

# BOARD MATTERS - TERM 3 2024

E ngā mana, tēnā koutou katoa

Each Term around this time (after the second scheduled Board meeting) you will receive a summary of what your school Board has been spending time on.

It is a privilege for the Board to serve you, our school community, and we are incredibly excited about what the rest of 2024 will hold and what the next year will bring.

1. **New Board Members**
2. **Ministry of Education (MoE) classification change to Year 7 & Year 8**
3. **MoE meeting about additional classroom space**
4. **Term 3 Policy Reviews - School.docs**
5. **2024 Staff, Parent & Student Survey**

## 1. **New Board Members**

The Board would like to thank all of our parents who submitted expressions of interest for the casual vacancy roles. Following selection by the board, we are excited and pleased to welcome **Zeba Alam, Bailey Peterson and Cha Herewini** as our new parent representatives. All of these wonderful parents bring a wealth of experience, knowledge and expertise that are reflective of the needs and strategic direction of our diverse community.

Next year, the 2025 School Board Triennial Elections will happen and the date range for this is **3rd September to 19th September**. This is due to the previous board resigning mid-term of their three year term. The Board will keep you posted on this!

## 2. **Ministry of Education (MoE) - Year 7 & Year 8**

Last Term, the Board met with the MoE to discuss changing our classification to allow for our school to provide education to Years 7 and Year 8. Currently, the school can only provide education to Year 6. Following Year 6, students and their whānau/family must seek enrolment at another school for Year 7 and Year 8 and for the majority of our school community, this is typically with our feeder secondary school - Hornby High School.

**For a change of classification the process is:**

1. The School works with their regional office to complete an application for a change of class. This typically includes discussions regarding the case for change to be

undertaken between the school and local office of the Ministry to determine the merits, costs and impacts of the proposal prior to the application being progressed.

If the local office of the Ministry of Education is unable to put together a compelling case for the change proposed, there may be a need to reconsider the proposal or review evidence supporting the change. Considerations will include (but are not limited to); the Impact on the schooling network, Property implications/costs, educational quality and viability, and School Finances.

2. The local office develops a report to senior Ministry leadership (Hautū) outlining the proposal. This may include recommendations to approve / decline taking the proposal to consultation. This report needs to be approved by the Regional Director of Education
3. Hautū considers the application and the Ministry report. Hautū decides if the proposal should progress to the next stage (consultation), or be declined.
4. If Hautū approves consultation with affected / local schools and other sector organisations regarding the proposal, this would be completed.
5. Final report is written seeking the Minister's decision. Minister makes the final decision.

Following the meeting, the MoE responded to be transparent, and advised that in consideration of the merits, costs and impacts of a change of classification **we do not anticipate that there would be a compelling case to recommend a change in classification to Hautū.**

**Some of the MoE reasons for this conclusion are as follows:**

- The addition of Year 7 & 8 education has the potential to add an additional 150-200 students to the school roll (requiring an additional 6-8 Teaching spaces beyond Master Planned capacity).
- The school is on a constrained site, and the school has indicated that expansion is expected to be required to the full Master Planned capacity of the site.
- The school was relocated onto a new site, with the site selected based on the anticipated scale of provision required for Year 1-6 education for the local area.
- There are unlikely to be options for increasing capacity by the required amount to accommodate Year 7 & 8 education without replacing the existing (recently built) classrooms.
- Year 7 & 8 provision is currently available at Hornby High School – a result of community engagement and Ministers decisions following the Canterbury Earthquakes. Plans are in place for expansion at Hornby High School to accommodate growth in the future. HHS has physical space to enable this, and is the local provider of Year 7 & 8 Technology provision.

- There are likely to be significant costs associated with the addition of Year 7 & 8 education at Wigram School, and the school would need to operate with a roll far higher than planned for.

If you have any further questions about this, please feel free to speak to our Principal, Heather Walkinsaw or myself.

### **3. Ministry of Education (MoE) - Additional Classroom**

Earlier this Term, the Board met with the MoE to discuss and seek support for an additional classroom space (via a new building) to address the increasing student roll growth. In summary, **the MoE are unable to support us in the short-term with any additional buildings.**

To address the situation, the Principal and Senior Leadership Team (SLT) will be working with the MoE to add modifications to the Management Office (where the Principal and Deputy Principal are) and the Library (near the Reception Area) so that these can be used as permanent classroom spaces.

Despite the MoE being unable to support us in the short-term with any additional buildings, the Board has agreed to meet again with the MoE's property and financial advisors to find out more about possible solutions to our school's situation. At the same time, the Board is currently working together with the Principal to look into the process for purchasing a 'board-owned' classroom building and is currently obtaining quotes from suppliers. This option is still guided by MoE guidelines and MoE consent and approval. The Board will keep you updated on how things progress next Term.

### **4. Term 3 Policy Reviews - School.docx**

Our policies and procedures are tailored to our school and are created, modified or updated in response to changes in legislation, significant events, Ministry guidelines, reviews/requests, etc. Each term, some policies come up for review.

This term we are reviewing the following policies, and we would love your input on those policies that are NOT board specific:

- **Concerns and complaints (board specific)**
- **Media**
- **Performance Management (board specific)**
- **Professional Development**
- **Protected Disclosure (board specific)**
- **Staff conduct**
- **Staff Leave**
- **Education Outside the Classroom (EOTC)**

Reviews are open to the board, staff, students, and the school community (parents/caregivers/whānau). In order to streamline the review process, we work with SchoolDocs, a company which maintains, updates and reviews our policies.

You are able to submit your feedback on the policies by visiting the school website as below:

- <https://wigramprimary.schooldocs.co.nz/>
  - **username: sockburn**
  - **password: sockburn**

or link to <https://wigramprimary.school.nz/our-policies-and-procedures/>

## 5. 2024 Staff, Parent & Student Surveys

Last year in September, the previous Board put out a survey to all students, staff and parents but sadly, the school only received a small number of completed surveys. Thank you to those students, staff and parents who filled out the 2023 survey. We will reflect your valuable feedback into the future planning of the Board for the school.

This year, the Board is hoping to reach far more of our students, teachers and parents and we need your help to do this!

Your feedback is fundamental to the future strategic planning of the school. Your responses will help us to understand for example, how best to use school funds, what is important to you and your whānau and what learning and teaching experiences you hope to see at our school.

Surveys will be distributed during the first week of Term 4 via various communication modes. We ask for these to be completed by the end of the first week of Term 4 (Sunday October 20th). The surveys are anonymous unless you wish to identify yourself. **Everyone who completes the survey will go into the draw to win one of two \$50 New World vouchers!**

FINALLY, the school board has a stewardship role that involves the planning for, and acting in, the interests of the school and its community. Student learning, wellbeing, achievement and progress are our main concerns. If you would like to know more, or get involved yourself, please do get in touch.

On behalf of Heather, Shyla, Ritchie, Duncan, Bailey, Zeba, Cha and myself - have an amazing school holiday break and we look forward to seeing you in Term 4!



Ngā mihi nui,

**Lusila Tahaafe** – Presiding Member  
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