

# WAIRAU INTERMEDIATE SCHOOL ~

## BOARD OF TRUSTEES MINUTES

25<sup>th</sup> June 2019 ~ 6.30pm

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### In Attendance

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Present: Alan Curtis, Grant Murray, Michelle Webb-Atkinson, Rachael Findlay-Clarke & Ryan Pilkington.

Apologies: Antony Van Iersel & Sophia Jalil.

Guests: Judy Carter (Deputy Principal), Natalie & Johnathon.

In attendance: Shanta Basu (Board secretary)

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### Administration

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- Register of interests – the new updated one for June 2019 was circulated and some alterations were made. It will be tabled at the next meeting.
- The confidential minutes for previous years to be provided as hard copies which Grant will keep in a sealed envelope under lock & key.
- The previous meeting Minutes were approved as true & correct record. Moved and signed by the Chair.
- Correspondence – inwards –

The Ministry of education – educational gazettes

NZSTA annual report – conference in Dunedin on 13-14 July 2019.

Strike action notices

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### Decisions

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Grant moved that Alan be the school delegate to the conference in Dunedin on 13-14 July 2019. Rachael seconded it.

A decision was made to re-run the Elections in Term 3. The resolution to hold the board of trustees' elections for parent trustees with voting date of 23<sup>rd</sup> August 2019 was moved by Alan and seconded by Rachael.

It was noted by members of the board that the company given the responsibility of arranging this, had made an error in not sending out some of the voting papers. Grant wanted to give them a second chance and Alan agreed. The reasoning behind this was that it would be relatively easier the second time around, as all the data had already been gathered and they only had to do one school this time. They would only charge for the second time and not for the first time and they would not be charging more than the school received from the Ministry of Education.

It was agreed to re-appoint Education Plus to run the election.

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### Monitoring

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Principal Grant Murray presented the principal's report to the board of trustees.

BLENZ (Blind Education of New Zealand) will move into the spare classroom attached to Block Two when the upgrade work has been completed.

Kindo (the online school fees payment and management system) progress was discussed and is to be implemented shortly.

Health & Safety report was provided to the Board of Trustees by Grant. He was requested to bring the risk register to the next meeting.

Block 1 renovation with Construction Management group progress report was discussed.

It is slightly behind schedule as asbestos testing was being carried out on the cladding. The engineer's report suggested a minor modification to the blockwork for the toilet block.

Michelle enquired about the progress of the targeted students who are at risk of not achieving. There was a discussion on the data provided by Grant based on year and gender.

Goal 2 progress was reviewed.

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## Discussions and review

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The special needs register - Judy Carter has removed some of the 48 children in Tier 1. But there is still an urgent need for some additional teacher aide hours. The present teacher aide works 4 days a week for 4 hours from Monday to Thursday. This is ORS funded.

Judy requested additional help for the afternoons and on Fridays – this is for the balance of the year, for an additional 10 hours a week taking the teacher aide timings to 5 days a week -working 9am to 3pm. This was not considered during the making of the budget.

Grant moved that additional funds be made available to increase the teacher aide hours as requested. Michelle seconded it and it was approved by the other members of the board.

School Docs update discussion – the school policies are updated term by term. The Board's own governance policies are a separate document. At an everyday operational level for the school, the policies and procedures provide a useful reference for management, staff and parents.

Communications – a discussion was undertaken.

The Pupuke Kahui Ako was discussed and Alan updated Natalie & Johnathon about what it was, and he went over some statistics to give it some perspective.

After the Block 1 renovations are completed, Alan is reasonably confident that it may be possible to supplement the 5YA grant left over to start works on another Block. A discussion ensued over which Block would benefit the most from it and which Block needed it the most. The staff opinion would be considered. The other option would be to carry out a repair and renovation of the Toilets only for Blocks 2 & 3.

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## Block 1 leadership

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The block 1 team leader position was discussed. Judy was doing this role assisted by Emma Hegan. The position was advertised in Term 2 and Ryan Pilkington has been selected to be the Block 1 team leader starting from the new term. Judy will continue in her role as DP. The Board congratulated Ryan on securing this position.

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## Meeting closure

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The motion to adjourn was made at 9.00 pm and passed unanimously.

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The above minutes are a true and correct.

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Signed, Chairperson of the board:

Dated:

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## Next Meeting

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30<sup>th</sup> July 2019 - 6:30pm ~ Wairau Intermediate staff room