
In Attendance

Present: Nicolette Hansen, Grant Murray, Ryan Pilkington, Michelle Webb-Atkinson, Rachael Findlay-Clarke, Natalee Scripps-Hawkins, Benji Potvin and Jonathan Stirling.

In attendance: Shanta Basu (Board secretary)

Administration

- School Docs review -
Nicolette requested members of the board to review it before the next meeting.
Login: wairau
Password: becroft
- The previous meeting Minutes were approved as true & correct record by Nicolette and seconded by Michelle.
- Correspondence –

Gazettes
The annual Deloitte Financial Audit Report for 2019.
Notification from the electoral commission that the school will be an election booth during 2020 elections from 12th to 13th September 2020
- The school alarm system was tested by Wormald
- The Certificate of Compliance for the Block 1 renovations has been received

Monitoring

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

The school roll stands at 284. The next years roll is expected to be 300+ students

The staff have come back happy and eager to be back in school after the holidays. Teachers haven't really had a break due to online learning.

Transition visits start 13th August with Open Days on 12th and 13th August. Grant said a board presence will be nice. New enrollments must be done via the form in hard copy – not online.

Michelle wanted to know if students can enroll online and about out of zone enrolments.

The school is continuing with hand washing and use of hand sanitizers.

Lunchroom – Dee Jays decided to stop their lunchroom service. They left the equipment for use in school till end of year and Grant is employing Linda Giblin (formally their employee) to continue the service until end of year. The school may then negotiate to buy the equipment and run the lunchroom.

The school Councilor finishes on Thursday. She felt she couldn't offer the support required for the students with 1 day/week. We pay for the counsellor, at \$50/hr. Grant will talk to the Ministry about possible funding for extra days. He has a lead on a potential replacement.

John Collins advised that Ministry of Education has pushed out the property funding approval decision pushed out to 10th August.

Health & Safety –

The main entrance door to Block 1 needs to be replaced.

The new school fields - another expense coming up is the irrigation lines which are compacting, the ground has settled & sunk around these. There is no budget for it. Grant has received a \$5k quote to sort it. Board thought that Grant should negotiate on this with Priya at the Council, as it can impact the staff and student safety. Benji offered to help Grant compose an e-mail to the council.

Mission Statement - the vision of the School was discussed.

Envision- was a word change recommended by Rachael to replace with "We envisage"

The consensus was that it needed punchy keywords and a clear vision. It should align with the Strategic Plan.

Grant and Ryan had a meeting with Sandy Dagnino from TNIS. She is the across school lead for the Kahui Ako. Westlake's have noticed a downward trend in various areas in maths among the year 9's. Wairau Intermediate teachers will visit Westlake & TNIS to observe maths teaching processes. The maths curriculum structure is straightforward as it stands and could only benefit by the learnings gained from teacher exchange.

The parent teacher conference was well attended - between 80% to 100% attendance. The online interviews booking process was easy. Parents could also book via school reception.

Grant provided graphs for midyear assessment data. Ryan has prepared a synopsis for Block 1 which is still a work in progress. The initial reports are positive.

The online teacher appraisal system "Appraisal Connector" was discussed. A good programme allowing teachers to share reflections with the principal and other teachers.

Police checks of teachers and coaches was discussed. This needs to be conducted on all the adults who are dealing with teaching or training children. We may need to include contractors as well.

Discussions and review

Midyear data Block 1

This was presented by Ryan Pilkington.

The Board liked the easy to follow format and said that it should be used as a template for whole school. The Board would like to see all blocks using this format.

In the teaching as inquiry data sent to the Board, student's names should be removed due to privacy reasons.

There is no data from the start of the year, so they have baselined it. Now looking ahead, they expect that with quality teaching the students receive they will make good progress. The teachers have target students at front of mind always. Discussion was had around a flat baseline or accelerated progress for "not achieving" students. Most of the students can move up, but quite a few remain at risk with no outside intervention.

Extracurricular activities take the child away from the class. If a child misses the same subject due to this constantly, that has a great impact. Maybe rotation of timetable or the extracurricular activities can help so the learning can continue at an alternate time. Extracurricular activities build up those children who do not fit into or do so well with structured study. Trying to include strategies that help. It was important to continue to build and celebrate our successes and celebrations into the curriculum. Looking at the data there are obvious areas to work upon.

Good to see it a baseline has been created so it is easier to see if the students who are below can be lifted. Then identify how far below they are and who needs the most help. If this is aligned with the strategic plan and all the way up to the mission statement, then a clear report emerges.

It was agreed that the Board needs to empower the teachers with any resources that they are lacking, so it helps to get the children over the line.

Strategic Plan

Grant collated the results of a group meeting with staff. Once it has been narrowed down, they will include student voice too.

Natalee has updated the draft strategy with the additional work done with the Wairau team prior to COVID-19. The vertical integration of the baseline data is the framework the Board needs to move in the right direction. The next steps potentially would be to work with the pillar owners separately to develop more detailed plans with appropriate measures of success and implementation plans.

Natalee said these are the stepping blocks to 2025 and is still presently in the ideas phase. What is missing is how it is going to be done. It has goals but every initiative needs an implementation plan. This can be done as bullet points. For the new Principal this will be an awesome tool to start with.

The timeframe was discussed for next steps in time for submission of the Plan to the Ministry which is 1st March 2021.

Finance

Annual financial accounts for the school were due by 31st March.

Grant has started the process for 2021 budget.

Recruitment of new Principal

Black Cat have conducted a staff and parent survey which had a positive response. Interviews were undertaken to understand where the school is at culturally and environmentally. To capture Grants legacy and carry on the good work was extremely important. A lot of information is being gathered now to draw up a strawman image of what the new Principal should look like. The copies of the timeline were handed out to the Board. The transition and introduction of the new person was important. Late Jan 2020, we are looking to have a brain storming session with the Board and new Principal around the strategic plan and the mission statement.

The Professional Development Plan 2020

The Board felt not enough was being spent on professional development of the staff. The board has said it would be happy to fund it for the staff if it benefited the school. Grant will provide an update on around Professional Development including where Jacqui Allen's teachings were put into practice. This will help identify areas where extra PD is required.

The Board requested Grant to provide term dates and teacher only days to help with planning.

Secretary role was been put in the school newsletter, 2 applicants. One was invited to this meeting but hasn't shown up. Grant will follow up with her. He will put something in the Sunnynook school and Forrest Hill school's newsletters as well.

Decisions

Unanimous email approval, post meeting, was obtained to amend the funders and amounts for sports uniforms we apply to, from that approved at the last meeting, as the quote is less than initially thought and the proposed new funders have more pubs in our area, therefore more chance of success.

Lion Foundation - \$5k

Bluesky Community Trust - \$7k

Pub Charity - \$7k

Meeting closure

The motion to adjourn was made at 8.30 pm and passed unanimously.

The above minutes are a true and correct.

Signed, Chairperson of the board:

Dated:

Next Meeting

25th August 2020 – 6.30pm Via Zoom

Action Point	Owner	Due Date
School Docs reviews	All	25/8/20
Mid-year data for blocks and whole school to be put into same format used for Block 1, for review	Grant	October 2020
Email to Council re field	Grant / Benji	25/8/20
Check with MoE re funding and help providing a school Counsellor	Grant	25/8/20
2021 term and teacher only days to be confirmed	Grant	25/8/20
Report around Professional Development re Jacqui Allen's teachings put into practice	Grant	25/8/20
Advertisement for a new Board Secretary	Grant	25/8/20