



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 1st March 2021

Meeting number: 10

Time: 6.00pm

Location: Room 15, West Park School

Meeting began at: 6.00pm and ended 7.58pm

1. Administration:

- 1.1. **Welcome /Present:** Nat Henry, Aaron (AJ) Jordan, Stu Ng, Luis Echegaray, Haley Marsh, Stefan Kirkwood, Prashant Bakshi, Sanjay Narayan (arrived late)
- 1.2. **Visitors:** Alisha Mullen, Nicola Douthett, Howard Young, Emily Osborn
- 1.3. **Karakia** – Lead by AJ
- 1.4. **Apologies:** Jen Carey, Paul Appleton
- 1.5. **Conflicts of interest:** No new
- 1.6. **Minutes of previous meetings:** Approved
- 1.7. **Decisions between meetings:** None
- 1.8. **Review of decisions of previous meetings:** Library items (waiting on the final steps), and Seedlings decisions to remain on the table.
- 1.9. **Previous meeting reflections:** All happy with the charter progress, happy with the time and didn't feel that there was improvements needed.

2. Priority Items:

2.1. Property:

- The outstanding items are the library seating. Special modifications just has the walkway between the hall and room 11 to be completed. This was quoted once, engineering reports were discussed but that would increase the price. Luis has an onsite meeting tomorrow regarding this. With new classrooms the electricians visited today to check the power supply to the area, the timeline remains day 1 term 3. Luis shared that the next project would be the refurbishment of the hall. Paul's contract with the board goes until May 2022. Nat suggested that his role is looked at, at the end of the classrooms build. Nat to add to the work plan, first board meeting of Term 3

2.2. Principals report:

- Taken as read. No questions.
- Student achievement data is the focus, for the charter there are 2 areas; seedlings and Year 3-6 Maori and Pasifika. These are high aspirational targets. The initial targets have removed those students had concerns that would mean they were unable to make the target. These targets have some students which have concerns, but the teachers are trying new ways of targeting these needs and will review again if needed. Howard for the Maori and Pasifika targets has discussed widely with some outside agencies regarding how the targets have been set, and how the teacher aides will be used. The empty templates have been provided so the board is able to see the whole reporting cycle. Nat acknowledged a fantastic parent evening engaging over the seedlings

project. Haley questioned how we track those students who are not considered part of the targets. These students are captured during the team meetings, reporting, discussions with parents.

- AJ shared around the budget, Luis, AJ and Ruth have worked on this document. Increase in depreciation was recommended by Ruth. The deficit is 130,000. Still waiting on the final financials for the end of year. This will be 90,000 of reserves. This is made up of the seedling projects, capital works. Ruth added in 5,000 for cyclical maintenance adjustment done at the end of the year. Luis marked items as green to show changes. Stu called for a motion to pass the 2021 budget accounting for the suggested changes, Stefan seconded. Unanimously passed.
 - Nat asked STA today if it could be a fixed term librarian role, they advised that it can be fixed term if it is allocated for a project. The concern is around the financial commitment to a permanent staff member. Luis is tasked with solving this, as it is a management decision. He shared that he wants the board to be aware regarding the budget cost.
 - Pre workshop information for Hautu – Prashant and Haley caught up last week to discuss. It is an audit, there is evidence needed to say if the board is meeting each area. Need a list of all policies, all activities with Maori and Pasifika engagement activities. Prashant will share a reading after the meeting, to be completed before the audit. Prashant to give a list of policies to Luis. The management team is invited for the day on the 22nd of March.
- 2.3. **Final charter:** To be submitted this evening. Review occurred and changes accepted. Luis asked what should be put on the website, the shortened version to the end of the blue segment.
- 2.4. **Student council topic for 12th of April:** Nat suggested they set goals for the year and share with board. Luis suggested that they could canvas students talk about what good parental support looks like to help them with their learning. Stefan shared that discussion at home around asking students was something they were keen on.
- 3. Board strategic discussion**
- 3.1. **Board work plan**
- **Staff Wellbeing update:** Howard holding this role due to Jen being away. All teams did a value identification task. They looked at what this looks like, finding a whakatauki to apply. Jen did a fabulous job of the rock and water PD. Jen is leading it each week. She is also running lunchtime clubs. Jen is looking to run a rock and water evening in Term 1. Nat asked if it could be delayed, to reduce the impact on parents with the evening events. Discussion around if the charter discussion could be online, as a broadcast. Suggestion about doing it on a Saturday was not agreeable.
- 3.2. **Board professional development:** Stefan has completed online modules on representation. Nat to update the professional development spreadsheet to include everyone's name.
- 3.3. **Kahui Ako** – First day on the 7th of April
- 3.4. **Governance manual review** – Stefan to save a copy to track changes for all to review.
- 4. BoT Decisions**
- 4.1. **Board decisions**
- **Finance report** – AJ shared that January report came in last evening. No budget to compare to, no spend to compare to. Some of the seedlings costs are tracked. Luis moved for the approval of the January financial reports, seconded by Stu. Unanimously passed. The end of year 2020 financial statements will need to be passed by the first of March, the authority is delegated to Luis, Natalie to be signed in agreement with AJs advice to sign the end of year 2020 financial reports. Moved by Stefan, seconded by Haley.
 - **Budget** – was discussed earlier

- **Financial statements finalised** – No items to note from AJ. Stu questioned how often a fixed asset audit is done. This is something AJ intends to follow this up with NZSTA. This was part of the discussion, it is worthwhile to get it done to ensure accuracy. Discussion occurred around the amount that should be kept to combat depreciation. AJ discussed the idea of seedlings being used to reduce the amount kept, rather than purchasing capital. AJ has an action to review a fixed asset audit. Luis moved to approve the 2021 balance sheet budget, Sanjay seconded. Unanimously approved.
- 5. Monitoring**
- 5.1. **Health and Safety report** – No update
- 6. Consultation/community/whanau**
- 6.1. **Home and School:** Haley took her papers as read. She has updated the sign-up sheet. She saw that one of the aims was to support the annual operational funds. Nat and AJ felt positively about the changes. First meeting was last week, 6 people. 2 others have shown interest. Discussion was had around a disco, cultural food evening and Matariki. Discussion was also around the sandpit project. Haley asked if there can be something around the newsletter, to ask for help. Luis suggested getting a professional to quote and plan what it could look like. Then to have a working bee to get whanau involved.
- 6.2. **Final community engagement plan:** Taken as read, Haley looking for approval for this. AJ moved to approve, Prashant seconded. Unanimously approved. Luis suggested that DRAFT is written on it.
- 6.3. **Community consultation evening:** Nat shared it would be good to have everyone involved. AJ created something in 2020 which covered the board journey. Nat has an action below to locate a date. All are comfortable to speak in front of community.
- 7. General business:**
- 7.1. **Previous actions** - Actions 1.1, 1.4, and 9.7 are now closed
- 7.2. **Correspondence**
- Correspondence Out:**
- No correspondence out
- Correspondence In:**
- Ministry of Education – COVID 19 update – 15 February
 - Ministry of Education – COVID 19 update – 17 February
 - NZSTA – Pay Equity Update – 17 February
 - Ministry of Education – COVID 19 update – 18 February
 - NZSTA - Changes to the by-election process – 22 February
 - Ministry of Education – Bulletin for School Leaders # 138 – 23 February
 - Ministry of Education – COVID 19 update – 23 February
 - Ministry of Education – COVID 19 update – 28 February
- 8. Next Meeting:**
- 8.1. **Agenda items:** Work plan; Principals review agreement (not until Term 2 now due to meeting occurring. Student council, health and safety, Seedlings update – Anna to attend.
- 8.2. **Next meeting: 12th April**
- 9. Meeting review**
- 9.1. Good timing noted again! Having all the papers written prior makes such a difference, really great! All satisfied with the opportunity to speak and were listened to. All happy with their participation. An additional question – How do the visitors feel we are effectively working? Howard suggested there could be a closing karakia to end also.

The Board went into Committee at 7:45pm

The Board came out of Committee at 7:58pm and the meeting was closed.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
2.1	1.3.21	To add the review of Paul's property role to the agenda first board meeting of Term 3	Nat	Open
2.2	1.3.21	Provide a list of policies required for Hautu to Luis	Prashant	Open
2.3	1.3.21	To shorten the charter, to the end of the blue segment. The load on website.	Luis	Open
2.4	1.3.21	To discuss differing events in the evening, checking schedule for parents.	Nat Jen	Open
2.5	1.3.21	Update the board professional development spreadsheet	Nat	Open
2.6	1.3.21	Review the governance manual, add changes by the second meeting next term	All	Open
2.7	1.3.21	Establish an capital asset management plan	AJ	Open
2.8	1.3.21	To combine the home and school account into the board account, as a ledger	AJ	Open
1.2	15.2.21	To investigate translation costs for getting the charter translated	Stu Prashant	Open
1.3	15.2.21	Investigate translation opportunities for induction documentation	Stu	Open
9.6	14/12/20	Putting together thoughts on how to update the health and safety approach	Stu	Open

Notable Decisions:

Topic	Decision	Date	Status
Property - Library	Luis raised a motion to approve the funding of the library project out of the MoE Property Maintenance Fund up to 160,000 and if it exceeds those funds the decision will need to come back to the board for additional approval - AJ seconded. Unanimously passed.	25 June 2020 meeting	Superseded
Community – Maori and Pasifika	Haley moved to approve the Maori and Pasifika community engagement plan. Jen seconded. Unanimously approved to go to staff for additional feedback. Decision made to approve the community engagement plan.	25 June 2020 meeting	Live

Property - Library	To approve the increase in funding of the library project out of the MoE Property Maintenance Fund (by \$16,128) up to \$176,128. Unanimously approved by email	4 August 2020 Decision between meetings	Live
Property - Library	To approve the funding of the library project out of the Board Funds up to \$16,526. Unanimously approved by email	4 August 2020 Decision between meetings	Live
Teaching	Unanimous approval of the proposal to employ a literacy/maths expert for the next 3 years to focus primarily on classroom practices in years 1 and 2	25 September 2020 Decision between meetings	Live