanda. If there is a case within the school, a directive will be given from the Ministry of Health as lead agency, and the Board will be notified.

Yolanda has registered Wairau with EAP Services and communicated this with staff. This will benefit staff well-being, particularly during this time.

### **Nag 6 : Administration**

Wilson school – these visits are on hold due to Lockdown. Yolanda would still like some teachers and board members to attend.

Glenfield School of Music - Wairau has decided not to enter into a contract with Glenfield School of Music. It is not the right timing for Wairau, raising some health and safety concerns with their staff working 1:1 with students, noting this would be hard to control. This partnership would also generate additional admin work as schools have to ensure the music school teachers are paid via Novopay. There are other priorities to focus on at this time.

### **Nag 7: School Charter update**

There have been some robust discussions with staff on the school values survey / review and understanding our school vision and mission statement. New school values have been decided: Integrity, Courage, Respect, Empathy. The next steps are to address how these will be shared with our community and embedded across the school.

### **6. Principal Appraisal**

The Board Chair is conducting Yolanda's appraisal this year. Bruce Warren, Leadership Advisor, Evaluation Associates, will support discussions.

### **7. Travel Wise – Bikes in Schools Programme**

Documents to support this initiative have been shared and will be discussed with the Board at the next Board meeting.

### **8. Delegations of Authority**

These documents need updating, and the Board Chair requested one of the Board members put their name forward to review. Yolanda will review these documents and then liaise with the Board Chair.

### **9. Media Policy**

In the event the school is approached by media for comment on any situation, this needs to be referred to the Board Chair, requesting queries in writing.

### **10. International Students draft Policy**

It was agreed by the Board Yolanda will respond on the Board's behalf.

**MOTION:** The Chair moved to approve this review / feedback to the Ministry seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

### **General Business**

- *Board Newsletter.* The Board discussed it would be good for the community to know who is on the Board, profiling them on the school website with photos and a bio. The newsletter would be distributed at the beginning mid and end of each year.

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#### **Action Points:**

**Rachael Findlay-Clarke** will draft a newsletter and work with Nicolette, with content to include the new Principal, mid-year data, introduction of the Board, and promoting the teachers.

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- *BoT elections 2022.* The Board Chair will send out a link to all Board members of the proposed timeline. The Board will appoint a returning officer. The Board is to advise the Chair if they are considering re-election.

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**Action Points:**

**Nicolette Hansen** 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.

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- *Sports Uniforms.* Yolanda and Adam have signed these off and should be in production shortly, subject to the current COVID lockdown.
- *School uniforms.* Realistically looking at 2023 for the new colours for the school uniform.

There was no other business discussed.

The motion to adjourn was made at 9:10pm and passed unanimously.

The above minutes are true and correct.

Signed: .....  
Chairperson of the Board

Dated: .....

The next Board meeting is scheduled for **28 September 2021 at 6:30pm** in the Staff Room.

## Wairau Intermediate School

### ACTIONS from BOT Meeting, 24 August 2021

PERSON	ACTION	DATE REQUIRED
Nicolette Hansen	<ul style="list-style-type: none"> <li>to formulate a proposed agenda for the Strategic Session planning day on <b>Saturday 30 October 9am – 1pm</b></li> </ul>	By early October
	<ul style="list-style-type: none"> <li>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.</li> </ul>	
Rachael Findlay-Clarke	<ul style="list-style-type: none"> <li>to a newsletter and work with Nicolette, with content to include the new Principal, mid-year data, introduction of the Board, and promoting the teachers.</li> </ul>	By next meeting