



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

**MINUTES OF THE BOARD OF TRUSTEES
MEETING HELD AT WEST PARK SCHOOL
ON MONDAY 22nd June 2020 AT 6:00PM**

Meeting date: 22nd June 2020

Meeting number: 5

Time: 6.00pm

Location: Room 15, West Park School

Meeting began at: 6.05pm (Stuart 6.18pm – arrived late)

1. Administration

1.1. **Welcome /Present:** Nat, Aaron (AJ), Luis, Jen, Stuart, Haley, Stefan

Visitors: Paul Appelton, Howard Young, Alisha Mullen, Michael Joseph, Nicola Douthett, Daisy Svehla, Taylor Rhodes-Robinson, Peter Rhodes-Robinson.

1.2. **Karakia** – lead by Stefan

1.3. **Apologies:** None

1.4. **Conflicts of interest:** No new

1.5. **Minutes of previous meetings:** Approved and signed between meetings.

1.6. **Decisions between meetings:**

- On 2nd June 2020, the Board unanimously approved the alteration of 2021 term dates to be:
 - Term 1 Fri 5 Feb – Friday 16 April
 - Term 2 Mon 3 May – Fri 9 July
 - Term 3 Mon 26 July – Fri 1 Oct
 - Term 4 Mon 18 Oct – Fri 17 Dec

1.7. **Student council representatives: Experience with distance learning** - Daisy Svehla and Taylor Rhodes-Robinson

- Positives – great amount of work, breaks to have food or exercise. Lots of time to complete work, and it was fun! Great to focus on projects. Shared that they spoke to their family how they liked, they were impressed with organisation. Liked Kahoots and working in bedrooms. Very fun doing zooms. 1 subject area per day.
- Negatives - Wifi was sometimes not great, sharing devices which meant that they needed to skip zooms. Missing friends was hard.
- Nat questioned how others in the class found it, Daisy shared that device sharing would be hard. Taylor checked with friends and they really enjoyed it, but missed their friends.
- Nat asked how it was interacting with teachers. Reply that it was great, they had set times and they had time they could ask questions.
- AJ asked if there was anything they wish they could keep doing now they are back at school, Taylor shared that the daily challenge was great. They both shared that they wished they could do the daily quiz with their family, as they all really enjoyed it too.
- Luis asked what other things they would like to share with the board, by invitation. The girls are going to take this question back to the student council.

1.8. **Agenda Item brought forward – Property**

- Library Project
 - The library project will be funded from the ministry allocated funds received in 2019 and the Ministry have provided approval of this. It is expected to be an 8 to 10 week project.
 - **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.**
- Accessibility project
 - This project has been confirmed in writing and is due to start in the holidays. The delay on this will be the asbestos project, as they will need to wait for this to be completed.
- Rooms 3-6
 - **Reconfirmed previously approved decision that up to 118,000 from the MoE Property Maintenance Fund will go towards the Room 3- 6 Project.**
 - **AJ to check Ruth to see if any funds have already been spent**
 - 28th August is the estimated date of handover currently, this is Week 5 of Term 3.
 - Paul advised that the Primary Workplace PCBU is the MoE and their approved asbestos management plan has been shared with the Board.
- Other items
 - At the end of July the MoE is expected to announce which schools are getting new classroom spaces.
 - AJ suggested that from the Board review that it would be great to hear notes from major property decisions and how they could be shared, a group is trying to work together to see how this could be communicated between meetings.
 - Nat expressed gratitude from the board for all the hard work Luis and Paul have done on progressing the property projects.
 - Paul advised the pathing behind the new library will be a part of the library project with some being covered by the special needs project.
 - As part of the 5YA there is \$50,000 being held for water tightness projects.
 - **Stefan, AJ and Stu to work together on a feedback form that could be the template to used for Paul to give feedback. The aim to make this simple and easy to use.**

2. BOT Strategic

2.1. Board work plan

- **Board review: Review of board roles**
 - **Nat will review what Ange has shared from the Board Review session and will circulate.**
 - The roles were discussed in the governance manual. Nat has reviewed this and hasn't found a lot to change due to there not being a lot of tasks mentioned in the chair job description. Currently Nat is taking a large amount of action items, the aim is to remove this as she has many other items to do.
 - Nat suggested that guidelines around the meeting need to be looked at including the areas of the agenda, submitted papers, minutes, and website updates
 - **Stefan will update the Governance Manual with the new protocols**
- **Board Review - schedule of delegations**
 - This schedule was unable to be found by some members.
 - **This will be moved in the Governance framework and policies folder, and then will be reviewed at the next meeting**
- **Board review – Template for submissions**

- Stu shared a simple template with all which has questions to help prompt the appropriate information, It classifies by board level, or by in committee
- This will be in the Governance framework and policies folder and will come as a standard attachment with the minutes
- For every agenda item there should be a submission, except for the Principal's report.
- **Approval of using the memo template for all agenda document items submitted**
- **Board review – Decisions register**
 - AJ has reviewed and shared.
 - **Stefan will review the May 2020 meeting minutes for any additional decisions that may be missing.**
 - AJ found it quite hard to find decisions in the meeting minutes. These will now be captured in the end of the minutes, current and previous decisions. The decisions that are likely to be required are kept at the end of each minutes, these will be reviewed at the end of each meeting to see if vital to keep.
 - **For this meeting, Stefan will add on the decisions to this meeting minutes. This will then be continued by the minute taker.**
 - **Approval of the use of the decisions register and inclusion in the future minutes**

2.2. **Student achievement and target** – Deferred to August

2.3. **Co-Opting Discussion** – Deferred to August

2.4. **NAG 2 Review** – Deferred to August

2.5. **Enrolment scheme and Zone** – No new information

2.6. **Board Professional development** – Nothing to add

2.7. **Staff Wellbeing update** – This is part of the Principals report as it is a charter item

2.8. **Kahui Ako** - No update but there is concerns due to a cluster wide teacher only day planned for Week 2 next term which currently has no information.

3. Decisions

3.1. Board decisions

- **Finance reports:**
 - The amount spent during the Covid time is a new line item.
 - Due to COVID spending is down,
 - Strong cash position, stable budget. Reduced donation amounts.
 - **Decision was made at last meeting was to not communicate an expectation around donations. This will be included in the decision register.**
 - AJ questioned around the cash position, Nat confirmed that there is a property plan for the school. AJ would like this to also link with the fundraising goals, so that the home and school have a project to focus on.
 - **Agenda item for next time – to discuss a plan for cash reserves.**
 - The audit has just been completed. The auditor has suggested that the deficit budget is not a good idea long term, as it is not sustainable. The suggestion is to use it on capital, not human resources.
 - AJ shared a job description, as he took that as an action from the board review.

3.2. Principals decisions:

- **Principals report**
 - Taken as read
 - AJ asked if the TA pay increase would impact the West Park budget, Luis responded that the MoE will top up the budget amount for all TAs, which they

have committed for 3 years. The aim is to have these externally paid as teachers are.

- In the past the team leaders have given information Luis regarding what is occurring under each charter focus item, now the SLT is meeting to be able to discuss this across the school. General feeling that after lockdown it feels like a second year is starting.
 - Inclusive education: Pockets of small actions, none feeding purposely into this action purposely. The SLT did not feel our teams had a great handle on this. At the next teacher only day this will be the focus, giving ownership and depth of understanding. This year the students have looked a lot of getting to know themselves, the aim is to now bring this in to the planning and purposes. Alisha shared that in the Year 1s there is a news focus, which is 1 off but looking at how to make it sustainable and consistent. We will also look at how students feel belonging, and how this can be measured.
 - Curriculum: ALL writing being run in Year 3/4 and Room 12. Alisa is leading writing professional developments, comparing samples across the school, very positive discussion. Using assessment for learning, with Anna Starr (the literacy learning specialist) in Year 1 and 2, individual needs focus. There is also Teacher aide professional development occurring in spring into maths, for those who need a boost at the Year 3/4 level. Year 5 and 6 is also focusing on their assessment for learning sake, not just for assessments sake. They are also exploring direct instruction, group work, individual work and independent learning. Luis shared that confidence in students is being seen in the collaborative environments.
 - Wellbeing: A whole heap of staff who are really positive, focused and tired! Students are very positive after the engagement during lockdown, the friendships formed quickly. Over lockdown 15 students began school, they did 1 on 1 zooms with their teachers and small group activities, this has shown that friendships are positive. We have some teachers who are giving a lot, Kahikatea being one group that is very busy. Discussion that retaining staff is great but those who leave often do to promotions. Howard shared that there are some very positive items towards wellbeing, pizzas, board breakfast, chocolates and morning tea. Working on ensuring that staff who are taking on a lot are not burnt out. AJ questioned if there is anything that can be done to help? AJ also questioned the sustainability of these projects? Stu questioned how the items are celebrated? Texts, emails, small gifts, morning teas, offers of help.
 - The board would like to keep this way of reporting, with the SLT sharing.

4. Maintenance

4.1. Health and Safety.

- A parent email has been received regarding a student fall in 2019. The teachers on duty were recently reminded regarding this area, students are not allowed. This area is on the hazards register already. Discussion around different options, signage could prompt all teachers to remind students.
- **Stu to draft a response, that the teachers will be reminded to remove students, Luis will add something else to the top to make it more visible. Reviewing this in 6 months.**

4.2. Property Report - Earlier in the meeting

5. Community/consultation/Whanau

5.1. Home and school

- Quick discussion around the cookbook. The group would like to know what to fundraise for. Suggestion from Luis, removal of the vegetable low garden and put in a sheltered sandpit.

5.2. Community engagement Plan

- Taken as read from Haley.
- **Haley moved to approve the plan. Jen seconded. Unanimously approved to go to staff for additional feedback. Decision made to approve the community engagement plan.**
- **Jen to do the audit your white space activities**
- **Howard and Haley to share with staff.**

Extension of time called for at 8.30pm.

6. General business

6.1. Actions arising from last meeting

4.1	25/5/20	Printing minutes and dropping them into the office Stefan to sign.	Nat	Closed
4.2	25/5/20	Write a community newsletter discussing the property delay	Nat	Closed
4.3	25/5/20	Contact Greg O'Conner regarding the building	Luis	Closed
4.4	25/5/20	Give available dates to Nat for Board Review	All	Closed
4.5	25/5/20	Review NAG2	Stefan	Open
4.6	25/5/20	Ask staff about a potential breakfast date	Jen	Closed
4.7	25/5/20	Contact Ruth regarding the change in budget info	AJ	Closed

6.2. Correspondence

Correspondence Out:

- No correspondence out

Correspondence In:

- Ministry of Education – COVID-19 Update – 26 May
- NZSTA – Message from the Electoral Commission - 26 May
- Ministry of Education – COVID-19 Update – 28 May
- NZSTA – 2020 President and Board Election Results – 29 May
- Ministry of Education – COVID-19 Update - 2 June
- Ministry of Education – COVID-19 Update - 4 June
- Ministry of Education – COVID-19 Update - 8 June
- Ministry of Education – COVID-19 Update - 11 June
- Ministry of Education – Ministry Bulletin for School Leaders - 16 June
- School Parent - Health & Safety Incident - 16 June
- NZEI – NZEI News - 17 June
- Ministry of Education – COVID-19 Update - 18 June

7. Next meeting 17th Aug

7.1. Agenda items additional

- Plan for cash reserves
- Fundraising ideas/Property plan

- Board roles/ Co-opt discussion
- NAG 2
- NAG 3
- Staff Wellbeing Survey
- Mid year budget review
- Tipuanga Programme

8. Meeting review

8.1. Keep, stop, start

- The memo template should be taken as read, to reduce time taken to answer.
- Luis – Felt that Nat sharing her frustrations in a group setting was great to see everyone helping.
- Suggestion that in the minutes there could be an attendance register on the bottom of the minutes.
- All feeling satisfied with their contribution
- Stu suggested revisiting the review frequently so it doesn't move from the top of everyone's head.

The Board went in Committee at 8:50pm

The Board came out of Committee at 9:10pm and the meeting was closed.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

Actions:

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
5.1	22/6/20	Check with Ruth regarding property maintenance fund spending	AJ	Open
5.2	22/6/20	Feedback form for Paul to complete regarding the property management	AJ, Stefan, Stu	Open
5.3	22/6/20	Update governance manual with meeting protocols	Stefan	Open
5.4	22/6/20	Review the schedule of delegations	All	Open
5.5	22/6/20	Add an additional line into the agenda, review decisions from previous meetings	Stefan	Open
5.6	22/6/20	Luis to update the board policy once all the NAGs have been reviewed	Luis	Open
5.7	22/6/20	Stefan to set up the table for the decisions made and send through to minute taker for use from this meeting forward.	Stefan	Open

5.8	22/6/20	Draft an email to respond to parents regarding the student fal	Stu	Open
5.9	22/6/20	Share the community engagement plan with staff	Haley	Open
5.10	22/6/20	Review NAG 3	Jen	Open
5.11	22/6/20	Prepare staff wellbeing	Jen	Open
4.5	25/5/20	Review NAG2	Stefan	Open
2.3	11/3/20	Following up the information given around the zone by discussing with Shelly	Luis	Open

Notable Decisions:

Topic	Decision	Date	Status
Property – Rms 3-6	To progress negotiations with Field and Hall as our preferred tender for the works. Any additional expenditure above budge for these works, up to \$118,000, will be covered by the property maintenance funds that have been allocated by the Ministry. Voting was unanimous	16 Jan 2020 Decision between meetings	Live
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	Live
Meeting Protocols	Approval of using the memo template for all agenda document items submitted	25 June 2020 meeting	Live
Record keeping	Approval of the use of the decisions register and inclusion in the future minutes	25 June 2020 meeting	Live
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