



# Meeting Minutes

Monday 11 April 2016 at 7pm  
Held at Wilford School library  
William Street, Petone

ITEM	PRESENT		ACTION
		Ced Simpson (Chair), Neil Sargisson (Principal), Jannene Allwood, Sarah Mataiti, Alistair Cross, Edward Cox, Ailsa Webb  Faye Mayo, Vaughan Smith, Jamie Marment, Kelda McDermott (Minute Secretary)	
1.	a	<b>Welcome</b>	Ced welcomed all
	b	<b>Apologies</b>	Tony Grantham
	c	<b>Confirmation of Agenda</b>	The Board confirmed the meeting agenda.
2		<b>Confirmation of minutes from last Board of Trustees meeting</b>	The Board confirmed the minutes of the 21 March 2016 meeting.
		<b>Documents sent to the board for discussion at meeting</b>	<ul style="list-style-type: none"> <li>• STAR School-wide Data Analysis: Term 1 2016</li> <li>• PAT Mathematics School-wide Data Analysis: Term 1 2016</li> <li>• E-asTTLE Writing: School-wide Data Analysis. Term 1 2016</li> <li>• Wilford School Swimming Pool</li> <li>• 2016 Teacher Appraisal and Attestation Plan</li> <li>• Library Report Term 1 2016</li> <li>• Principal's Report April 2016</li> <li>• Year 7 &amp; * Plan 2016-2018</li> </ul>
3		<b>Student achievement reports</b>	<p>Student achievement reports (Reading, Writing and Maths were discussed in great depth.</p> <p>For STAR Reading and PAT Maths</p> <ul style="list-style-type: none"> <li>• Neil explained to the board that in 2016 some significant changes were made to the way the tests were delivered and tracked. <ul style="list-style-type: none"> <li>○ For the first time students completed STAR Reading and PAT maths online</li> <li>○ Using scale score rather than stanines for STAR &amp; PAT</li> </ul> </li> <li>• Online assessments were not successful due to: <ul style="list-style-type: none"> <li>○ confusion for the students,</li> <li>○ device issues,</li> <li>○ teachers unable to control the time spent on sections</li> <li>○ students unable to go back and review sections once they clicked submit.</li> <li>○ teachers are unable to determine what the student was NOT able to do or to see the way the student answered the question.</li> </ul> </li> <li>• The board expressed their concerns and feel the data is alarming with a number of cohorts below the NZ Average</li> </ul>

Score.

- PAT Maths for year 7 Maori is a concern, teaching staff are aware of this and are amending teaching plans/using teaching aides for the students.
- Board is concerned the effect online testing may have had on the results & is asking Neil and the management team to advise the board what other steps should be taken to achieve consistency with previous years testing. A suggestion put forward from the board was using a small group of students as a control group and resit the test using the paper version to compare results.
- It was agreed in the meeting that the end of year testing will be done using the paper version.
- The principal agreed that "Recommendations" in the Data Analysis reports are better described as "Management conclusions"

For e-asTTLE Writing

- Neil explained the analysis. The data includes Year 1 & 2. It is not a very useful tool for these years, but no better tool has been found to date. It was decided to use the data for these years as a measure.

4            **Health & Safety**    AI explained to the board the Health and Safety at Work Act (HSWA) that came into force 4 April 2016.

AI recommended the board watch the video presented by WorkSafe CE Gordon MacDonald, it explains the basic facts about HSWA. The video can be found on the WorkSafe New Zealand site [www.business.govt.nz](http://www.business.govt.nz)

With the new act volunteers at the school are now considered staff.

The school needs to live & breathe the act, identify hazards, ensure hazard registers are in place. H&S also needs to be included in regular staff meetings.

Neil to include H&S in his principal report and ensure the board is informed of any H&S concerns.

The board is highly supportive of the changes to H&S and will also ensure H&S is included in the BOT meeting agenda going forward.

5            **Principals Report**

Neil presented the Principal report to the board:

- Wilford School Swimming Pool policy was adopted.
- To date Neil has not had a response from ERO about his 2 emails he sent to Claire Cockburn (Lead Reviewer) in which he raised questions about the last ERO visit (March 14 2016) and the feedback the ERO team provided. The Board is concerned about the lack of response from ERO and requested Neil follow up with Claire Cockburn.
- No financial statements were available due to meeting held a week early.

**The board accepted the principal's report.**

6            **Year 7-8 Plan**

Faye presented the year 7-8 plan to the board.

Everything in the plan is currently underway. Intermediate prospectus is now included in the new entrant pack. This needs to also be reflected on the school website.

The Board felt that while useful work had been done the plan did not meet the expectations expressed at its June 2015 meeting. Wilford School needs to have point of difference and unique offerings that are not matched by other intermediates; this suggests research. We need to take stock of what we have and look at other full primary

schools and compare what they offer against Wilford. What does the market/community want? Our year 7/8 opportunities need to be promoted in the junior syndicate.

The Board asked Neil to come back to the board with tangible steps regarding the next action.

**Next meeting** 16 May 2016.

Confirmed by Chair

A handwritten signature in black ink, appearing to be 'Neil', written in a cursive style.

Date

16 May 2016