

WAIRAU INTERMEDIATE SCHOOL ~

BOARD OF TRUSTEES MINUTES

3rd March 2020 ~ 6.30pm

In Attendance

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

Guests: Judy Carter (Deputy Principal) and Benji Potvin

In attendance: Shanta Basu (Board secretary)

Decisions

- Election of Board chair 2020:

Being the first meeting of the year Alan opened the floor for nominations. Michelle nominated Nicolette which was seconded by Jonathan. There were no further nominations. Nicolette was appointed as Chair. Alan was to continue to run the meeting. The co-opted members were to be discussed later.

- The Schedule of delegations

It was passed around and the Principal & the Board chair signed it, and each keep a copy.

- The Trustees Code of Behavior

The page out of the School trustee's association board policy framework was passed around and signed by the board members.

- Board work plan 2020.

The draft plan sets the dates for the year but can be changed. It is a continually evolving document as the things needing to be addressed keep changing.

- The 2020 policy review schedule of SchoolDocs.

It can be shared with staff. It needs to be looked at closely term by term.

- Final Budget 2020 –

The Finance committee have met already to review the budget. Michelle suggested some changes which Grant was going to investigate.

Michelle wanted to ensure that the full budgeted figure is used for staff PD. Last year's was not. Ryan did a management course which was hugely beneficial, so they need to do similar things. Michelle said the board should be happy to fund PD for the staff if it benefited the school and if the member of staff was interested in extra PD.

Grant said the school may be losing between 30k -130k due to the loss of the south Korean students this year. The next Finance meeting will convene to discuss if there should be a drop-in expense.

It was moved by Grant that the Budget be accepted as the final budget for 2020 and Nicolette approved it. It shows a \$8980 surplus & a capital expenditure of \$58k. The 2020 Budget worksheet was signed off by the Board chair as approved by the members of the Board of Trustees.

Monitoring

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

The school roll stands at 285.

A maintenance work update was provided. The new school fields have been replaced and are trying to be regrown.

Learning needs register. Judy advised that the incoming Year 7's came with high needs, but she is suitably resourced to cope with it as she is only teaching 1 day and has release for 4 days.

The Achievement data for 2019 was reviewed. Nicolette was curious about the 2019 Year 7's who are the present Year 8's. Can we follow their progress. A breakdown of all of the not-achieving students was requested to see trending and pitfalls to avoid, also for the Board to understand why they are underachieving and what is being done to support their learning. Grant to investigate and report back to the Board by email before the next meeting.

Ryan suggested to review the target students who improved to see what the school was doing well and also to go into detail of Blockwise results. This would help to get better at the bright spots and drop those strategies that were not working.

Michele queried the use of a 1 on 1 interview with the class teacher 2 days before the start of school year, as other schools are doing. Grant will talk to the staff about it.

Parent engagement was discussed. It was felt the school staff and management were all to be more involved to drive the engagement with the parents and for them to opt in and not have an option to opt out. Survey monkey could be utilized for this.

Michelle wanted to know the following:

- The schools where the new Year 7's have come from and the numbers compared to last year -

Grant said 50 Year 7 students came from Target road school and 48 from Sunnynook school.

- Kindo update

Grant said 36k was paid for school stationary, tech fees and camp costs. 50k from Kindo. 14k eftpos / internet & 9k cask. He will find out how many people signed up to Kindo.

- An update on meet the teacher evening and attendance numbers –

Grant said there was a big crowd and about 60 standing and 6 parents wanted a one on one follow up with the class teacher.

- Staff PD plan for the year, including the Kahui Ako PD –

Grant will e-mail Michelle this information.

- Health & Safety Register –

Grant has been working with Hector Maria on improving it, keeping Natalee's recommendations in mind.

Grant to share bullet points of health & safety meetings with Hector and the progress of risk register with the board.

Discussions and review

- Strategic plan review planning –

Natalee provided an update.

As the school had such an engaged group of teachers, they should be asked which work pillar they wanted to be involved in. There should be clear, smart goals and detailed plans for each one. It would be ideal if 1 staff member would take up 1 work pillar based on their key strengths. There would be brain storming and sub committees. Natalee could provide guidance from a strategic perspective. It would be a process owned by the school. The Board of Trustees would need an assurance that it was happening, but they did not need to own it or enforce it.

It was decided that the school leadership team would put this plan in place. They could resubmit the plan anytime, but it should be done by the next board meeting on 7th April. Ryan will put this proposal to the staff and liaise with them on the uptake. They must own it and will be expected to volunteer for it. Natalee was happy to attend the meeting to guide the process. She would attend the next staff meeting and discuss this in the presence of the senior management team.

- Property development update –

Alan advised that with the Ministry of Educations help, although the top up funding for the refurbishment of an entire Next Meeting

Block was not available, there was an option to upgrade the entire Block interior but not the toilets. The property advisor will put together a proposal to ask for funding for the Block refurbishment in the next 10 working days. Alan will ask for a 50k funding to get the Block refurbishment underway. Once that is approved, they can start the work. The plans are done already. It will go to tender but not to the same builder as last time.

This is the rest of the money in the 10-year plan and the school does not qualify for new funds until July 2022.

Google docs – Rachael said we started it but it petered out so she will share a link with Jonathan who can have an IT expert look into it.

- EOTC Camping trip approval:

Block 3 are going to a camping trip to Ngaruawahia from 16th to 20th March. There will be water activities like swimming and kayaking involved. While Grant was confident that the teachers could manage the behaviors and the risk involved, the risk assessment highlighting key risks provided by the Christian youth camp community, was found to be quite sketchy by members of the Board.

Grant was asked to make a school matrix with the risks and controls the school faces like a risk assessment which would be site specific for the school specifically for camp Ngaruawahia. The school management team would help him with this and provide a report to include a Job Safety analysis with a clear action plan and key responsibilities. Google docs has EOTC guidelines in it. These could be implemented into it as far as practicable.

(On Friday 6th March, Grant sent out this risk report and Nicolette confirmed that she had received replies from the rest of the Board that they were happy with the updated camp risk register)

The Board of Trustees therefore approve the camp to go ahead as planned, based on the updated risk register and confirmation that all staff and parents will be made aware of the risks.

Administration

- Register of interests – the new updated one will be tabled at the next meeting.
- The previous meeting Minutes were approved as true & correct record.
- Correspondence – Preliminary Ops grant form, an e-mail from Ministry of Education querying growth of the school & Gazettes.

Meeting closure

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

The above minutes are a true and correct.

Signed, Chairperson of the board:

Dated:

Next Meeting

7th April 2020 - Wairau Intermediate staff room. This is postponed due to COVID-19. Zoom meeting will be arranged for after Easter, once the new term and online learning has started.

Action Point Summary

Action Point	Owner	Due Date
Breakdown of achievement data	Grant	7/4/20
Number of families signed up for Kindo	Grant	7/4/20
Email staff PD plan to board	Grant	7/4/20
Strategic Plan – ongoing development	Grant and Ryan	7/4/20
Google Docs	Rachael, Jonathan	7/4/20
Camp risk matrix to be completed and emailed out to BOT before camp	Grant	6/3/20
Date for next BOT meeting to be confirmed. Will be by Zoom	Nicolette	3/4/20