



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 17th August 2020 AT 6:00PM**

Meeting date: 17th August 2020

Meeting number: 6

Time: 6.00pm

Location: Room 15, West Park School

Meeting began at: 6.00pm and ended 8.25pm

1. Administration

1.1. **Welcome /Present:** Nat Henry, Aaron (AJ) Jordan, Luis Echegaray, Jen Carey , Stuart Ng, Haley Marsh, Stefan Kirkwood

Visitors: Alisha Mullen, Michael Joseph, Nicola Douthett

1.2. **Karakia** – lead by Jen. Next time to be lead by Stu.

1.3. **Apologies:** Apologies from Paul, unable to visit this evening to present property reports.

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

1.5. **Minutes of previous meetings:** Approved between meetings, Stefan to sign and date.

1.6. **Decisions between meetings:**

- 4th August 2020 - 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
- 4th August 2020 - To approve the funding of the library project out of the Board Funds up to \$16,526. Unanimously approved by email

1.7. **Previous meeting reflection – Skipped**

1.8. **Student council representatives – Deferred**

1.9. **Agenda Item brought forward – Property** - The reports were taken as read. Discussed the retaining wall at the bottom courts, Room 3-6 project timeline, possibility of tiered area between lower and main blocks, the property masterplan, and the template for property reports to the board.

2. BOT Strategic

2.1. Board work plan

- 2.1..1. **Board review: Board roles and Co-opt opportunities** - Board members will advertise for a co-opt role in the newsletter. Draft notice to be created by Stefan.
- 2.1..2. **Student achievement against targets** - General discussion in which Team Leaders shared insight into practices across all learning areas and how these are being adapted in response to challenges.
- 2.1..3. **NAG2 Review (Became a review of all NAGs)** - ERO is likely to be here early next year, so a review of NAGs needs to be completed prior. Luis and Jen have reviewed that all procedures and guidelines are present. Final copies to be reviews between meetings. When procedures and guidelines are relevant to governance are reviewed they will be attached to the Principals report.

- 2.1..4. **NAG3 Review – As above**
- 2.1..5. **Tipuanga programme** - Final year of this programme so a decision needs to be made in regards to future support of the project. Discussion reached the point that Luis and Alisha will make a recommendation to the board at the next meeting
- 2.1..6. **Staff Wellbeing Survey** - Jen has been working on this. Nat to send to staff. Jen will collate all results and report back at the next board meeting. If 85% completion the board will fund the coffee cart for staff on the following Wednesday.
- 2.2. **Enrolment scheme and zone** - Deferred to next meeting
- 2.3. **Board Professional development** - No update
- 2.4. **Kahui Ako Update** - Local Principals met. There have been 3 Principals appointed: Kate (Cashmere), Lesley (Amesbury), Christine (Raroa). The in school leaders and cross-school leaders job descriptions are being created.
- 2.5. **Student council topic for September meeting** - Idea to interview new students, what they liked about West Park and what they missed from their old schools. This could possibly provide suggestions for the board. Student Wellbeing was agreed could be a potential discussion point.

3. Decisions

3.1. Board decisions

- **Finance reports:** Papers taken as read. June has showed an increased amount of voluntary donations. There are a lot of expenses that come in towards the end of the year, they will show in the November and December reports.
Stu - A motion to approve the July financial report, Jen Seconded. Unanimously approved.
- **Mid year budget review:** AJ anticipates that the school will come close to break even. AJ and Luis looked at the mid-year budget review, the practice is not to re-do the budget at mid-year, it is just adding narrative to the budget and where spending has changed. Ruth, Luis and AJ will get together and show this change of budget management and allow interpretation of the budget easier
- **Plan for cash reserves:** There is a possibility of another term deposit.
- **Fundraising/Property plan** - This will be discussed once the property masterplan has been shared.

3.2. **Principals decisions: Principals report** - Taken as read, with general discussion.

4. Maintenance

- 4.1. **Health and Safety** – General discussion.
- 4.2. **Property Report** Earlier in the meeting - item 1.9

5. Community/consultation/Whanau

- 5.1. **Home and school** - Haley has shared papers with the board. Question about privacy, printing the name and class number. Haley to ask permission from parents to print names and room numbers in the cookbook prior to printing.
- 5.2. **Community engagement Plan** – General discussion. Staff and Board get together scheduled for early in Term 4 perhaps in association with the blessing in the new classes.

6. General business

- 6.1. Actions arising from last meeting

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	Closed
5.3	22/6/20	Update governance manual	Stefan	Closed
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 fall	Stu	Closed
5.9	22/6/20	Share the community engagement plan with staff	Haley	Closed
5.10	22/6/20	Review NAG 3	Jen	Closed
5.11	22/6/20	Prepare staff wellbeing	Jen	Closed

6.2 Correspondence

Correspondence Out:

- No correspondence out

Correspondence In:

1. Ministry of Education – COVID-19 Update – 23 June
2. NZSTA – Membership Matters – 24 June
3. NZSTA – Membership Matters – 25 June
4. Ministry of Education – COVID-19 Update – 25 June
5. NZSTA – Membership Matters – 29 June
6. Ministry of Education – COVID-19 Update – 30 June
7. NZSTA – Teacher Aide Pay Equity Claim – 1 July
8. NZSTA – 2020 AGM – 2 July
9. Ministry of Education – COVID-19 Update – 3 July
10. Ministry of Education – Ministry Bulletin for School Leaders – 28 July
11. Ministry of Education – Ministry Bulletin for School Leaders – 4 August
12. NZSTA – Membership Matters – 6 August
13. NZSTA – NZSTA Update – 10 August
14. Ministry of Education – Ministry Bulletin for School Leaders – 11 August
15. Ministry of Education – Ministry Bulletin for School Leaders – 12 August
16. NZSTA – Membership Matters – 12 August
17. Ministry of Education – Special Bulletin COVID-19 Update – 13 August
18. Ministry of Education – COVID-19 Update – 14 August
19. Ministry of Education – COVID-19 Update – 15 August
20. Ministry of Education – COVID-19 Update – 17 August

7. Next meeting

7.1. Agenda items

- Community consultation
- Staff Wellbeing results
- Strategy Day Plan

- Board Chair correspondence – including a discussion around charter information evening 2021. Luis to add NAG information.
 - Master building plan
- 7.2. **Next Meeting**
- **21 September 2020**

8. Meeting review

8.1. Keep, stop, start – Skipped

The Board went in to Committee at 8.25pm

The Board came out of Committee at 8.52pm and the meeting was closed.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
6.1	17/8/20	Provide the building master plan to the board	Luis	Open
6.2	17/8/20	Revisit and reword Co-Opt notice	Stefan	Open
6.3	17/8/20	Send through reviews for Health and Safety, and finance. Review to confirm that the latest copy has been used for review.	AJ, Stu, Luis	Open
6.4	17/8/20	Update financial reporting to include information regarding reserves	AJ	Open
6.5	17/8/20	Follow up police vetting of sports coaches	Luis	Open
6.6	17/8/20	West Park School Wellbeing survey to be sent out	Nat	Open
6.7	17/8/20	Community consultation recommendations	Stefan	Open
5.1	22/6/20	Check with Ruth regarding property maintenance fund spending	AJ	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
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 budget 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	Superseded
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
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