



**West Park School**  
Every student matters, every moment counts.

## **Board of Trustees Meeting**

Meeting date: 12<sup>th</sup> April 2021

Time: 6.00pm

Location: Room 15, West Park School

Meeting began at: 6.00pm and ended 8:17pm

### **1. Administration:**

- 1.1. **Welcome /Present:** Nat Henry, Aaron (AJ) Jordan, Luis Echegaray, Jen Carey, Haley Marsh, Stefan Kirkwood, Prashant Bakshi, Stu Ng  
**Visitors:** Alisha Mullen, Nicola Douthett, Howard Young, Emily Osborn, Jonty Joseph, Hannah Kirkwood
- 1.2. **Karakia** – Haley
- 1.3. **Apologies:** Sanjay Narayan, Paul Appleton
- 1.4. **Conflicts of interest:** No new
- 1.5. **Minutes of previous meetings:** Approved
- 1.6. **Decisions between meetings:** None
- 1.7. **Review of decisions of previous meetings:** Library, community engagement, and Seedlings to remain on the table.
- 1.8. **Previous meeting reflections:** All happy with Charter progress and time, no improvements needed.
- 1.9. **Student council representatives:**
  - Student council representatives: Hannah and Jonty representing the student council's goals which represent the things they want to work on including bringing back West Fest, bringing lunches for those who don't have them (suggestion of contacting Countdown), celebrating cultural events like Diwali, water fountains on bottom court, improved cubby holes, upgrading the top field, increased language learning and students friendly technology, houses and competitions, plastic and rubbish free days, raising awareness for those with disabilities. The board were provided with the full list.
  - Nat questioned which ideas would be the ones that they are most passionate about: Hannah said Language learning and Jonty would like West Fest back, and more awareness for disabilities. Hannah suggested that it could be the students who already speak the languages that lead the learning rather than teachers.
  - Students were surveyed about support at home, the table was shared with the board members showing how much parents help with home learning tasks. It also clarified in what way the parents helped. They noted the reduction in parent help between Year 3 and 4 to Year 5 and 6. The students in Year 3 and 4 identified they wanted help in spelling, reading, writing and maths. In Year 5 and 6 there was less traditional answers.
  - They were asked why they thought they might need more help in Year 3 and 4, Jonty suggested that they may know what to do from last year.
  - The representatives were asked to ask the group the next steps in achieving these goals.

### **2. Priority Items:**

- 2.1. **Property:** Not much to add since last meeting, the special needs project remaining items will happen in the last week of the school holidays. It should take a week. The steps finish will need to be redone in the holidays. Small library pieces to be completed too.

## 2.2. **Principal's report:**

- Taken as read, open for questions.
  - AJ and Nat were interested in seedlings, they noticed the concerns around staff time toll. The more that staff do it, the less time it takes. Additional release could be provided but it would cost. Alisha was asked if there is anything that could be done. Recently the year 1 and 2 teams have moved together, to reduce workload. Discussion around how release can be difficult for the project also, as teachers need to be in the classroom to make the programme work. The message from the board is that they want it to be successful but not at the cost of the teachers. Emily and Alisha to discuss options for support.
  - AJ commented about the higher end of the achievement spectrum students, and that they are not achieving as high as expected currently. He felt comfortable with where they are working for this time in the programme. Emily and Alisha shared the strategies they are using to target them.
  - Stu asked around the communication to staff, the seedlings teachers are living it now before they will be ready to share.
  - Nat questioned the complaints process; the flow chart has a formal complaint procedure where the board is only notified if not sufficiently sorted. This will change to have a notify the chair under the flow chart option complaint received, then again once completed.
  - Unit focus for newsletter – whole school. Workload associated with it is large, removing it from Luis.
  - All units are filled, Prashant questioned the community engagement unit. Howard plans to be in the staffroom for chat and questions. Discussion around how its an idea in its infancy, still developing. Luis shared there is a fine balance of sharing information. Prashant shared that there are a captive audience before picking up and maybe that could be used as an opportunity.
- 2.3. **Student Council topic for next meeting they attend** - Go back and review the focus and their next steps in achieving them. They also will focus on how to engage their parents in learning at home. Discussion around Maths being the item most helped with, suggestion that it may be the easiest object to help with. There is also Mathletics to support this. Survey some parents to see what they think, talk to the students about what they found out in that area.

## 3.

### 3.1. **Board Work Plan**

- **Governance Manual reviewed** All to review by meeting 2 next term.
- **Translation opportunities** A woman who works with Prashant has been working on the logo and values in her own time. Prashant to investigate a possible present to say thank you. Nat asked if she could Zoom in, to understand the deeper meaning of the translation. AJ when reading the history book there was a different translation for West Park School in Te Reo, Luis and Nat shared that they believed that the school has a name. AJ suggested that the name is equal in size. Howard shared that in the seven steps audit that most teachers, students and community did not know there was a Te Reo name. Increasing the prominence will help with that. AJ shared that the next step is how this will be rebranded once the translation is available. Nat and Haley suggested taking it to the whanau hui. Luis suggested that the page becomes back-to-back with both languages. The aim is to create equal presence. Howard suggested the Te Reo logo is separate, to ensure simplicity for the reader. Prashant will find out when she will complete, the whanau meeting is not till next term.
- **Website platform upgrade** Stu's document taken as read. Stu suggested that aligning the app and website causes a single source of truth. It would also mean 1 support partner for the office staff. There will also be just one loading process. The website will automatically change for different devices. Nat shared her excitement. Stu will need assistance in deciding the items to be static. The office staff will need to assist and have training. Haley, Jen, Sanjay and Stu to work on it. Prasant commented on the low cost. AJ questioned the ledger; it will be placed under the current website

ledger. Stefan moved to accept Stu's paper to redesign the school website, using school apps, for a cost of up to \$2000, Jen seconded. Unanimously approved.

- **Health and Safety approach refresh** Taken as read. The committee has been broken down. Suggestion that the board could focus on governance around health and safety, it would be an assurances type function. Nat shared she feels comfortable with what has been suggested but that she would like to keep it as a discussion to highlight the importance. Luis will ensure that it continues to be part of the Principals report. Luis is happy with the new procedure but would like to explore it for a term prior to giving feedback. Suggestion that Stu to draft 3 key focuses, these were from the Health and Safety committee. Action below for Nat to add to the board work plan the focuses.
- **Principal agreement approved** Nat has emailed Chris who is assisting the process, Nat and Luis will get together over the holidays to firm this up.

3.2. **BoT Professional development** Stefan, AJ and Haley tried to add but were unable to. Nat added hers in. Suggestion for the Monday one which is in the Hutt, Haley is booked on the Wellington. This is a focus on student achievement. Luis and Jen are unsure if they will be able to attend as it is the parent teacher evening. Action below for all to book into the workshop.

3.3. **Kahui Ako** Last week there was a cluster wide teacher only day, many workshops were offered. Staff chose 3 different ones, there was a range of opportunities. 7 staff offered their own workshops. It was a good day. There is a meeting tomorrow with Principals to discuss next steps.

3.4. **Hautu Outcomes** Translation is occurring. A staff conversation has occurred, the document was used to rate where the staff think we are. Staff were instructed to not answer if they felt it was a board item. In general, the staff were more positive. Howard shared it with Luis. Luis questioned the choice to have a Maori representative rather than engagement with whanau being the focus. He shared his concerns that the selected individual may not be representative of the Maori community on the board. Explanation was given around finding someone who can give a perspective. Howard to pass on the teacher information. Prashant to provide some actions. At the whanau meeting the board will share their findings and ask their opinions. Luis shared a suggestion of sharing all the options so whanau can share what they think. Nat suggested a non-threatening way of sharing, maybe using post it notes. Last time there was a whanau meeting Howard called all, this was positive.

#### 4. BoT Outcomes:

##### 4.1. Board Decisions

- Finance Reports: February and March were tabled. AJ shared that not a lot to highlight. Recruitment is over budget, costs have increased. Up until July last year the costs were covered. We will run the process from now on. There is also discussion around schools needing to be accredited to employ overseas teacher, Jen is exploring this.
- Stu moved to accept the February and March 2021 Finance Reports, Jen seconded and unanimously passed.

#### 5. Monitoring

5.1. **Health and Safety report** Nothing new.

#### 6. Consultation/Community/Whanau

6.1. **Home and School -** The group is working on the disco and the sandpit. After discussion with the student council Haley will discuss with Tane regarding running West Fest in Term 4. Nat shared around Newlands intermediate had an international food festival, this could be a great alternative.

#### 7. General Business

##### 7.1. Actions arising from last meeting:

2.1	1.3.21	To add the review of Paul's property role to the agenda first board meeting of Term 3	Nat	Closed
2.2	1.3.21	Provide a list of policies required for Hautu to Luis	Prashant	Closed
2.3	1.3.21	To shorten the charter, to the end of the blue segment. Then load on website.	Luis	Closed

2.4	1.3.21	To discuss differing events in the evening, checking schedules for parents.	Nat Jen	Closed
2.5	1.3.21	Update the board professional development spreadsheet	Nat	Closed
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	Closed

## 7.2. Correspondence

### Correspondence Out:

- No correspondence out

### Correspondence In:

- NZSTA – Membership Matters – 4 March
- Ministry of Education – COVID 19 update – 5 March
- Ministry of Education – COVID 19 update – 5 March pm
- Ministry of Education – Bulletin for School Leaders # 139 – 9 March
- Ministry of Education – Bulletin for School Leaders # 140 – 23 March
- NZSTA - FTEA Webinars – 29 March
- NZEA – NZEI News – 1 April
- Ministry of Education – Bulletin for School Leaders # 141 – 7 April
- NZSTA – NZSTA 2021 Conference – 8 April
- Ministry of Education – COVID 19 update – 9 April

## 8. Next Meeting

### 8.1. 31<sup>st</sup> May

## 9. Meeting Review

9.1. Nailed it! All happy with discussions and papers submitted prior to the meeting. All satisfied with working as a group. All satisfied with their participation. Nat requested that the meeting time is changed to 630pm – Luis suggested that it needs to be checked with STA. This was checked and the time can be set. Luis also shared the impact on the SLT, Emily would be unable to attend. The board offered to cater for the SLT to help. Decision made for 630 start.

The meeting was closed at 8:17pm.

CHAIRPERSON: \_\_\_\_\_

~~Natalie Henry~~ Stefan Kirkwood - As Acting Chair at 31 May 2021 meeting where these were approved.

SECRETARY: \_\_\_\_\_

Stefan Kirkwood

Luis Echegaray - Acting secretary.

DATE: 31/05/2021

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
3.1	12.4.21	Confirm when the Te Reo translation will be completed	Prashant	Open
3.2	12.4.21	Work on the new website	Stu, Jen,	Open

			Sanjay, Haley	
3.3	12.4.21	Adding into the Board Work Plan The 3 key concern areas for health and safety, 1 to be completed each term	Nat	Open
3.4	12.4.21	To book onto the board professional development on student achievement in the Hutt	ALL	Open
3.5	12.4.21	Provide with some possible actions for Hautu	Prashant	Open
3.6	12.4.21	Summarise the Hautu findings and circulate to the board.	Prashant	Open
3.7	12.4.21	Contact Tane regarding a community event	Haley	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 a capital asset management plan	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	Closed
9.1	14/12/20	Plaque to be sourced for the time capsule	Luis	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