

WAIRAU INTERMEDIATE SCHOOL ~

BOARD OF TRUSTEES MINUTES

29th October 2019 ~ 6.30pm

In Attendance

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

Absent: Grant Murray

Guests: Judy Carter (Deputy Principal) & Sandy Dagnino (TNIS)

In attendance: Shanta Basu (Board secretary)

Kahui Ako Transition Project

Ryan and Sandy Dagnino did a presentation on the Kahui Ako Transition Project. Sandy is one of the across-school leader (ASL) of the Pupuke Kahui Ako.

This year transition is under the spotlight. The development plan is for the ASL to develop a privacy protocol to be signed by parents of children who change schools within the Kahui Ako. Work also needs to be done on the accuracy and the accessibility of data and information and communication between education providers.

A lot of work is being done on the quality of the transitions. To enhance each learning pathway, COL members should make clear expectations at each point. There is a lot of information from the ministry of education about this, but the key message is community involvement, identification of each key transition point, coherence of learning pathway and use of appropriate models to engage the community.

For a smooth transition and a coherent pathway, there must be a seamless transfer of data. To assist in a more settled transition, there will be a focus on sharing information of every (not some) of the learners.

Those learners who feel connected and a sense of belonging will be in a better position to learn. This will mean a correct class balance and a right fit for all.

For this they went to primary schools and conducted scoping interviews. They identified the significant differences schools had around their transition processes. They visited the Albany COL. They gathered learner voice through surveys which was integral to the process. They identified gaps and strengths in the current practice. Students need to make positive adjustments, so that well being is maintained and learning is coherent and continuous. Parents and whanau are important in this process. The relation with and between teachers is also critical to the transition process.

The key findings of the scoping interviews were tabled between different schools. There were some common findings.

For transitioning students, the main fears were loss of friends, homework and that learning in a new environment would be harder. The struggle is with social and self-management skills and these were the children who did not feel connected. Sandy said they are working closely with the family of these children.

While transitioning from intermediate to high school, there is a gap around information sharing. Westlake boys high school has a newly appointed within school leader and Sandy is working closely with her to work collaboratively to improve the transition process.

The curriculum is being looked at to develop a smoother transition through mathematics – from Year 7 to 8 and Year 9 to 10. Student Q & A sessions that are being held, give a better perspective from the student's point of view. Ryan is talking to some present students from Target road primary and Sunnynook primary and some ex primary school students to get a picture of the anxieties that they face. This will help the students to visualize the learning pathway they will walk upon soon.

Sandy mentioned that NZ schools are enjoying the benefits the Edge student management system. It has been purpose-built by teachers for teachers. It is packed with practical tools that enable teaching staff to track and record student achievement at any time on a device.

An interesting snapshot of the work in progress and done so far by Ryan and Sandy and the Kahui Ako was presented to the board.

Monitoring

As Principal Grant Murray was absent the principal's report was not presented. The report has been e-mailed to the board.

Property update – Alan advised that the top up funding for the refurbishment of Block 3 was not available. So, there was only an option to upgrade the Block 3 interior or the toilets, but not both. The next possible Ministry funding is 2 years away. There is a property meeting next Thursday with the property consultants where there would be further discussions on this. Nicolette expressed interest in being part of the property committee.

Professional development – Michelle advised that there is no updated PD schedule in the principal's report. Rachael wanted to know which staff were attending what Kahoi Ako PD. It could be put on Google docs.

Ryan shared that it was felt in the staff room that the PD provided by Cognition was too slow and going around in circles.

Jonathan proposed PD for staff should get a forward look, not just a historic look. Maybe Cognition could be invited to come in and talk to and do a presentation to the board.

Alan said it was for the management team to deliberate on this with the Principal and sort out. But the board would ask for an update on the PD plan and looking at the future as well on this.

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.

Finance report - The current one was not yet available.

Health & Safety Report -

Natalee recommended that there should be a change on how it is reported.

The board moved to call it risk management and monitor its progress at every meeting.

Natalee and Grant are working on it and she is happy with the progress so far.

Grant to share risk register progress with the board who would like to see a soft copy. It could be put on Google docs.

Natalee told the board about a school in the Waikato where the school board was fined \$100,000. This was due to brain injuries sustained by a student and teacher in a mobile scaffold fall. The scaffold was moved while the 2 persons were on it and it tipped over. There was no safety plan or school policy about the scaffold that lived in the school hall. There are learnings that Wairau Intermediate could gain from this and ultimately learn to manage risk better.

Discussions and review

Strategic plan review planning – It was decided by the board to have a whole meeting dedicated to the strategic plan review plan. Natalee agreed to lead it as a workshop and the senior management team would be invited. It was felt the current plan lacked a vision or values and needed to be better clarity & polish. The entire staff would be given the option to attend. Some concerted brainstorming would give an idea of where the school was headed in 10 years' time.

The risk register – Natalee and Grant will continue to work on the risk matrix.

School donations – the proposal of \$150 as funding from the Ministry for every enrolled school student was discussed. At the present roll it comes to a total of \$45,712.00. The actual spend was calculated by Grant as \$52,000.00. The shortfall is about \$6,288.00. Ways to meet this were discussed.

Administration

- Register of interests – the new updated one will be tabled at the next meeting.
- The previous meeting Minutes were to be amended as per changes from Nicolette and will be approved as true & correct record at the next meeting.

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

Strategic plan review planning - 19th November 2019 (5:30pm) - Wairau Intermediate staff room