



# Wairau Intermediate School

Board of Trustees Meeting, 22 February 2022 – via ZOOM

## MINUTES

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### Board Members Present

Yolanda East, Principal  
Nicolette Hansen, Chair  
Jonathan Stirling, Parent Rep  
Michelle Webb-Atkinson, Parent Rep  
Rachael Findlay-Clarke, Parent Rep  
Natalee Scripps-Hawkins, Parent Rep

### Also in Attendance

Melissa Jackson, Minute Secretary

### Apologies

Ryan Pilkington, Staff Rep  
Benji Potvin, Parent Rep

## 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, 15 November 2021

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

### 4. 2022 Board Plan

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#### Action Points:

**Nicolette Hansen** to document Board meeting dates – School Docs Assurances will sit alongside Board Plan in Google Drive.

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### 5. Principal's Report

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

#### Nag 1 : Curriculum

Beginning of Term 1, the timetable is up and running. The Ministry understands how COVID has affected children in Auckland, with an analysis capturing distance learning data. A wellbeing target is being set around student well-being with a focus on developing a well-being model for the school.

#### Nag 2 : Documentation and Review

End of year data and ESOL funded students are being finalised and will be shared with the Board at the next meeting.

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

**Kahui Ako;** two within School Lead positions 2022 have been finalised, Tricia Orr will continue to focus on community engagement and the teaching of Te Reo as an enrichment program, and Teresa Aue will look to develop a well-being model linked to or four school houses (whares).

Professional Learning has started within the school, assisted by Diana Wilkes, facilitator, Evaluation Associates. Diana is assisting with shaping the local curriculum design. Wairau has been given 250 hours of PLD support.

Diana will attend the next Board meeting to discuss and ask questions of the board to seek their input.

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

**Block 3 Roof;** currently waiting on the steel, unfortunately it will now be a Winter project. Owing to MOE delays, the building may need to be wrapped, which will significantly increase the overall cost. Yolanda, Benji and Nicolette have a 10YPP meeting (1/3/22) with Claire Powell, DLM Architects and Sarah Bougen, the new MOE Property Manager, to discuss.

**Water fountains;** replacement cost approximately \$1,800 per fountain. With long term corrosion due to rust. Yolanda and Hector will review how many water fountains need to be closed as this is a health & safety issue. Water can be accessed from the classrooms.

**Ceilings;** staining on the ceilings is becoming increasingly worse. The roofs will be a priority for the 10YPP review.

**Field** is an ongoing issue, causing frustration as this has been out of action since last year. With the Summer dry weather, the cracks are more substantial and therefore due to health & safety, the field is closed. The Council agreed to a 6-month defect notification; RSL can't start work until May.

**Block 3** Jarrod Ryder is to address the snags. The matting in Block 1, should have been addressed in the school holidays – working on updates. The carpet fitters were onsite today, and at their cost, a replacement will be implemented.

**Finances;** Working capital is sitting just over \$96K. Once the February accounts have been received, there will be a better indication of how the budget is tracking. The draft Budget is as good as it can be. The overspend last year was in relation to security, property and a Board funded teacher; not having these in the 2022 budget will make a significant difference.

**Staffing;** current teaching staffing is 14.6 teachers, noting just understaffed, should be 14.92 teachers. Wairau will not be employing anyone else as this would see the school overstaffed. The school has not received the additional staffing for 2022 we asked MoE for.

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

An updated COVID red setting plan is in the Board drive, together with a response plan for the different stages, i.e. running a hybrid plan with some students online learning with some in class if teachers become unavailable. The plan will be updated when the Government moves to different phases of their COVID plan. MOE provide weekly online hui sessions for Principals, where updates on COVID are discussed.

Continued constant measures are in place throughout the school for students physical distancing handwashing, sanitising, cleaning and mask wearing.

### **Nag 6 : Administration**

Current roll has 237 students, 121 Year 7 and 116 Year 8. Only four out of 237 have not returned, and Wairau is working with the families to reassure the families to allow their children to start school. The MOE have advised if students are being kept home due to parental concerns, this becomes an attendance issue. There are 47 students that haven't attended 90% of the time, only 9 of those students are being closely monitored as absence is unjustified. We expect these percentages to change rapidly as we see an increase in the number of students isolating.

It was a disappointment that Wairau had 27 enrolment withdrawals at the last minute, students being accepted who have been kept on a waitlist by other schools.

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

**Meet the teacher;** start of the school year face-to-face engagement went ahead as planned and was very successful. Out of 129 possibilities, 113 attended, a fantastic turnout.

**School Values – Respect, Integrity, Courage, Empathy,** teachers are rolling these out and talking about them in the classrooms. Students have engaged with the values – developing a shared language. How to display the values across the school is being widely discussed.

**MOTION:** The Chair moved to approve the Principal's report, seconded by Rachael Findlay-Clarke. The Motion passed unanimously.

## **6. Discussion & Review**

**Finance Overview & Budget 2022 :** The budget is in a stronger position than last year. Wairau needs to still be careful this year. There are measures in place to ensure approvals are sought before spends.

The hall hire process has been tightened, having contracts signed prior to use and invoiced per Term. The move to Xero has made a substantial difference in keeping track.

**Library Report :** There was just over \$500 spent last year on new books. Next steps: to have a working bee to review the literature, culling what is there, and some strategic thought given to purchasing high interest books.

**Board Elections 2022 :** the elections will be held 5 – 23 September, with the election process starting on 14 June. The Board needs to be thinking now about the process, a returning officer and succession planning, looking at parents to shoulder tap.

**PUM PPTA 25/2/22** Paid union meeting for secondary teachers on Friday afternoon, 3 teachers involved.

**Letter to Board - safe speed programme :** it was noted a letter was received from Auckland Transport on the implementation of safe speed programme, reducing the speed limit on 800 roads around Auckland – predominantly around schools and in South Auckland.

### General Business

- New sports Uniforms have been well received. Thank you to the three funders to be mentioned on the Wairau website and Facebook Page. Adam is taking photos this week and will be profiled on the website and newsletters

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:

Chairperson of the Board

Dated: 7/3/22

The next Board meeting is scheduled for **22 March 2022 at 6:30pm** online.



## Wairau Intermediate School

### ACTIONS from BOT Meeting, 22 February 2022

PERSON	ACTION	DATE REQUIRED
Nicolette Hansen	<ul style="list-style-type: none"><li>2022 Board Plan, to document Board meeting dates – School Docs Assurances will sit alongside Board Plan in Google Drive.</li></ul>	