



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 31st May 2021

Time: 6.30pm

Location: Room 15, West Park School

Meeting began at: 6.30pm and ended 8:40pm

1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Jen Carey, Haley Marsh, Stefan Kirkwood (Chair), Sanjay Narayan, Stu Ng.
Visitors: Nicola Douthett, Howard Young, Georgia Young, Ella Gregory, Kirsty Young, Sheri Christian, Michaela Young, Eve Young.
- 1.2. **Karakia** – Stu leading this evening.
- 1.3. **Apologies:** Natalie Henry and Prashant Bakshi.
- 1.4. **Conflicts of interest:** No new.
- 1.5. **Minutes of previous meetings:** Circulated and approved with the amendment that Stu is noted as attending. Stefan to come to the school later this week to sign physical copies.
- 1.6. **Decisions between meetings:** None
- 1.7. **Review of decisions of previous meetings:**
 - Library – Actions are all completed so can be removed from table.
 - Maori and Pasifika Community – Will remain on the table.
 - Seedlings – Will remain on the table.
- 1.8. **Previous meeting reflection:**
 - All felt they 'Nailed it'. The start time changed from 6 to 6.30pm.
- 1.9. **Student Council Representatives**
 - Ella and Georgia are attending from the student council. They are reporting on the focus areas/goals on the council which are to raise awareness of disabilities and plastic free days. The House system has been implemented.
 - Ella and Georgia also shared their learnings about how parents can help at home. Students were asked how it would be best to help them with spelling, reading and maths (times tables and division). Younger students wanted help with reading tricky words, the seniors would like to be checked on. All students wanted their parents to make time for questions. Students also requested to be taken to the library.
 - Luis asked how they think we could increase the turn out to parent events.
 - Ella and Georgia also shared some of their ideas. They involved inclusive games, competitions and fundraising. They also requested heaters in the breakout space and a replacement ball pump which Luis will investigate.

2. Priority Items

- 2.1. **Property update** No updates since last meeting apart from the completion of the library project. The special needs modification has again been delayed. Leigh, the new property advisor will be coming to school later in the week.
- 2.2. **Principal's update**
 - **Principal's report** Taken as read.
 - A child came off the end of the retaining wall onto the bottom court. This is now cordoned off, the maintenance company that does the grounds will be planting along the area to ensure students cannot go along the area. The area will have a temporary fence whilst it is growing. A staff member during an interview night tripped on the step, a contributing factor was the flood

light being out. The electrician is on the job but delayed. Discussion occurred around raising awareness of hazards, common sense and how to manage personal responsibility. Luis will continue to increase the amount of reflective/solar powered ground studs.

- AJ also picked up the term dates regarding Easter, Luis will update this.
- Stefan questioned ERO visiting, no notification has been received.
- Staffing – Jodi has been appointed into Jo’s position. She will be doing some hand over days over this week, and Luis is negotiating additional time. Luis has also registered Jo as a contractor in case her help is needed outside of school hours. Team leader at Year 5 and 6 will be picked up by Jen, Nicola will remain as the year 3/4 team leader and start the SENCO position. Sally will teach Monday and Tuesday in Room 9 with Nicola teaching the remainder of the week. Donna who has been covering the fixed term maternity leave contract, she is now moving north to Katikati. Amanda has requested an extension of her leave. In the communication there is a request to know her intent for 2022. Luis calls for a motion to accept Amanda’s request to extend her maternity leave to the end of 2021, Jen seconded. Unanimously approved. Barry has also resigned, to go and be a builder. Luis has been discussing the roles with Education Personnel. Alisha has asked to step down from the team leader position and sports unit. Emily will amalgamate the team leader position with Miro. Luis shared the concerns around the size of the management team and how this has reduced. Luis shared that he would like to give additional management units in the future to make the role more desirable.

2.3. **Student council for the next meeting they attend** - Discussion around them sharing updates of their work on the focus areas and how a cultural event could be organised. Suggestion that the students are asked “If we were to have a school fair what would you want there?”. If they have something they want to share, this could contain an update of their fundraising.

3. BOT Strategic Discussion

3.1. Board Work Plan:

- Financial statements have been submitted.
- Community engagement review – Everyone to review the plan for discussion at the next meeting.
- Document management discussion - AJ suggests that a folder is created where active documents are kept ensuring easy viewing when specific parties request them e.g., accountant, ERO, auditors. Stefan to add to the agenda to discuss at the next meeting.
- Development of the Website - The contract has been signed. A draft version has come to the members working on this. The content is being formed now, a professional photographer has been contacted, Luis has written a welcome message. The newsletter can be formed on the website, and it will send directly from the site and the app. Jasmine has been exploring this. Staff will not have photographs, just a blurb. Any real time communication will still come through the app. Luis requested if there is statistics of users. Stu to ask school apps.

3.2. **Board professional development** - Nat and Stefan attended a Student Achievement one in Lower Hutt. All other board members are attending the same PD next week. All to update the document when complete.

3.3. **Kahui Ako** – All staff attended a workshop, either Student Achievement or Wellbeing. Luis met with the across school leaders.

3.4. **Hautu Outcomes** – Deferred to next meeting.

4. Board Decisions

4.1. **Finance Reports** – Taken as read. Prepared for next meeting, there will be higher spending as some will be completed prior to Jo leaving. Stefan moved to approve the April finance report, Jen seconded. Unanimously approved.

5. Monitoring

5.1. **Health and Safety Report** – Covered in the Principals report.

6. Consultation/Community/Whanua

- 6.1. **Home and School** – Taken as read. AJ commented that he liked the design. It will be measured next week and quoted. Haley asked how to see the breakdown of the home and school funds. AJ to check this for Haley and have a running total. Stefan moved to approve a delegation approval for Luis to accept a quote in consultation with Haley up to \$20,000 for the sandpit project GST Exclusive, AJ seconded. Unanimously approved.
- 6.2. The committee from the Disco asked if the money from the disco could be used to make seating for the library. AJ moved to approve a delegation approval for Luis to accept a quote for the library seating for up to \$3000, using the home and school fundraising funds. Sanjay seconded, unanimously approved.

7. General Business

7.1. Actions from last meeting

3.1	12.4.21	Confirm when the Te Reo translation will be completed	Prashant	CLOSED
3.2	12.4.21	Work on the new website	Stu, Jen, Sanjay, Haley	CLOSED
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	CLOSED
3.4	12.4.21	To book onto the board professional development on student achievement in the Hutt	ALL	CLOSED
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

1.2	15.2.21	To investigate translation costs for getting the charter translated	Stu Prashant	CLOSED
9.1	14.12.20	Plaque to be sourced for the time capsule	Luis	CLOSED

7.2. Correspondence

Correspondence Out:

- No correspondence out

Correspondence In:

- Ministry of Education – Bulletin for School Leaders # 142 – 11 May
- Ministry of Education – Bulletin for School Leaders # 143 – 25 May
- NZSTA – Membership Matters – 26 May

8. Next meeting

8.1. Agenda Items

- Creating the Board Review
- Document management discussion
- Community Engagement Plan review
- Governance manual review

8.2. Next Meeting

- 5th July 2021

8.3. Meeting review:

- Great!
- Every board member happy with the 6:30 time but for staff it is a tricky balance for the management team to attend. Emily will be unable to attend now, with Alisha stepping down this will mean Jen and Nicola are the only management members attending. Suggestion of trying 6.15 but also understanding that Nat raised the 6:30 time.
- Another suggestion was to do 1 physical meeting, 1 zoom meeting a term. Haley discussed the possible problems with this.

- Everyone felt they contributed well this time.

The meeting was closed at 8:40pm.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

REF.	DATE	ACTION	OWNER	STATUS
4.1	31.5.21	Consider document management options in dropbox.	All	Open
4.2	31.5.21	Review the community engagement plan.	All	Open
4.3	31.5.21	AJ to create a tracking item on the budget for home and school fundraising	AJ	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 an capital asset management plan	AJ	Open

Notable Decisions:

Topic	Decision	Date	Status
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
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
School Grounds	Unanimous approval of a delegation for Luis to accept a quote in consultation with Haley up to \$20,000 for the sandpit project (ex. GST)	31 May 2021 meeting	Live
Library	Unanimous approval of a delegation for Luis to accept a quote for the library seating for up to \$3000, using the home and school fundraising funds.	31 May 2021 meeting	Live