



# Wairau Intermediate School

Board of Trustees Meeting, 10 May 2022

## MINUTES

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### Board Members Present

Yolanda East, Principal  
Nicolette Hansen, Chair  
Jonathan Stirling, Parent Rep  
Michelle Webb-Atkinson, Parent Rep  
Ryan Pilkington, Staff Rep  
Rachael Findlay-Clarke, Parent Rep  
Benji Potvin, Parent Rep *via Zoom*

### Also in Attendance

Melissa Jackson, Minute Secretary

### Apologies

Natalee Scripps-Hawkins, Parent Rep

### Guest Speaker

Judy Carter, SENCO

## ADMINISTRATIVE

### 1. Introduction

The Board meeting opened at 6.30pm with Nicolette welcoming Board members and guest speaker.

### Nag 4: Finance and Property

**Block 3 Roof;** Benji advised coil has arrived for the Block 3 roofing project, however with the Winter months ahead, an additional cost of \$25K would be required for scaffolding and wrapping the building. Funding for this project still needs to be confirmed. Works could be delayed until September school holidays, but there is an element of risk leaving the roof in such bad condition. It was suggested we could look to use some of the projected year end \$137K working capital, \$25K, to start the roof repairs without further delay, allowing this project to commence in the July school holidays. We are arranging a meeting with MOE, Architects and accountant to reconcile the various discrepancies that are being questioned.

Yolanda, Nicolette and Benji are meeting with Claire Powell, DLM Architects and Sarah Bougen, the new MOE Property Manager tomorrow (11/5/22) about 5YA funding and new projects. Discussions will be around roof assessments, remodelling of Block 2 and the staff room, mould on the walls of Block 4 are a concerning health & safety issue, and ventilation of the Blocks. It was noted the MOE have communicated minimum standards for classrooms (clean air ventilation and CO2), and Yolanda will continue to raise concerns with MOE.

Claire Powell visited the school again before end of Term 1, noting there are a number of significant priorities.

**School Field;** Still waiting for Resource Consent from Auckland City Council. Benji advised a spreadsheet should be drafted to collate loss of costs for the field being out of action; children having to go elsewhere, loss of roll growth, requests for hiring the school field.

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**Action Points:** Nicolette Hansen to collate a report showing costs to date.

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*Judy Carter jointed the meeting 6:55pm*

## **2. Guest Speaker, Judy Carter on SENCO**

Judy met with the Board to provide an update on SENCO, the pastoral care of students:

- There are currently 13 Year 8 students and 23 Year 7 students, seven more than 2021, who need additional support or pastoral care.
- There are 4 students who are currently receiving mentoring support through *Upside Youth Mentoring* New Zealand. A couple of students also benefit from Big Brother, Big Sister mentoring support.
- Maths tutoring with Westlake Boys commences tomorrow morning (11/5/22) with WIS Year 7 & 8s.
- This year the school purchased 30 Steps Web licenses, on the back of the free opportunity that was available in Term 4 of the Covid lockdown. Judy noted the students involved are not putting enough time and effort in, needing a minimum of 15 minutes a day to complete tasks which can be challenging during class time.
- Zoe Stevenson, a trainee counsellor, will be working at WIS every Tuesday for the remainder of 2022. Zoe is currently seeing six students.
- During the Covid Red Light setting, students were not permitted to visit the office. With the move to Covid Orange Light setting, students are now freely able to visit the office area and seek pastoral support. The Board queried how the children were able to seek assistance during the Red Light setting; there had been increased opportunity to talk with teachers and Judy and Yolanda as staff increased their visibility and interactions with students at break times. Counsellors are such a valuable resource and it would be beneficial to increase this support.

The Board Chair asked Judy how the Board could assist further with SENCO? More teacher aide hours. We are losing one of the ORS students to Albany Junior High to attend their satellite school, and with that, losing the funding for the teacher aide. Yolanda spoke to EdTech and confirms WIS can continue to keep 22 hours this Term but will likely have to reduce hours for Term 3 and 4. Yolanda would like teachers to have PLD to assist them in supporting the needs of these learners. Resourcing needs to start with the teachers. WIS is fortunate that class sizes are between 26 and 28, which makes a significant difference in supporting students and addressing their needs.

*Judy Carter left the meeting 7:15pm*

## **3. Register of Interest**

The following items are to be added to the Risk Register:

- The environment of Block 4; and
- Field cracks causing damage to equipment and injuries to school children.

## **4. Minutes / Actions, BOT Meeting, 22 March 2022**

**MOTION:** The Chair moved to approve the Minutes, seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

## **5. Principal's Report**

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

#### **Nag 4 : Finance & Property**

Finances are looking good and tracking well, and are being managed successfully by Yolanda. Aiming to have a \$150K-\$200K minimum for a buffer, which may take a couple of years to get to.

Block 4 is a real concern, particularly over the Winter months with the mould and damp. The Board would still like to address gifting Block 4 back to the MOE, and Yolanda will raise again with the new Ministry consultant. WIS has looked at a short-term plan, moving the music room from Block 4 into the computer room. This is not ideal, particularly as it sits next to the library. It was suggested that once BLENNZ move from the dental clinic it becomes an ESOL space. This is something to seriously consider particularly with the state of the Block 4 (7) building, this is now a high risk. BLENNZ are due to move out anytime between now and September.

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

Nothing to report, the school community is being kept up to date regarding our Orange setting COVID plan. There are concerns around Block ventilation during the Winters months as ventilation is still a priority in minimising risk. Concerns will be raised at the property meeting tomorrow, noting significant electrical upgrading is needed to future proof and to increase ventilation and heating etc. Need to push for fresh air flow options.

#### **Nag 6 : Administration**

**School Camps:** The Board queried if there was any fallout from Block 3s camp with Covid? A week after camp, approximately 20 children came down with Covid. Overall, it was a good outcome that children could experience a camp after a disruptive couple of years.

**Block 2 Camp:** 64 children will attend camp this Term, approximately 17 children are staying behind. It is good to have continuity across the Blocks now with everyone attending camp. No health & safety changes to be noted. Block 2 will attend the same camp site as Block 3, following the same procedures. One Block 2 teacher will be attending camp all week. Yolanda will visit for a day. Judy Carter and a Block 1 teacher also attending for the whole week, plus two student teachers and 3 parent helpers.

**Student Led Conferences:** These will be undertaken in the relevant Blocks at the end of Term 2 (7/6/22)

**MOTION:** The Chair moved to approve the Minutes, seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

### **6. 2022 Strategic Plan**

As part of the strategic plan, it was agreed the Board would review one topic of the Policies & Procedures Reviews on School docs, during each Board meeting. The Board completed Healthcare and will review Behaviour Management at June's board meeting.

### **7. Discussion & Review**

**Term 1 Baseline Data:** Bernadette has provided a report, and this is available in the school drive. Students should be secure at level 4 by the time they complete their intermediate education. Unfortunately, COVID has disrupted learning. Percentages still identify more boys and some of our

Māori / Pasifika students as being below curriculum expectation. The Board would like to see how we can improve this cohort, see accelerated progress, and would like to see data showing an analysis of variance, in the mid-year data. Teams have identified their target students and are working with them for progressions.

**Board of Trustee Elections Timeline:** Still need to find a returning officer, noting this is needed by 6 July. Possibility to use an external company, CES, to manage the process – checking they are NOT the people used last time as the previous process was not robust. Yolanda will communicate to the school community again in this week’s newsletter asking for interest in becoming a Board member.

A Board newsletter is to be circulated to the school community, and will look to include content on building upgrades, Board elections, returning to school in Term 2, sports being back up and running etc.

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**Action Points:** **Nicolette Hansen** to draft a Board newsletter for distribution to school community.

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**Action Points:** **Yolanda East** to communicate upcoming WIS Board elections into feeder schools’ newsletters.

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**Action Points:** **Yolanda East** to speak with other principals for a returning officer recommendation.

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**School Planning and Reporting Consultation;** Important to note WIS has already developed a 3-year strategic plan. This is in line with the new MOE requirements. The document is in the school drive, for review and discussion at the June Board meeting. We also need to complete the MOE Planning and Reporting Survey.

**School Docs Review – Healthcare:** Updated and completed; changes include ice packs to be kept in the first aid room, and further staff to be trained as first aiders.

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**Action Points:** **Yolanda East** to review and finalise Crisis Management Plan.

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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 **28 June 2022 at 6:30pm** Wairau school staffroom.

## Wairau Intermediate School

### ACTIONS from BOT Meeting, 10 May 2022

PERSON	ACTION	DATE REQUIRED
Nicolette Hansen	<ul style="list-style-type: none"> <li>• Create a report showing school field costs to date.</li> </ul>	End of May
Yolanda East	<ul style="list-style-type: none"> <li>• to communicate upcoming WIS Board elections into feeder schools' newsletters.</li> </ul>	June-Aug
Yolanda East	<ul style="list-style-type: none"> <li>• to speak with other principals for a returning officer recommendation for WIS Board elections.</li> </ul>	By end of May
Yolanda East	<ul style="list-style-type: none"> <li>• to review and finalise Crisis Management Plan.</li> </ul>	By June Board meeting
Nicolette Hansen	<ul style="list-style-type: none"> <li>• To draft WIS Board newsletter for distribution to school community.</li> </ul>	By June