



Wairau Intermediate School

Board of Trustees Meeting, 2 November 2021 – via Google Meet

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, 28 September 2021

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

4. Principal's Report

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

Nag 1 : Curriculum

Business as usual; 11 weeks on with distance learning, teachers are keeping things running smoothly. Wednesday is now a Tech Day giving the students more buy-in and home room teachers using this as their CRT time. From a well-being point of view, staff are managing well considering.

Nag 2 : Documentation and Review

EoY Reports - a robust conversation has been had with SLT to discuss providing a simplified report. In many ways it will be easier to report on the Year 8s. Teachers have had less face-to-face time with the year 7s. If students return to school on 15 November, the focus will be on student well-being and reconnecting, making the last weeks at school a positive one.

Incoming Year 7s meet the teacher/parent interviews will take place on 2nd February 2022.

Health Curriculum Survey; based on feedback from the Board, the survey will now be distributed to the parent community. (NB: delayed due to information overload and work done on returning to school.)

Nag 3 : Personnel Growth Cycle

MoE PLD Application for 2022 has been submitted. This aligns with the strategic direction of the school. Wairau is looking for a successful application, which can be weaved across the curriculum.

Nag 4: Finance and Property

Block 3 upgrade - the roof replacement is soon to be agreed by MOE. Benji is happy with the overall construction with a few snags to complete as agreed, the final inspection taking place this week. Teachers are waiting for students to return so they can move in together.

Block 3 opening; Simon Watts and the Rangitoto Observer had agreed to be part of this occasion. We will invite Grant Murry and Alan Curtis as well. This is now on hold until a COVID level change, potentially officially opening in the new year.

School Evaluation of Physical Environment (SEPE) 10 YPP environmental paperwork will be submitted by the end of the week. It will then be a case of hearing from different contractors when they would be available for an onsite review, Benji conveying he would like to attend.

Financial Statement - The Board is pleased with the budget, noting this is in a better place than what it was a year ago. This leaves the Board with money to plan strategically, the risks have been kept under control. There has been 1 international students this year, we haven't had to rely on this funding, however this has previously made a difference to the additional costs we can cover. Fundraising will be reviewed when things return to normal.

The next couple of years will be challenging. The Finance Committee met and reviewed the budget for 2022, noting sign-off is required by end of January. Cost saving changes were mentioned; school stationery and school uniforms will now be managed offsite (NZ uniforms paying just under \$5K to purchase back stock), and the lunchroom is now not a viable option, particularly with withdrawal of Hobsonville School. Alternative options are being reviewed, with online options <https://ezlunch.co.nz/>. Theresa's Kitchen Auckland school lunch program will continue. Potentially look at having Y8s selling ice blocks one day a week, and a garden to table opportunity with Food Tech.

Staffing 2022 – NZSTA and the Unions have provided positive feedback on the robust process carried out by Yolanda. Nicolette commended Yolanda on the fantastic job she has done in being transparent and keeping staff appraised at all levels. On the back of COVID, this has been an incredibly tough time for her. From this process, some honest conversations have come forward and some great thinking. This gives the school an opportunity to look at the current programmes, starting to map a way forward, to raise the profile of the school and perceptions. Building capability and driving engagement, must be a team engagement.

There are currently 103 Year 7 enrolments, giving a roll of 213 pupils for 2022. Speaking with other intermediate Principal schools, with them taking other of zone applications is not helping the smaller schools.

Nag 5 : Health & Safety

COVID Plan - The Board suggested the SLT run a desktop exercise if a child at Wairau tested positive for COVID. A flowchart could be constructed to show a clear process.

A letter will be sent to the parent community this week requesting vaccination certificates for children aged 12 & over. More information will be available after 15 November with details on vaccinated and unvaccinated teachers. From 16 November, unvaccinated teachers cannot be onsite if they are in contact with children. NZSTA have made it very clear if you have unvaccinated staff, their position is at risk.

Action Points:

The Board to provide Yolanda East with vaccination certificates, noting this will be treated in confidence.

Staff Well-being - Staff have been reminded EAP services are available. Surplus staffing, COVID and the length of the lockdown, has been tough.

Student Well-being - When and if students can return to school, the focus will be on their well-being. The Year 8s have done it tough, only one full term in eight over a period of 2 years. There will need some work around students returning and what this will look like, potentially opening half of the school and rotating students throughout the week. Online options are being considered for Year 8 Prizegiving. School trips for 2022 will look very different, with parent helpers required to be vaccinated.

Term 3 Attendance Report -disappointed the numbers have been based on the first 4 weeks of the term.

Nag 7 : School Charter

Due to COVID, the Strategic Planning meeting will now take place in late January 2022. Yolanda will review the Strategic Plan, marking actions that have been achieved/not achieved over the past 12 months. The enrolment plan for 2022 will kick-off early, not mid-year, with teacher/parents meeting on 2nd February.

Action Points:

Yolanda East to review Strategic Plan evaluating actions set for 2021.

Community Correspondence and Engagement – nothing has changed, the school community is well informed.

The Board reviewed the Board Work Plan for 2022 and was updated accordingly.

General Business

- **Triennial School Board Elections.** After a challenging year, Board elections will now take place between 5 – 23 September 2022.
- Board Christmas end of year gathering is scheduled for 8 December, subject to COVID restrictions.
- **Christmas dinner/gift for Teachers.** \$50 per teacher, and if COVID restricts an in-person event, \$50 to be provided to each teacher in the form of a voucher i.e. farro, Countdown, New World.



MOTION: The Chair moved to approve a \$50 per teacher spend for a Christmas dinner/gift, seconded by Rachael Findlay-Clarke. The Motion passed unanimously.

There was no other business discussed.

The motion to adjourn was made at 8:15pm and passed unanimously.

The above minutes are true and correct.

Signed: 
Chairperson of the Board

Dated: 23/11/21

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



Wairau Intermediate School

ACTIONS from BOT Meeting, 2 November 2021

PERSON	ACTION	DATE REQUIRED
Yolanda East	<ul style="list-style-type: none">to review Strategic Plan evaluating actions achieved in 2021.	
	<ul style="list-style-type: none">The Board to provide Yolanda East with vaccination certificates.	