

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

## Board of Trustees Meeting

Meeting date: 13<sup>th</sup> December 2021

Time: 6.15pm

Location Room 15

Meeting ended 9:00pm

### 1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Jen Carey, Haley Marsh, Stefan Kirkwood, Stu Ng, Prashant Bakshi,  
**Visitors:** Nicola Douthett, Michael Joseph, Emily Osborn, Meg Lim
- 1.2. **Karakia** – AJ shared
- 1.3. **Apologies:** None
- 1.4. **Conflicts of interest:** New additions from last meeting have been added to the register but old ones need to be removed. Stefan to update the register.
- 1.5. **Minutes of previous meetings:**
  - Unanimously approved
- 1.6. **Decisions between meetings:**
  - Purchase of 39 iPad and cases \$22,191 (ex GST) unanimously approved electronically between meetings.
- 1.7. **Review of decisions of previous meetings:**
  - Library Seating item can be removed from the notable decisions tables.
- 1.8. **Previous meeting reflections:**
  - All felt it was a good and fast meeting, no meaty topics except Kahui Ako
- 1.9. **Community Consultation Results (Bought forward)**
  - Michael did a community consultation and shared these results. 4 feedback submissions have been received, some regarding gender identity discussion and suggesting a parent information evening. Michael has responded to these parents directly. The resources have not been released to match this curriculum document yet. Michael discussed what could occur for students who are being opted out of the activities. More information will be listed in the school newsletter. This will not be a huge change from what teachers are currently teaching, just some tweaks.
  - Natalie offered that the BoT could review and then vote on the document in the first meeting of 2022. Michael will share the parent feedback also.

### 2. Priority Items

- 2.1. **Property Update:**
  - Classrooms are being handed over this Thursday. Mid-January blessing – with Staff, BoT and Students who will be in the space. This project has moved along well.
  - The concrete work has now been completed but the mat is still being repaired
  - Paul has been in contact with the builders regarding resurfacing of the steps outside Room 7-8
  - A 5Y email has been received regarding the remaining money, there is around 45000. Luis is planning to check the roof above Room 7,8 and 9. The plan if this doesn't need to be done, the aim is to renovate Room 9, opening the cloak bag into a breakout space.
- 2.2. **Principal Updates**
  - Taken as read. Highlighting NAG 6, the 5 out of zone places has been done. 3 places were requested of which 2 have declined due to subsequent moves.
  - NAG 5, 1 new entry in health and safety. A staff member turned fast and fell, no hazard. The Staff member who has been on leave from a past incident will remain so till the end of the year.

- The playground at the bottom court will be repaired by Wellington City Council – this normally occurs in around 5 days. The net that was removed is still an ongoing project.
- NAG 4, the draft budget has not been finished. Luis would like to know if the board is still intending to pay activity fees for swimming, life education and ASB centre. Luis recommends yes. The board agrees with this, it will be included in the budget. School donations are at 49%, there has been no pushing of this due to COVID. AJ shared his thoughts around negative budgets, next year there is already one planned due to Seedlings.
- Jen moved to accept the 10 Year Financial Property Programme, seconded AJ, unanimously approved. Shared as an attachment in the Principals report.
- NAG 3 Appointments and Staff Leaving. The recruitment has bought some excellent candidates. We are still recruiting one more Scale A position, and a DP. Luis thanked the management team for their hard work. AJ Questioned the induction process, and if the BoT could meet with the new staff. Luis shared that there is an induction booklet, and that the new teachers will all be bought together.

### 2.3. Review 10YPP

- Stefan questioned if the new classrooms impact this, they do not as they are ministry funded.
- Delayed till next year, to be completed in Term 4 next year.

### 2.4. Student achievement

- Very pleased across 2-6. Boys, Māori and Pasifika students have continued to be areas of concerns.
- Nicola shared Writing Toolbox, a product being trialled across the school – Students will have access to this in Years 4-6
- ALL – Nicola shared the ALL Report, next year this could be used to focus on Boys, Maori and Pasifika students. We have 6 places and will be supported by Andrea again.
- Discussion around value of specific teacher aides
- Prashant asked around the data for our target students, in year 2. This has been accelerated and has almost doubled the achievements. The aim of putting Flavia and Alisha into Year 3 was to continue the learning. Luis suggests the target to be Māori and Pasifika boys and Year 3 in reading, to keep following the cohort. AJ requested if the Year 1s will be a target group, they will not as their data is stronger – both from their own achievement and the programs around them. AJ questioned if the seedlings program has any learnings for the Maori and Pasifika, Luis responded that there is a different result for girls, so there needs to be thoughts around this.

## 3. BOT Strategic Discussion

### 3.1. Board Work plan

- Community consultation – Done above
- Budget for next year– Flagging some expensive contributions such as the writing toolbox.
- Draft Charter – Natalie shared Ange’s summary. Objectives and strategic to stay the same. Natalie would like to revisit the parent and home relationship. AJ would also like there to have a focus on equity. Luis to work on the charter goal actions over the January holidays. He will circulate for board approval.

### 3.2. Board Professional Development – None new

### 3.3. Property Advisor Role Review – Luis spoke with Paul and he has invoiced for the year. His role will stand down unless needed for another project.

## 4. BOT Decisions

### 4.1. Board Decisions

- Finance reports – AJ submitted it yesterday. Nothing of note. The Auditors are still working, Luis and Jodi are providing evidence. Luis noted that the education personnel bill will come through, but negotiations are ongoing. Stu Moved to accept the November Financial report Jen seconded, unanimously approved

## 5. Monitoring

### 5.1. Health and Safety Report – spoken about above

## 6. Community/ Consultation/Whanau

- 6.1. The group helped with colour run. \$2000 was raised. Discussion was held around the equity of running these sorts of events.
- 6.2. No word on the sandpit project – next year, Haley to follow up

## 7. General Business

### 7.1. Correspondence

#### Correspondence Out:

- Nil

#### Correspondence In:

- Ministry of Education – COVID 19 Update – 16 November
- Ministry of Education – COVID 19 Update – 18 November
- Ministry of Education – COVID 19 Update – 19 November
- Ministry of Education – COVID 19 Update – 22 November
- Ministry of Education – COVID 19 Update – 26 November
- Ministry of Education – COVID 19 Update – 29 November
- Ministry of Education – COVID 19 Update – 7 December
- Ministry of Education – COVID 19 Update – 9 December

### 7.2. Succession Planning including chair role

- Natalie suggested that the day to day work of chair be delegated. AJ is happy to step up to do a term, he will begin at the start of Term 1, Prashant to do Term 2, Natalie to do Term 3. Stu will take over the board email address. Stefan will now add the correspondence to the minutes.
- Discussion around next year Board elections. The election officer will manage this once appointed. Natalie suggested some 18month terms to go with the 3 years to create some natural succession. Stefan also asked about the financial role and AJ doing the chair role in February, AJ thinks it would be easier to keep the role. Any impact on the delegation register – no, they will be acting chairs for a term. Natalie will continue to sign any documentation as she will remain officially in the role. Parent complaints will be triaged with the current chair, staff issues will be held until completion by the chair who begins it. To be added into the decision table

### 7.3. Board meetings dates 2022

7.3..1. Luis shared proposed dates with the whole board, 14<sup>th</sup> Feb, 27<sup>th</sup> Feb, 11<sup>th</sup> April, 30<sup>th</sup> May, 4 July, 22<sup>nd</sup> Aug, 26<sup>th</sup> Sept, 14<sup>th</sup> Nov and 12<sup>th</sup> Dec

7.3..2. Staff representative on the board – Jen has spoken to a few members of staff.

### 7.4. Review Work Plan

- Natalie will do this over the holidays
- Luis to do a morning tea from the board on Wednesday
- Suggestion to do a breakfast early in the year, suggestion of a teacher only day.

### 7.5. Actions arising from last meeting

- Capital Assets plan – Johnsonville School is working on this

## 8. Next meeting:

### 8.1. 14<sup>th</sup> February

### 8.2. Agenda items

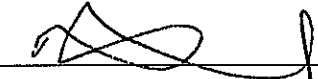
- Approve Charter
- Code of Conduct
- Approve budget
- Governance Manual
- Community Engagement (plan)
- Approve Statement on the delivery of the Health Curriculum
- Vaccination status discussion

## 9. Meeting review


- 9.1. Good one! Surprised that they got through it! Natalie thanked Jen's efforts and her willingness to take on tasks. Jen thanked the board for the opportunity to grow.

**In Committee – 8:20pm until 9:00pm**

- The Board discussed a staff matter. The Board unanimously agreed that a sub-committee be established (Nat, AJ, and Haley) to manage the situation and that it be given full authority to make decisions pertaining to the resolution of the matter.

CHAIRPERSON: 

Natalie Henry

SECRETARY: 

Stefan Kirkwood

DATE: 14/02/22

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
10.1	13.12.21	To update the conflicts of interest register	Stefan	OPEN
10.2	13.12.21	To share Michael's Health Curriculum Update with the whole board	Jen	OPEN
10.3	13.12.21	Add vaccination discussion to agenda for first meeting in 2022 - Board Meetings - Register of vaccinations	Nat	OPEN
10.4	13.12.21	Creating a plan for each charter goal	Luis	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/math's 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
EECA Loan	Unanimous approval of a delegation for Luis to accept the Crown Loan of \$26,495 from EECA for the upgrade of LED lighting by Direct Energy Solutions	27 September 2021 meeting	Live
Chair role	The Board agreed that 2022 will see AJ and Prashant acting as Chair in Terms 1 and 2 respectively. Natalie will continue to sign any documentation as she will remain officially in the role. Parent complaints will be triaged with the current chair, and staff issues will be held until completion by the chair who begins it	13 <sup>th</sup> December 2021 meeting	Live

