

# Minutes of Board of Trustees

## Monday 29 March 2021



**Meeting commenced:** 5.21pm with a whakatauaki from Piripi.

**Present:** Hayley Read, Eden Rogers, Phi Wilson (Secretary), Johnny Kunitau, Piripi Burt (deputy Chair), Hiku Mackey.

**Apologies:** Derek Slatter

**DECLARATIONS OF INTEREST:** nil

### **MINUTES FROM PREVIOUS MEETING 15/02/2021:**

**Motion:** That Minutes of 15/02/2021 be confirmed as a true and correct copy of the meeting.

**Moved:** Piripi

**Seconded:** Johnny

**Carried Unanimously**

### **Business arising from Minutes**

1. All dealt within Principal's Report.

### **CORRESPONDENCE**

1. Moved from the Deputy Chair that the correspondence, including emails, be received and confirmed.

### **GENERAL BUSINESS**

1. Final Budget 2021

**MOTION:** That the Whangarei Intermediate School Board of Trustees approve the 2021 OPEX (v2 -with addition of \$1500 for science fair/inquiry lines) and CAPEX budgets as tabled.

**Moved:** Hayley

**Seconded:** Hiku

**Carried Unanimously**

2. New BOT member : Hayley to make contact with Jessica Barnes and ask for her C.V. Ask her to attend the next BOT meeting in May.
3. Operational policy 6: Health and safety to be reviewed. [NZSTA policy](#) - Hayley

**MOTION:** That the BOT adopt the NZSTA Health and Safety policy replacing the existing WIS policy

**Moved:** Hayley

**Seconded:** Johnny

**Carried Unanimously**

4. Derek's responses in his absence:
  - Gratifying to see the energy visible in our kahui ako, and read about the great stuff Eden is working on, being able to cross pollinate the good stuff WIS has been doing around other schools - and no doubt learn from them as well, is great and will pay big dividends for Whangarei. Eden was asking for a mentor or some more PLD, this is probably something the Kahui ako can work on or is it something WIS can usefully do for Eden and others?
  - Also the mahi Deb and her team are doing around transitions, good to see.
  - Budget - happy with the small change, and support the amended budget being approved.
  - Woolf Fisher/Taitokerau Education Trust research - interesting and thanks Paul. The acceleration is good to see.
  - The acceleration plan is also good reading, nice use of data and qualitative inputs. It strikes me that we (maybe just me?) are now not even having to think about the culturally responsive aspects of what we do, it has become second nature to think around these contexts, in our local sense and as far as striving towards being better te Tiriti partners.
  - Finance - am I missing the Feb 21 accounts - as explained in Lisa's commentary these will be sent thereafter this meeting once the new budget figures have been approved, uploaded so we can measure expense against actuals
  - Shame about the delay on the SIPS driveway project but we will get there.....
  - The Tsunami review - thanks Paul, great info and highlights the learnings there. I feel this is a

management issue, and Hayley and her team will resolve the issues.

### **PRINCIPAL'S REPORT:**

Principal's Report (taken as read)

Here are the highlights from her BOT report:

748 students = Yr 7: 372 , Yr 8: 376

Many thanks to the following leaders for their comprehensive reports and contributions:

- Lisa Barber - Financials and Personnel updates, EEO Report
- Debbie Hedley - LSC/SENCo Report
- Meri Taylor - RTLB Te Whanau o Waimirirangi Report
- Len Rust- RTLB Aurakii Report
- Paul Botica - Property Report, Tsunami Review, Woolfe Fischer Commentary 2020, Accelerated Achievement Programme 2021, Term 1 Baseline Assessment data, Parent/Teacher/Student Term 1 Interviews Analysis
- Te Ringakaha Tia-Ward - Te Whanau o Waimirirangi Assessment data report
- Christine Heke - Behaviour and Attendance analysis
- Wiremu Rankin - Enrichment, EOTC, Provision Registered Teachers programme

### **STUDENT ACHIEVEMENT/ASSESSMENT INFORMATION**

Since the beginning of the year, the teachers have been gathering data on the core areas of the curriculum. Please find the baseline data for:

- Auraki Maths and Reading term 1 baseline data -
- Te Whanau o Waimirirangi Pangarau and Panui term 1 baseline data.
- Tuhituhi/ Writing will be presented at the next BOT hui.
- The latest results have been collated by Paul and Te Ringakaha on behalf of the teachers.
- Paul will speak to the report at the BOT hui for 15 mins. Te Ringakaha will speak at the next BOT hui as he is attending Haerenga. Many thanks to Paul and Te Ringakaha for the time spent on data entry and analysing the results for us to understand.
- Please also find the [Woolfe Fischer commentary](#), comparative data for WIS eAsTTle results 2020 with thanks to Paul.
- Please also find the [Accelerated Achievement Plan 2021](#) for your perusal, with further thanks to Paul

### **COL2 CULTURAL RESPONSIVENESS**

Lead teacher: Paul Botica/ Te Ringakaha Tia-Ward. Across school -Eden Rogers. Please find Eden Rogers Across School teacher [report](#) for term 1 with thanks. Great mahi Eden. Linked is a [presentation](#) Eden presented at our staff hui, Te Aka Puawai.

### **COL2 TRANSITIONS/WELLBEING**

Lead teacher: Sam Robinson/Liz Seaton. Please find [Action Plan](#) for WIS with thanks to Sam, Liz and Wiremu.

### **GOAL SETTING INTERVIEWS**

On Wednesday 17 February and Thursday 18 February we held our Parent /Caregiver /Teacher /Student Goal Setting evenings. Bookings were very low initially and teachers had to be proactive to encourage parents to book. Overall this is a less than average result and indicates that teachers are having to work very hard at building a home school relationship with staff making at least 148 phone calls. For every child's parent or caregiver who did not attend, the teacher is expected to ring to introduce themselves over the phone. There are a number of parents, 67, who after phone calls, e-mails or wrong contact details are proving hard to connect to.

### **SWIMMING CARNIVAL 2021**

We recently held our annual swimming sports event. It was a great success with all thanks to Tavis Hill for coordinating the day, Wiremu Rankin for MCing, Paul Botica and Zak Botica for making sure the pool was ready for the day ran smoothly.



Hayley spoke of the wonderful day that saw students swimming for their Whanaus in their uniform as it is a material that dries quickly and does not clog the pool filters.

## PERSONNEL

- Paul Calkin's (caretaker) employment has now ended. Paul is now pursuing a gradual process work injury claim with ACC. Zak, who has been doing a great job, will continue in the role.
- Hannah He has been employed as a Language Learning Assistant for Mandarin classes working at WIS, Onerahi and Whangarei Primary Schools. Salary was to be funded by ALLIS fund with each school contributing a pro-rata share. Danica Pevats has now successfully applied for an additional \$2,500 from the Confucius Institute, UOA.
- Application for Additional Relief funding has been made for a teacher caught up in COVID cluster in Auckland as a casual plus contact – had to take two weeks and undergo 2 COVID tests.

## APPOINTMENTS OF NEW STAFF

**Ramon Natana** - Ramon has been for 4 hours a day to support students with learning and also to support those students who need the ability to have physical break times.

**John Sadler** - John has been employed for 2 days a week as a 'Reading Recovery teacher' working in Ka Eke Tawera - The HUB for Auraki students.

**Nicole Whareaitu** - Nicole has been employed as a fixed term teacher in Te Whanau o Waimiriangi - Te Piringa (Ruma 16). Nicole will take over Neke Adams who has been released for 0.6 in the position of SENCo for Te Whanau o Waimiriangi.

**Joy Lefever** - Joy is our newest LSA for Ka Eke Tāwera - The Hub.

**Madeleine Brooks** - has taken her maternity leave earlier as her wife is needing support with her health issues. Madeleine will return term 3 and will continue in her release position. Whaea Maraina will relieve for Madeleine during this time.

## TSUAMI EVACUATION

Please find attached the [review](#) of the Tsunami evacuation that occurred on Friday 5 March. We will use this information to further inform our practice and procedures going forward. Thanks to Paul for coordinating the review.

Board asked that Hayley report the Board's appreciation of the school's cultural ownership both by staff and students.

**Motion:** That Principal's Report be received.

**Moved:** Hayley

**Seconded:** Piripi

**Carried Unanimously**

## FINANCIAL REPORT

### BANKED STAFFING

PP22 – 27/01/21 (End of 2020 teacher staffing year)

- Entitlement: 40.08 Total YTD 1063.68
- Usage: 38.22 Total YTD 1062.65 - small credit has been absorbed during the balancing period which brings balance to zero at year end.

### BOT MEETING FEES BREAKDOWN

- Annual Budget \$4,000 Spend to 28/2/21 \$535
- BOT meetings \$295
- Disciplinary meetings \$240

## FINANCES

- Draft annual accounts have been forwarded to Auditor. Draft accounts record surplus of \$315,021 and working capital remains well-up at \$503,000.
- We have an audit visit booked for 19 April so will have audited accounts available before the MOE deadline of 31 May.
- Final 2021 OPEX and CAPEX budgets are tabled for approval. Amendment was required on OPEX budget - \$1,500 addition for science fair and inquiry lines (not in version 1 final budget).

### Points to note:

- Beginning Teacher National Induction Grants (x2) have both been approved and funding now received.
- Increases to all Learning Support Assistant salaries will be offset by additional TAPEC salary funding (recorded in other MOE Grants income line).
- Wash-up funding for 2020/21 LSA pay equity salary settlement payouts is currently being calculated but not paid until next Operations grant drop.
- BOT Management reports for month ending 31/3/21 will be presented for next meeting once approved budget has been loaded into Xero.

- Bank balance summary for period ending 28/2/21 is tabled.
- Bank Reconciliation report for period ending 28/2/21 is tabled.

**Visa statements were sighted by the deputy chair.**

**Motion:** That the Financial Report as read be approved.

**Moved:** Hayley

**Seconded:** Johnny

**Carried Unanimously**

**PROPERTY REPORT**

**PROPOSED PROPERTY PROJECTS**

	<b>Project</b>	<b>Status</b>
1	SIPs Driveway Approved <b>\$115,000</b>	July
2	SIPs Shade Cover \$Approved <b>\$270,000</b>	April/May
3	Leaky Buildings \$1,509,630.23	Waiting for the MOE
4	10YPP/5YA \$1,109,630.23	Approved
5	Roll Growth Classrooms x 3 - Approved \$????	October

**PROPERTY**

Please find [March](#) Report from Paul Botica, with thanks.

**Motion:** That the Property Report be received.

**Moved:** Hayley`

**Seconded:** Eden

**Carried Unanimously**

*Piripi/Hiku*

*The Board of Trustees moved into the in-committee.*

*In terms of Section 47 of the Local Government Official Information and Meetings Act the public is excluded from the next part of this meeting because the Board wishes to discuss matters which would infringe on the privacy of a natural person under Section 9(2)(A) of the Official Information Act 1982.*

***Moved into in-Committee at 6.15pm Moved out of in-Committee at 6.24pm***

Hayley asked for confirmation of Conference attendance. Johnny and Derek attending.

**Chair:**.....

**Date:**.....

**Meeting closed with karakia from Eden at 6.28pm.**

**Next BOT Hui: Monday 24 May 2021 at 5:15pm.**