



Wairau Intermediate School

Board Meeting, 28 June 2022

MINUTES

Board Members Present

Nicolette Hansen, Presiding Member
Yolanda East, Principal
Jonathan Stirling, Parent Rep
Michelle Webb-Atkinson, Parent Rep
Benji Potvin, Parent Rep

Also in Attendance

Melissa Jackson, Minute Secretary

Apologies

Natalee Scripps-Hawkins, Parent Rep
Ryan Pilkington, Staff Rep
Rachael Findlay-Clarke, 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, 10 May 2022

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

4. Principal's Report

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

Nag 2: Documentation and Review

The Strategic Planning and Reporting survey was submitted to MOE. Engagement and consultation with the community is now required.

Action Points: **Nicolette Hansen** to inform Board of upcoming dates of events for Board attendance.

Action Points: **Yolanda East** to complete strategic planning reporting survey with the Board. Yolanda to advise submission date.

Nag 3: Personnel - Leadership & Management of Professional Learning & Development

The Board is pleased with the focus of professional development, supporting teachers and students.

Nag 4: Finance and Property

Finance: is tracking well with budgets in place and heading in the right direction. It was noted the Board need to contribute an additional \$12,500 towards the current property projects. Yolanda has taken this to the Ministry for review.

School Camps: there is still a small amount of money owing from the two previous camps, with parents paying in instalments. Camps to date have been a success in terms of parental support.

Equity Index (EQI): Yolanda requested approval from the Board for Wairau to continue to opt into the Ministry donation scheme for 2023. The EQI is used to allocate equity funding and to identify schools that would benefit from additional resources. Wairau currently has a couple of students that are benefitting from Variety Club funding.

MOTION: The Chair moved to approve Wairau continues with the school donation scheme in 2023, seconded by Jonathan Stirling. The Motion passed unanimously.

Nag 5: Health and Safety

H&S Committee; Yolanda has established a H&S committee to meet on a termly basis. Meeting minutes will be documented and available for the Board. The Board reiterated WIS high-risk areas: the field, tech classrooms, the road frontage with movement of vehicles and ensuring vehicles slow down into the bay. Block 4 has been added to the Risk Register.

Student Stand-Downs; four students have been stood down with untoward behaviour from physical fighting and vaping. Life Ed will be talking with students around alcohol and vaping. The local Police Constable has visited the school and discussed cyber safety. It was brought to the attention of Yolanda a Wairau TikTok account had been set up, which was promptly shut down.

Principal well-being fund; the MOE has given beginning Principals discretionary funding of \$12,000. There is no timeframe on the spend. Yolanda will look to attend a couple of conferences and update the Principal's office with fresh paint / furniture, where she meets with the community. It will also support the school's marketing plan.

WIS Uniform 2023; the modernisation of the uniform and having four different coloured house t-shirts was received well by the Board. We hope to have samples ready for the open evening in Term 3. The new uniform will be a two-year phase-in plan, however the incoming Year 7s in 2023 will have the new uniform.

Crisis Management; WIS completed the first trial lock down successfully. All crisis plans have been updated in School Docs and have been printed and collated into one folder "Crisis Management – Emergency Response". The Board suggested keeping the folder near the fire alarm panel so that it can be removed easily. Yolanda will print a further two copies for the school office. All crisis plans can be found online (School docs).

Covid update; to date a total of 3 teachers and 75 students have had Covid, 25 students for Term 2. Teachers are managing well.

Nag 6: Administration

Attendance and Engagement Strategy; WIS is currently sitting around 86% regular attendance. WIS continues to work with three families to assist with getting them to attend more regularly.

Enrolments for 2023; three scheduled visits were undertaken last week to contributing schools, led by Ryan, Yolanda and Y8 leaders. Early in Term 3 there will be three transition days, followed by an open day / evening, followed by enrolment interviews in mid-August.

School Website; costs were sought to update the school website, Hail provided \$6,000 to set-up the website, with a further \$200 per month for maintenance. WIS is currently looking at setting up a Google site, initial cost of \$950 with no ongoing monthly costs.

Māori Consultation / Whanau Hui; Yolanda asked the Board to join the Hui to meet with the Māori families on 25 August from 7pm – 8:30pm.

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

5. Property Update - CMG, roof; field, 10YPP / Projects

The 10YPP has been put together by Claire Powell (DLM Architects) and key priorities highlighted. This is ready for Board approval. The MOE has recommended WIS hiring a new Project Manager to assist with the forthcoming new 5YA property projects. Yolanda and Nicolette met with two school project management companies, Watershed and Projectability. Projectability have provided their service costs and a review of the 10YPP plan, suggesting a sum of \$30K is set aside for the upgrade of the staff room which assists with health & well-being for teachers. WIS is waiting on information from Watershed.

Block 4 (7) building; is a real concern, posing a risk for health and safety and is not considered habitable - mould on the walls, leaking skylights, stench from the damp and cold, and the canopy pipes are being held together with a chain as the pipes have rusted. On this basis, WIS would like to remove the Block 4 (7) building. Yolanda is seeking approval from the Board.

BLENNZ has now left and moved to their new premises. Yolanda is working on a plan to move Block 4 classes to other areas of the school.

MOTION: The Chair moved to approve the new 10YPP that has been prepared by Claire Powell (DLM Architects) along with the closure and removal of Block 4 (7). This was seconded by Michelle Webb-Atkinson. The Motion passed unanimously.

School Field; the Board agreed having an external consultant to review Auckland Councils proposed works to the school field and to provide the external consultant with a copy of the Geotech Report. The compiled list of costs associated with loss of income, while the field has been out of action, will be submitted to Council.

6. Discussion & Review

BoT Elections; Using CIE, nominations close on 3 August.

Planning & Reporting consultation – Maths; Ryan is working alongside a group of maths lead teachers across Kāhui Ako. The Kāhui Ako applied for 200 hours of professional learning across the schools to look at coherent pathways; what has been taught, what cannot be left for chance, and what is expected for NCEA level 1.

School Doc Review – Behaviour management; Jonathan has looked at the current policy on School docs. The Board discussed keeping a log kept of confiscated items. It was recommended staff undertake refresher training on “restraint of students”.

Action Points: **Yolanda East** to also review and update Behaviour management.

7. General Business

- The Board would like to provide morning tea for the staff and will advise dates in August for a Wednesday / Thursday.

There was no other business discussed.

The motion to adjourn was made at 8:45pm and passed unanimously.

The above minutes are true and correct.

Signed:



Chairperson of the Board

Dated: 6/7/22

The next Board meeting is scheduled for **2 August 2022 at 6:30pm** Wairau school staffroom.



Wairau Intermediate School

ACTIONS from BOT Meeting, 28 June 2022

PERSON	ACTION	DATE REQUIRED
Nicolette Hansen	<ul style="list-style-type: none">to inform Board of upcoming dates of events for Board attendance.	
Yolanda East	<ul style="list-style-type: none">to complete strategic planning reporting survey as a Board. Yolanda to advise submission date.	
Yolanda East	<ul style="list-style-type: none">to review and update Behaviour management.	