



Wairau Intermediate School

Board of Trustees Meeting, 22 September 2020

MINUTES

Board Members Present

Grant Murray, Principal
Nicolette Hansen, Chair
Ryan Pilkington, Staff Rep
Rachael Findlay-Clarke, Parent Rep
Natalee Scripps-Hawkins, Parent Rep
Michele Atkinson, Parent Rep
Melissa Jackson, Minute Secretary

Also in Attendance

Nothing noted

Apologies

Jonathan Stirling
Benji Potvin

ADMINISTRATIVE

1. Introduction

The Board meeting opened at 6.35pm with Nicolette welcoming all parties noted above.

2. Actions / Minutes from 25 August 2020 Meeting

a) COVID-19

It was discussed an extra deep clean to be carried out during the upcoming school holidays, extended cleaning of surfaces, light fittings and door handles, ensuring an alcohol-based cleaner is being used as per the guidelines.

b) Kahui Ako

Grant will provide a full update in his Principal's Report. Grant noted we have a large enough role for 1 FTE as the within school lead. A position is coming up within the COL for 2021 in Term 4 2020.

c) Ryan noted there was an error in the advertisement for the Board Minute secretary, with confusion of the school secretary position had been advertised.

Action Points: Grant Murray to report on the School Docs policy feedback at the next Board meeting, 27 October 2020.

Action Points: Grant Murray to instruct cleaners to carry out an extended cleaning regime during the holidays.

Action Points: Grant Murray to confirm when the Kahui Ako within school lead application needs to be submitted.

All other Actions were completed and the Board Minutes of 25 August 2020 were accepted.

3. Principal's Report

a) Year 6 students & 2021 school roll

Grant noted the transition dates for Year 6 students would take place during weeks 1-3 of Term 4, and to date, Judy and Grant have shown approx. 30 parents through the school. As at 18/9/20, 59 students enrolled 2021. Provisional staffing for 2021, set at 292 students. If the school roll reached 300, the Principal salary will increase a grade, from U4 to U5. Grant noted there is a maximum of 450 students that Wairau could accommodate, allowing for music room to remain. The Board owns half of Block 4, so only half is included by MoE in classroom numbers.

b) Finance

The Ministry of Education is providing schools with a \$4,300 contribution to assist with COVID-19 cleaning.

There is a budget of \$150K for 10 full-time international students, with the student paying \$4,000 per term. In 2020 Wairau had had seven students however with COVID-19 there are four remaining and they are Year 7. Wairau can accommodate 40-50 casual international students per year, with staying 3-4 weeks and pay \$400 per student/week. Generally in February and July. Grant did note there will be no international students arriving in January / February 2021.

While we are on the MoE donations scheme, there are some parents that still want to donate the school fees.

Wairau will receive extra ORS funding of \$7K Ministry of Education funding to provide extra teaching assistants for students that have been affected with stress due to COVID-19.

Rachael mentioned the Ministry of Education were providing extra funding for students that fell below the standard during COVID-19 lockdown, funding to assist with extra learning to bring the student back to standard.

Action Points: Rachael Findlay-Clarke to respond to Grant on seeking extra COVID-19 learning assistance funding.

c) Property

MOE have still not released any building funds since May 2020. It was agreed a letter from Nicolette would be sent to the Ministry of Education to request conformation of our extra funding for the block 3 renovation. Nicolette to get Benji involved in property committee.

Action Points: Grant Murray to advise Nicolette of the contact name and details at the Ministry of Education.

d) Health & Safety

As per Principal's reports.

e) Risk Register

Natalee pointed out that the COVID Health and Safety plan needs to match what is minuted in the BOT minutes. Grant to provide a full update on the risk register at the next Board meeting on 27 October 2020.

Action Points: Grant to provide an update at the next Board meeting and to be noted as an – agenda item.

f) Strategic Plan

Grant is continuing to work on the Strategic Plan and will email out to the Board by end of Term 3. Grant will also email to the Board the Professional Growth Cycle Plan. Ryan noted it would be beneficial to see the Professional Development register being used with staff wanting to further educate.

Action Points: **Grant Murray** to email the Board goals for Strategic Plan by end of Term 3 and the Professional Growth Cycle Plan.

g) **New Principal**

Natalee and Nicolette will facilitate a student voice session with Judy Carter, Deputy Principal, in Term 4. Year 8 student leaders and house captains session on “their voice” on what works well and what doesn’t, which will assist with the strategic plan for the in-coming Principal. It was discussed that a more diverse group of people could be approached with a survey to collate information and then a discussion group with the Year 8 leaders. Will look to do this early next year with the new Principal.

The Principal’s Report was accepted.

4. Any other Business

The Board discussed the following

- **Finance Committee Meeting**
Grant requested a Finance Committee meeting before the Board November 2020 meeting in order to send out the proposed budget for 2021.
- **New Zealand Elections**
Grant noted the school hall is being used on 10 and 11 October 2020 for the upcoming New Zealand election, and 17 October the election date. There will be no COVID-19 Tracer App, a sign-in method will be used.
- **Principal Recruitment**
Nicolette advised the first round of Principal interviews is taking place on 17 October and with the elections on the same day, it was noted the school hall would be out of action. 30 info packs have gone out, 19 walk arounds the school, and three applications to date. The advert finishes next Monday 28 September 2020. There will be 5 people on the interview panel, three from the Board of Trustees and 2 from Black Cat. The best 2-3 will have a second interview with the whole board where they will do a approx. 45 min presentation and time for questions from the floor. Then the final applicant will be picked. It was discussed to have questions suitable around personal values, and how do you live those values on a day-to-day basis.
- **Student Behaviour**
Noting was noted.

Action Points: **Nicolette Hansen** to confirm with Grant a suitable space for the Principal interviews.

Action Points: **Nicolette Hansen** Finance Committee meeting date to be set.

Action Points: **Nicolette Hansen** to look at budget for refreshments for the Board undertaking Principal interviews on 27 October between 4:30pm – 6:30pm.

There was no other business discussed.



The Board meeting closed at 8:00pm.

The next Board meeting is scheduled for **Tuesday, 27 October at 6:30pm** in the Staff Room. This may be postponed due to Principal interviews. TBC

Wairau Intermediate School

ACTIONS from BOT Meeting, 22 September 2020

PERSON	ACTION	DATE REQUIRED
Grant Murray	<ul style="list-style-type: none"> to report on the School Docs policy feedback at the next Board meeting, 27 October 2020. 	27 Oct 20
Grant Murray	<ul style="list-style-type: none"> to instruct cleaners to carry out an extended cleaning regime during the holidays. 	25 Sept 20
Grant Murray	<ul style="list-style-type: none"> to confirm when the Kahui Ako within school lead application needs to be submitted. 	asap
Grant Murray	<ul style="list-style-type: none"> to advise Nicolette of the contact name and details at the Ministry of Education, for property. 	asap
Grant Murray	<ul style="list-style-type: none"> to email the Board goals for Strategic Plan by end of Term 3 and the Professional Growth Cycle Plan. 	25 Sept 20
Rachael Findlay-Clarke	<ul style="list-style-type: none"> to respond to Grant on seeking extra COVID-19 learning assistance funding. 	25 Sept 20
Grant Murray	<ul style="list-style-type: none"> Risk Register, to provide an update at the next Board meeting and to be noted as an Agenda item for ongoing meetings. 	22 October 20
Nicolette Hansen	<ul style="list-style-type: none"> to confirm with Grant a suitable space for the 17 October Principal interviews. 	12 October 20
Nicolette Hansen	<ul style="list-style-type: none"> Finance Committee meeting date to be set before 22 November 2020 Board meeting. 	22 November 20
Nicolette Hansen	<ul style="list-style-type: none"> to look at budget for refreshments for the Board undertaking Principal interviews on 27 October between 4:30pm – 6:30pm. 	
Nicolette Hansen	<ul style="list-style-type: none"> Date for Property Committee meeting. Confirm with Benji. 	By Term 4