



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 5th July 2021

Time: 6.30pm

Location: Room 15, West Park School

Meeting began at: 6.34pm and ended 8:55pm

1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Jen Carey, Haley Marsh, Stefan Kirkwood, ,
Stu Ng
Visitors: Nicola Douthett, Howard Young, Jay Henry, Will Harper
- 1.2. **Karakia** – Stu Leading this evening
- 1.3. **Apologies:** Sanjay Narayan and Prashant Bakshi,
- 1.4. **Conflicts of interest:** No new
- 1.5. **Minutes of previous meetings:** Unanimously approved with additional line from Luis added.
- 1.6. **Decisions between meetings:**
 - Term Dates for 2021
 - Out of zone number for ballot
- 1.7. **Review of decisions of previous meetings:** Done
- 1.8. **Previous meeting reflections:**
 - Great meeting. Change to 6.15pm to allow more SMT members to attend.
- 1.9. **Student council** – Raised over \$400 with donations for bringing in soft toys, there was spot prizes. Some year 3 students came up with the idea, and asked the council. A current idea is to have a plastic free day, points given for reduction and pizza is for the winner. Cardboard boxes for pizza, so a great prize. Joint classes are single, and points can be averages to determine class numbers. Student councillors can check during eating days. Mr E suggested that it could be every 5 weeks, so classes know what they are striving for. Stefan asked how the year 3 students knew to ask, they approached Mr Joseph. Jay suggested they could put up posters for writing on, Mr E suggested a postal box in the office for the councillors. Jay would like turf on the top field under the goals, suggestion that they could run a poll and investigate the price. Howard shared what a privilege it is to have such a wonderful group, they are proactive, bring lots of great ideas and did the school proud today at Evans Bay Intermediate.

2. Priority items:

- 2.1. **Property update** – The final piece of the accessibility project is about to start. The stairs will be grinded down. A builder will be in the second week of the holidays, there will hopefully be enough from the accessibility project to fix the matting. The wall outside Room 11, will be done a timber front.
When the 5Y project begins, the water tightness is being evaluated. The board needs to be prepared prior to the funds are being planned for.
The extra 2 classrooms have been delayed as the company has gone into liquidation. Nat questioned if the classrooms are going to be this year, the current contact says Term 4.
A potential trip hazard has appeared at the edge of the library, Paul is following this up, Luis has identified it before it becomes a problem.
Planted has begun, or is about to begin, and the fence will remain on the hill area until it is ready.
- 2.2. **Principal's updates**
 - Principal's report: Taken as read. Howard is going to take over the meeting update as Luis is unwell.

- Each team has identified actions that could be implemented in the classes to change student achievement.
- Stefan questioned those students more than a year behind, he wanted to know if the progress is being tracked to ensure that students are not falling further behind. As part of the teacher aide application there is a tracking record of the student achievement.
- PD was given to staff regarding dyslexia
- There will be a video shared with staff tomorrow, regarding the impact of saying names appropriately.
- Thank you to Howard's effort in the area of SENCO and Howard and Haley's relationship in progressing the community engagement piece.
- **Student council topic for next meeting they attend:** Turf polling and more of their own initiatives

3. BOT Strategic discussion

3.1. Board work plan

- **Board review** In the past it has worked to have Ange to bring in, AJ suggested that a possible external review. Nat suggested a 360 review, teachers, community members. Howard shared the staff's difficulty in completing Hautu, due to not attending meetings. An independent person can provide direction and remove bias but it can also lead the group astray. Discussion around building a subcommittee to direct how this can be formed. Nat, Stefan and AJ will be on the sub-committee, to design the approach to the review.
- **Community engagement review** – Checking on actions, to see if they are occurring. Nat is aiming to do a newsletter at the start of term 3: Welcome to new staff (if part of it), Introducing the new website, general property update, student council update. Two Tuesday mornings have occurred, one new connection has been made. A request from management, please no additional actions over the next few months, with Howard leaving.
- **Document management options** – When external parties request documents. Stefan suggested a single folder, approved minutes, work plan, the charter, the communities engagement plan. This is currently in the induction document, which needs to be renamed to be board document. Nat suggested that there is a current and an archive. AJ also suggested that there is a working document place. Stefan to go at changing the title, and organisation. If a document changes, there will be an action to change in the folder.
- **Governance manual review** AJ notified the board that the meeting time and the agenda needs to change, and the act updated, as it changed in 2020. Stu suggested that the STA manual is helpful. Haley questioned the home and school committee being a sub-committee, after ringing STA she has been advised that it should be a standing committee with delegation. Discussion around if home and school is a sub-committee, decision was that it is a group that supports school so this will be removed from the governance manual. The board supports this group by providing a representative. No board members have capacity at the moment, to be moved to Term 4 when they do.

3.2. **Board professional development** Jen, AJ and Haley found their most recent one did not provide what they wanted.

3.3. **Kahui Ako** The last meeting was cancelled due to COVID levels, the next whole school meeting is the 2nd of August. Nat will have the cluster chairs here at WPS, they are going to invite members of the Kahui Ako to present. Jen offered to discuss what she does as an in-school leader.

3.4. **Hautu Outcomes** delayed as Prashant is not here

4. BoT Decisions

4.1. Board decisions

- **Finance reports** Nothing of note. Stefan moved to approve the May 2021 Financial report, seconded by Stu, unanimously approved.

5. Monitoring

5.1. **Health and Safety Report** nothing in the principal's report. Nat questioned if this needs to be a standing item, as it is part of the work plan for the deep-dives and it is in the principal's report. Decision made to do this.

6. Consultation/Community/ Whanau

6.1. **Home and School** No new updates, Haley is waiting on some information about the ramp. Matariki evening is being hosted by Howard and Tane.

7. General Business

7.1. Actions arising from last meeting – See Below

- AJ would like to request furniture details from teachers, this can be completed next term. He is planning to ask some teachers to trial it first.

7.2. Correspondence

Correspondence Out:

- Nil

Correspondence In:

- Ministry of Education – Bulletin for School Leaders # 144 – 8 June
- Ministry of Education – Bulletin for School Leaders # 145 – 22 June
- Ministry of Education – COVID 19 School Bulletin – 23 June
- Ministry of Education – COVID 19 Update – 24 June
- Ministry of Education – COVID 19 School Bulletin – 27 June
- Ministry of Education – COVID 19 Update – 29 June
- NZSTA – Membership Matters – 1 July

8. Next Meeting

8.1. Agenda Items

- Work Plan
- Board review recommendations
- Website
- Hautu
- Staff Wellbeing survey
- Student achievement

8.2. Next Meeting – 23rd August 6:15pm

9. Meeting Review

9.1. It felt very positive to have the increased time on student achievement, it felt where the time should be given. Feel great about working as a group, everyone had a voice. All felt they had a contribution. AJ questioned if student achievement could be a standard item, opportunity to discuss – no data required. Howard reminded that it was going to be a different year group each time, Jen to start next time.

The meeting was closed at 8:55pm.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
5.1	5/7/21	To bring an idea of how to run the board review to the next board meeting.	Nat, Stefan and AJ	Open
5.2	5/7/21	Organise staff breakfast	Jen	Open
5.3	5/7/21	Update the dropbox organisation	Stefan	Open
5.4	5/7/21	Reviewing the governance manual – To be moved on the work plan to Term 4	Nat	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
2.7	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