



Meeting Minutes

Monday 21 March 2016 at 7pm
Held at Wilford School library
William Street, Petone

ITEM	PRESENT	Ced Simpson (Chair), Neil Sargisson (Principal), Jannene Allwood, Tony Grantham, Sarah Mataiti, Alistair Cross, Edward Cox. Faye Mayo, Kelda McDermott (Minute Secretary)	ACTION
1.	a Welcome	Ced welcomed all	
	b Apologies	Ailsa Webb	
	c Confirmation of Agenda	The Board confirmed the meeting agenda.	
2	Confirmation of minutes from last Board of Trustees meeting	The Board confirmed the minutes of the 15 February 2016 meeting, amended to correct wording of 1 st bullet point in item 8 Nga Puawai development.	
	Documents sent to the board for discussion at meeting	<ul style="list-style-type: none"> • Making an OTJ • National Standards (OTJ) Anniversary Reporting Guide • Application for Teacher Aide Assistance • Sexuality Education • New Entrant pack • Principal Report March 2016 • Wilford school Progress Evaluation Meeting #2 – ERO 	

- Longitudinal Review Progress
- Wilford School Management Report
- STA News
- Letter from Chris Hipkins (MP for Rimutaka)

3	Decisions since last meeting	<p>The board has resolved the following by unanimous email vote since the last meeting:</p> <p>(22 Feb 2016) That Dr Paul Potaka be engaged to assist the board in the school review/principal appraisal process in 2016, with a decision on precise terms to be decided by the Chair in consultation with the principal review team (Char, Edward Cox, Alistair Cross) and principal.</p> <p>(3 Mar 2016) That the 2016 Wilford School Board of Trustees election close at noon Friday 3 June, and that Donna Seddon be appointed Returning Officer.</p>
4	Principal Reports	
4.1	OTJ Processes	<p>OTJ process document was discussed in depth.</p> <p>The board raised the question would new teachers understand this OTJ process document. Neil advised yes with help.</p> <p>Neil explained the intention of this document is to be high level and used with other supporting documents such as the School management minutes and staff meetings. It is a mechanism to provide consistency of OTJ's across the school.</p> <p>OTJ's are also done in conjunction with other syndicate teachers.</p> <p>Neil advised the board that the school is looking into the Progress and Consistency Tool (PaCT) to assist teachers in the development of OTJ's. A representative (Bryce) is coming to discuss the tool with Neil & teachers.</p> <p>The board asked Neil to add another section to the "Making an OTJ" document called "To be used in conjunction with".</p>
4.2	Identification of target students	<p>Neil explained to the board the Identification of target students in Writing.</p> <p>The target students have been identified as being at being below or risk of being below the national standard in</p>

writing. This was based on the 2015 National Standards data.

The target student database is reviewed every term and to date the school is tracking approx. 110 students.

The board asked Neil what additional resources this requires.

Neil responded at this stage there is no financial hit as it is just monitoring students. The majority of target students won't need extra training and the teaching staff are focusing on how writing is being taught in the classroom.

Teaching staff are finding this extra work but understand the end goal; a lot of work for the teachers is being done after school time.

4.3 **Evaluation of special learning support**

Neil explained to the board a new process for allocating and evaluating Teacher Aide assistance that is currently being trialled:

Teachers apply each term for students who need extra help outside what is being taught in the classroom or what the teacher can offer. A review is done at the end of term to determine if the assistance from the aide worked for the student.

This new process puts the responsibility back onto the teachers with the emphasis on "limited time so maximise teacher aide time". The process is also helping to set standards/guidelines for the teacher aide.

All teacher aide funding is via school donations and budget has been set aside for the year. If funding for the term is reaching the maximum allocated amount then Neil and the teaching staff will review the Request for Teacher Aide applications and rank according to importance for that term. Neil must ask the board for extra funding.

There are no MOE assigned teacher aides unless the school applies for funding and this is on an individual student basis.

The school provides professional training for all teacher aides.

5 **Principals Report**

Neil presented the Principal report to the board:

KiVa programme has started and has been positively received by students. It was shared with the school community via an information evening. Turnout was good and it has also been positively received by the community.

Neil & Faye to work on starting the second phase of the Year 7-8 programme.

The board would like the KiVa programme described as part of the curriculum explaining it's to develop competencies of managing self, relating to others and participating and contributing.

New entrants: Increase of new entrants compared to 2015. Kirsten Reid has developed a New Entrant pack to help students and family in the transition to school. Kirsten has developed and has been running the Pohutukawa programme for under 5 yr olds.

Part time teacher will be joining room 16 in the mornings during term 2, this will most likely progress to full time as the number of new entrant's increases.

Kirsten is working with Ropene in developing a similar plan for Nga Puawai.

The board welcomed this work and asked that it's thanks be conveyed to Kirsten.

Year 7-8 Programme: The board would like this added to the April agenda as it was first raised in May 2015. This programme needs to determine what can Wilford school offer that is different for years 7 & 8.

Sexuality education is planned for Term 2. A letter will be sent to parents and it is optional for students to partake.

A camp for year 7-8 students is being planned for 2017 at the Teapot camp in Nelson. Alisa Webb is planning on visiting Teapot at the end of term 1.

ERO: An ERO team visited the school on 14 March 2016 to evaluate progress.

The visit included:

- Focus on target students
- Reviewing documents including Board & Staff meeting minutes
- Meeting with management and teaching staff.

A report was produced and presented to the board. Neil felt the meeting went well but the report did not reflect the feedback ERO received from meeting with the teaching staff and management.

Neil feels the school is on track, Faye agreed to this.

The Board agreed that more documentation (minutes, processes, planning etc) are required to provide evidence to

ERO around the school's successes.

The board thanked Neil for the report on the ERO March 2016 visit. The board has concerns around ERO's focus and want to meet/further discuss these with ERO.

The board resolved to accept the Principal's report including finance.

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| 6 | Board succession planning | Tony, Jannene and Alistair confirmed their intention to retire at this year's election.
The board discussed key characteristics and skills of new members that would benefit the board and school | Tony & Jannene to promote election |
| 7 | Policy work | Board members volunteered to work with Ced on the following policies: <ul style="list-style-type: none">• Health & Safety at Work Act 2015 – Sarah• Vulnerable Children Act 2014 – Sarah• Governance policy (overarching policy statement) Edward | |

Next meeting 11 April 2016.

Confirmed by Chair



Date

11 April 2016