

WAIRAU INTERMEDIATE SCHOOL ~

BOARD OF TRUSTEES MINUTES

30th July 2019 ~ 6.30pm

In Attendance

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

Guests: Judy Carter (Deputy Principal), Natalie & Jonathan

In attendance: Shanta Basu (Board secretary)

Administration

- Register of interests – the new updated one for July 2019 was circulated and tabled.
- The confidential minutes for previous years were provided as hard copies to be kept 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 –

Ministry of education – Invalid election
eTap-name change of a child/ surname policy
Educational gazettes

Decisions

Three quotes have been put together by Ryan to apply for new sports uniforms for every sport played in the school.

It was resolved by the board that a request be made to the funders below for a grant to contribute towards purchasing of sports uniforms for the school.

There are no NZ Community Trust pubs in the Wairau Intermediate school area.

The funders the school should apply to are:

BlueSky Community Trust - \$8,000

Four Winds Foundation - \$4,000

Grassroots Trust - \$8,000

This was moved by Ryan and seconded by Michelle and other members of the board all agreed to this.

Monitoring

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

BLENZ has not moved in yet as a ramp construction is ongoing.

The school prospectus is now online.

Several short-term international students are in school for the next two weeks.

Open evening for parents and the two open days for 2020 enrolments are happening in the first week of August

Emma Hegan has resigned. A long-term reliever job has been advertised and there were some interested applicants.

Block 1 renovation with Construction Management group progress report was given. Alan and Grant met with them last week.

Kindo (the online school fees payment and management system) progress was discussed. Grant is waiting for the student management system to align its ledger codes to match with those of the school. Once that is done parents will be able to register for Kindo.

Health & Safety report was provided to the board of trustees by Grant.

Grant and the property manager met with the contractors who did the field upgrade work. Some ongoing issues were discussed before the school would sign the handover agreement.

The board asked for a health & safety report on the condition of the playground. Ryan mentioned that the flying fox was not safe and must be either upgraded or removed.

Ryan mentioned that the storage for IT equipment needed to be investigated.

Judy said that a cupboard was needed for storage of the chrome books

The grant for new kapa haka uniforms was successful and the uniforms are on order.

Grant and Judy attended a conference on the concepts of Universal Design for learning and will share the learnings with the rest of the school staff.

Progress of the target student's achievement reporting –

There was a discussion on the data provided by Grant based on year and gender. The midyear assessments showed some students progressed 4 sub levels but that was probably due to the fact the the child's initial assessment was not accurate.

Judy mentioned her liaison RTLB person had done a lot of work one on one with a student who showed a marked progress. Rachael mentioned that the value of the teacher of the class who targets a small group and focuses on their improvement, as opposed to an outside agent, should not be undermined.

Cognition trainers are working with staff on PLD on innovative learning.

RTLB have granted money for 50 hours of teacher aide time. Judy advised the teacher aide is now working from 9 am to 3 pm for 5 days a week and providing the extra help needed and the students and teachers are happy.

Discussions and review

Alan mentioned dates that the essential governance workshop for school boards were on and invited the BOT to attend.

Grant said the school has reviewed the procedures around students running on the roads practicing or running in a cross country run.

The Finance Report was discussed. The June report is out. A lot of the income is in advance, but the school looks financially okay and on budget.

Michelle enquired on the condition of the school's AstroTurf. The property manager would try to get an assessment done to see the present condition, expected life and the cost of repair. They would also look to the cost of a new one. The data gathered would help towards budgeting for it.

School donations are down.

Grant mentioned that the Ministry of Education proposed that decile 1 to 7 schools would receive \$150 +gst towards each enrolled student. This would cover the costs of the child and block activities, so parents should not be asked for donations. This would guarantee inclusion in most activities. The exception would be zone days, camp, orienteering etc. where parents would be asked to pay. So, the school would budget accordingly.

Special evenings that are run for the education of parents and students like Puberty Plus was discussed. It is a talk on puberty run by Nest Consulting for one evening in school where parents and children are invited. It was felt by most members of the board, who are also parents that there should be more information sent home with the child, when an evening is to happen and some information available on the website. A survey should be held if possible to indicate interest and consent.

The Appointments policy was discussed.

Some rules are needed for an internal appointment that would not result in a clash of interest.

The policy on School Docs says it should be comprised of the principal and a board member, who can add another board member or block leader at their discretion.

Rachael enquired why is there a differentiation needed between a DP & senior leader

Alan said that the senior management (anyone reporting to principal) needs some other level of input. The Principal is part of senior leadership team.

Alan reminded the board that there were no standing committees within the board.

Professional development register

Grant gave out copies of this.

The risk register -

Grant was requested to bring the risk register to every board meeting. The clause about children running on roads will be included in it. There should be a risk profile in it instead of only a mention of all the hazards that are present in the school.

Ryan along with some other teachers had proposal to plant native plants or placing of sculptures around the school to help in beautification. Planting of native flax or bulrushes along banks or open spaces would help in drainage as well. If the school was trying to be sustainable maybe plants could be sponsored by local community boards.

Media studies was discussed. The curriculum involved showing movies to school children some of which may have inappropriate content. The classification said anything above "G" rating would need parental consent. The slip sent home said, "if you do not wish your child to see it please sign & return". It was felt that this process should change, and the parents would need to opt in for a movie to be shown to the child. Maybe the list of movies could be sent at the start of the term to parents and it will need to be signed off and sent back before the child could watch the movie. Grant said he will discuss with media studies and follow the policy.

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

10th September 2019 - 6:30pm (newly elected board) ~ Wairau Intermediate staff room