

# WAIRAU INTERMEDIATE SCHOOL ~

## BOARD OF TRUSTEES MINUTES

29<sup>th</sup> January 2018 ~ 6.30pm

---

### In Attendance

---

Present: Alan Curtis, Grant Murray, Michelle Webb-Atkinson, Sophia Jalil, Rachael Findlay-Clarke & Emma Hegan

Absent: Antony Van Iersel

In attendance: Shanta Basu (Board secretary)

---

### Administration

---

- Register of interests – no changes
- The previous meeting Minutes were approved as true & correct record. Moved and signed by the Chair.
- Correspondence – inwards –

Our schooling futures: stronger together – a report by the Tomorrow's schools independent task force

---

### Decisions

---

Policy framework for 2019 - Code of conduct – the Board's policy framework has been circulated by Alan and was signed off by members of the board.

Financial Delegations for 2019 - a copy was sent by Alan and has not changed from last year. Alan moved that it be signed off between the board chair and the principal and a copy kept by Alan and Grant each.

Workplan – it locks in the next meeting dates for the board and this year it includes the planning for the board elections in May - June 2019. The workplan will need Grant's update as the year progresses.

Budget – the draft budget has been considered by the finance committee. Grant moved that it be approved and that was seconded by Michelle. The approved budget shows a projected surplus for the year of \$20,830

Charter – the strategic plan is awaiting Grant's annual plan for 2019 – 2020 with targets. Grant said that he will send out the annual plan by the end of next week. The analysis of variance that goes with the plan will go with the charter and Grant is halfway through it.

The board decided to formalise the charter (strategic goals + annual plan + targets) - some information is awaited from Grant and then it must be submitted to the Ministry of education by 28th Feb 2019.

---

### Monitoring

---

Principal Grant Murray said that in Writing, Mathematics & Reading – the results continue to improve. The year 9 (ex-students) perform very well in their new schools.

At the end of 2018, the board has moved into a positive working capital after a long period with negative working capital. The interim report shows a surplus for the year of 61k and a positive working capital of 45k at the end of the year. Alan advised the board to wait until the final financial statements are delivered to the auditors in March before any celebrations. He emphasised that the school board is accountable to the Auditor General and the Ministry of Education and the final credit goes to the Principal as the chief executive.

The NZSTA conference is from 11<sup>th</sup> to 14<sup>th</sup> July 2019 in Dunedin during the school holidays.

Staffing for 2019 – the staffing entitlements for 2019 depends on the roll. The school roll is 240 (last year at this time it was 221) There are more Year 7's than Year 8's. The biggest feeder school is Target Road (85% students come from it) It was felt the as the COL is positive, its good reputation is a help in drawing in students.

Health & Safety Report – Over the school holidays there was electrical testing done in the school. Anything that was faulty has been dumped in the skip. Steps were highlighted and costs paid out of school maintenance. Other items discussed were fence repair, irrigation system, grass in the field and landscaping. The final works completion of the school field is due for March – April 2019.

Property update – Grant met with Ministry personnel who came to look at taking over a room in Block 2 (as the school has a surplus of classrooms) for use as a outreach office for BLENNZ. The Ministry will pay for any upgrades required to make the room suitable for their needs.

For the block upgrade, 3 possible contractors have been shortlisted and they will present their proposals for the board by the end March 2019.

---

### Discussions and review

---

School promotion –

Rachael and Grant had met with Forge at the end of 2018 to re-develop the school website. Grant has followed up by e-mail and is yet to hear back from them.

---

### Meeting closure

---

The motion to adjourn was made at 7.45 pm and passed unanimously.

---

The above minutes are a true and correct.

---

Signed, Chairperson of the board:

Dated:

---

### Next Meeting

---

12<sup>th</sup> March 2019 6:30pm ~ Wairau Intermediate staff room