

# Minutes of Board of Trustees Meeting: Tuesday 6 July 2021



**Meeting commenced:** 5.15pm with a karakia/whakataurangi from Hiku. Piripi chaired the meeting until Derek arrived. Hayley introduced Jess to all those present including the members of staff: Paul Botica, Wiremu Rankin and Te Ringakaha.

**Present:** Derek Slatter (Chair), Hayley Read, Eden Rogers, Phi Wilson (Secretary), Johnny Kunitau, Piripi Burt (deputy Chair), Hiku Mackey and Jess Barnes

**Apologies:** Nil

**DECLARATIONS OF INTEREST:** Derek is now the Chair NZSTA Regional.

## **SPEAKING RIGHTS**

That Te Ringakaha Tia-Ward be given speaking rights.

That Wiremu Rankin be given speaking rights.

That Paul Botica be given speaking rights.

**Moved:** Hayley

**Seconded:** Hiku

**Carried Unanimously**

## **MINUTES FROM PREVIOUS MEETING :**

**Motion:** That Minutes of 24/05/21 be confirmed as a true and correct copy of the meeting.

**Moved:** Hiku

**Seconded:** Jess

**Carried Unanimously**

## **CORRESPONDENCE**

1. Moved from the Chair that the correspondence, including emails, be received and confirmed.
2. Late inward correspondence from Tui McGeorge requesting a uniform change to allow her daughter to wear nose piercing. Board discussed this and confirmed that we will not be changing our uniform policy to accommodate this.

## **GENERAL BUSINESS**

1. Mid Year Budget Review - Hayley

**Motion:** That the forecast year-ends financial report showing a surplus of \$63K be accepted and that the associated balance sheet forecast shows a working capital at the end of 2021 which equates to \$591 per pupil enrolled. This is a good position for the school to be in.

**Moved:** Derek

**Seconded:** Jess

**Carried Unanimously**

2. Purchasing of a new van - Wiremu spoke of the proposal to purchase another school van as the roll has grown and the current van is in high demand. Another van would alleviate this problem. Current van has approx 65K kilometers on the clock. New Ford Transit van supplied by Pacific Ford would be 25% discounted if we purchase it through MIE.

**Motion:** That the SLT apply for funding through Grassroots Trust for \$27K and Pub Charity Foundation Trust for \$27K for the purchase of this van. If the applications are declined that \$60k be tagged from the CAPEX budget as an additional Capex item in 2022 to fund this project.

**Moved:** Johnny

**Seconded:** Derek

**Carried Unanimously**

3. BOT Contribution to the Bike Track - Paul told the meeting that Bike Nthld has \$65K tagged for our school because of our proximity to the Bike track. Previous site for bike track now proves unsuitable due to possible flooding. He noted that a further \$45K would be required to get it all underway. Derek raised some concerns on the ongoing annual costs that would be incurred.

**Motion:** That \$50K be tagged from the CAPEX budget as an additional Capex item in 2022 to fund this project.

**Moved:** Derek

**Seconded:** Piripi

**Carried Unanimously**

4. [MOE Professional Hui Minutes and Recommendations](#)

[WIS Response to recommendations](#)

[Hira Gage's Response 28/06/21](#)

Te Ringakaha spoke to the BOT about what is happening in Te Whanau o Waimirangi in regards to their programme and involvement in PB4L. This is to continue in the years to come. The Board's support has been most appreciated as TWoW has navigated the early stages of emergence.

5. Disciplinary process and Standdowns/Suspensions/Exclusion [data linked](#) - Hiku queried the percentage of students from TWoW as opposed to the whole school. Te Ringakaha was unable to supply the stats on the spur of the moment. Hiku asked if the Board could be made aware of what may be happening with our students and in particular with the numbers. Hayley explained that the numbers are in her report. It was discussed that Derek would speak with Hira and invite her and her team to attend our Board meeting.

6. Restraint Policy -[WIS Policy](#) , [NZSTA Policy](#) -Hayley

**Motion: That we retain our policy.**

**Moved: Derek**

**Seconded:**

**Piripi**

**Carried Unanimously**

7. [YISH Competition](#) -Request for support - Te Morena Peita A request a donation of monies to help cover the cost of transporting and accommodation 12 students to compete in the National Youth Singers In Harmony competition happening in September. We are the only intermediate school competing at the senior competition. I am seeking a donation of \$2000. We are planning to fundraise for the extras that will be required such as food, beverages and my relieving costs but need to be able to secure flights as these increase daily.

**Motion: That the Board grant a donation of \$2000 towards WIS costs for this competition.**

**Moved: Jess**

**Seconded:**

**Johnny**

**Carried Unanimously**

8. Request for Bandquest funding

**Motion:** That the Whangarei Intermediate School Board of Trustees approves the making of an application to Oxford Sports Trust for \$1699.20 funding for bus transport costs for 44 students to travel to Auckland to compete in the regional Bandquest competition on 27 August 2021.

**Moved: Hayley**

**Seconded: Derek**

**Carried Unanimously**

9. Burger King student behaviours - Hayley has asked the Burger management to ban our students but they will not do this. Derek suggested that perhaps we should put an item in our newsletter or similar to the effect that WIS has asked the children to be banned from Burger King, and they will not. Hayley will speak once more to the Burger King management before we do this.

**PRINCIPAL'S REPORT:**

Principal's Report (taken as read)

Here are the highlights from her BOT report:

751 students = Yr 7: 370, Yr 8: 381

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

- Lisa Barber - Financials and Personnel updates
- Debbie Hedley - LSC/SENCo Report
- Neke Adams - Te Whanau o Waimirangi SENCO update
- Paul Botica - Property Report, Curriculum and Culture Counts update
- Te Ringakaha Tia-Ward - Te Whanau o Waimirangi Report
- Christine Thomson- Behaviour and Attendance analysis, Term 1 Attendance Report
- Wiremu Rankin - Enrichment, EOTC, Provision Registered Teachers programme
- CoL Updates from Sam Robinson, Eden Rogers, Shannon Watson
- Curriculum Reports from David Kelly, Danica Pevats, Tavis Hill
- TTET Report - Beth Lamb

**COL FOCI:**

1. Transitions/Wellbeing – Lead teacher: Sam Robinson/Liz Seaton. Please find [Action Plan](#) and Te Whare Tapa Wha [review](#) for WIS with thanks to Sam, Liz and Wiremu. Linked is Sam's [analysis](#) of

Student Health and Wellbeing Survey for your personal. This information will further inform our actions going forward.

2. Oral/Written Language – Lead teacher: Shannon Watson - Shannon Watson is the Leader for Written and Oral Language. In terms of Oral language, we have completed the Chitty Chats in both English and Māori. This term's science fair is going to have an oral language component. Murray Gadd has come to do PLD in writing. He was able to work with 19 teachers. He modelled his process after explaining it to teachers in small groups. He then held a debrief in those small groups. Kendra Bradley the Across School Teacher was able to attend. Digitally across the school, the teachers use a wide range of programmes, such as Education Perfect, Readworks, Read Theory, and Online School Journals. However, we need to continue to improve our Digital Literacy skills to be really digitally fluent. The PLD in this area with Beth needs to continue for the teachers.
3. Cultural Responsiveness – Lead teacher: Paul Botica/ Te Ringakaha Tia-Ward. Across school -Eden Rogers. Please find Eden Rogers Across School teacher [report](#) for term 2 with thanks. Great mahi Eden. Linked is a [presentation](#) Eden presented at our staff hui, Te Aka Puawai.

### **APPOINTMENTS OF NEW STAFF**

- Grant McMillan has been appointed to cleaning team.
- Hinemoa Hopa, Harmony Ryder and Ramon Hemara have been appointed to additional LSA/Kaiawhia positions funded by MOE's Urgent Response Fund for teacher aide support. One more position is yet to be filled along with another LSA vacancy in the learning support hub.

### **ECO WARRIORS**

Danica Pevats is the Eco Warriors Coordinator. The Eco Warriors have just begun our journey of becoming a Waste Wise school through Eco Solutions this term. Signing up to this initiative will give us access to which goes towards our Enviroschool rating and will make WIS a recognised Waste Wise School. The students just completed a Waste audit with Eco Solutions and we are currently waiting for our report and to decide where to next. The students are also excited about Dr Di coming in next term to provide training and support with rat trapping. This is an issue the students feel needs to be addressed. The Eco Warriors have been hands on weeding and planning their winter garden for when Garden to Table begins. Garden to Table will support the initial setup of the garden and provide guidance and resources for the students to sow, harvest and prepare the food. Many thanks to Danica for leading this very important mahi that was started by Tom Peyton all those years ago.

### **MANDARIN LEARNING FOCUS CLASSES**

Danica Pevats Rooms 10 and Tavis Hill Room 26 have enjoyed learning quite in depth about the Chinese New Year last term. Each week, each class has a 50 minute whole class lesson. In addition, 40 students are currently studying towards their YCT exams. The Year 7 have created a Mandarin pei pei ha in line with their pepeha. The students have also been learning how to introduce family members, describe feelings and retell what their likes and dislikes are regarding food. The Year 8 students have begun studying Hanzi and how the symbols come together producing words, and have practiced writing Hanzi words using calligraphy brushes. Our next steps will be around money and purchasing goods so we will be refreshing our memories on counting and numbers as well as asking how to make a purchase, cooking traditional meals from China and introducing new art activities. Many thanks to Danica for coordinating the Mandarin Programme alongside Hannah He, Mandarin Language Assistant.

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

**Moved:** Hayley

**Seconded:** Eden

**Carried Unanimously**

### **FINANCIAL REPORT**

#### **FINANCE**

- Final instalments of wash-up funding for 2020 LSA pay equity and Support Staff salary settlements have now been calculated – We received \$20.1k on 1 January and final \$8.7k to be paid out in 1 July operating grant instalment.
- LSA pay equity settlement and Support Staff salary increases for 2021 have also now been calculated. The BOT is required to meet the first 1.8% of Support Staff increases with the remainder funded by MOE. We will receive additional funding of \$66k for 2021 to be paid out in 1 July and 1 October instalments with final wash-up payment on 1 April 2022.
- Nellie's term report with dashboard and variance report for YTD 31/5/21 tabled.
- Bank balance summary for period ending 31/5/21 is tabled.
- Bank Reconciliation report for period ending 31/5/21 is tabled.
- The 2021 budget has been recast on roll of 750 (with additional income streams and associated expenditure forecast at year end) is tabled for approval by the BOT. Key changes are highlighted in yellow and additional income includes Urgent Response Funding, additional Teacher Aide funding from Oranga Tamariki for Te Whanau o Waimirangi student, additional salary funding for

LSA pay equity settlement, additional funding for all support staff collective agreement increases (includes admin, student support, Buzz Club staff, LSAs, enrichment tutors, cleaning team and caretaker).

**BANKED STAFFING**

PPO3 – 04/05/2021

- Entitlement: 44.23                      Total YTD                      355.03
- Usage: 43.71                              Total YTD                      354.04
- 2021 staffing entitlement has been corrected following all outstanding adjustments being processed by MOE. Still awaiting staffing usage adjustments for overpaid staff.

**BOT MEETING FEES BREAKDOWN**

Annual Budget \$4,000                      Spend to 31/5/21 \$1,235

- BOT meetings \$940
- Disciplinary meetings \$295

**FUNDING GRANT APPLICATIONS**

Funding grant application for \$4,500 was approved in full by Pub Charity for student participation fees at Hillary Outdoors Tongariro.

**OTHER**

We have completed reconciliation of property project expenditure and finalised closing documents for those projects managed but not completed by ARTO. Invoices have now been submitted to MOE for retentions and cost over-runs which have cleared property ledgers.

Visa statements were sighted by the chair.

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

**Moved: Derek**

**Seconded: Eden**

**Carried Unanimously**

**PROPERTY REPORT**

**PROPOSED PROPERTY PROJECTS**

	<b>Project</b>	<b>Status</b>
1	SIPs Driveway Approved \$115,000	July holidays/term 3
2	SIPs Shade Cover Approved \$270,000	Completed
3	Leaky Buildings \$1,509,630.23	Scheduled for 2022
4	10YPP/5YA \$1,109,630.23	Approved
5	2018 Roll Growth Classrooms x 2 - Approved 2021 Roll Growth Classrooms x 2 - Approved	October ???

**AVAIL**

Reports updates received. Please thank Justine Lapper for her comprehensive, informative reports. We look forward to her updates regarding the possibility of combining both roll growth projects into one classroom block. Justine is currently pitching this concept idea to the MOE.

Thank you to Paul for his property management report.

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

**Moved: Hayley`**

**Seconded: Piripi**

**Carried Unanimously**

**Chair:**.....

**Date:**.....

**Meeting closed with karakia at 7.15pm.**

**Next BOT Hui: Wednesday 25th August at 5:15pm.**