



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 15th November 2021
Time: 6.15pm
Location Room 15

Meeting ended 8:57pm

1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray (left at 6:45), Jen Carey, Haley Marsh, Stefan Kirkwood, Stu Ng, Prashant Bakshi, Natalie Henry
Visitors: Nicola Douthett, Jonty Joseph, Michael Joseph, Jay Henry
- 1.2. **Karakia** – Prashant lead this evening
- 1.3. **Apologies:** Paul
- 1.4. **Conflicts of interest:** Stu has been appointed for a Ministry of Education board for procurement. Stu to update the register. Prashant is on a Ministry of Education group for digital technology initiatives. Prashant also to update the register.
- 1.5. **Minutes of previous meetings:**
 - Approved and signed
- 1.6. **Decisions between meetings:**
 - None
- 1.7. **Review of decisions of previous meetings:**
 - The EECA loan decision was added and unanimously approved
- 1.8. **Previous meeting reflections:**
 - Reflection was on the time which Nat will watch more carefully.
- 1.9. **Student council:**
 - Jonty and Jay sharing about plastic free day, checking lunchboxes prior to morning tea. The letterbox and plastic free days are up and running, the juniors are much better. They would like to see this going again next year. West Parks Got Talent has its final this week, which has been judged by student council. There is also the voting for the new council tomorrow, they will then meet with the new group. Reflections shared were about lockdown zooming – one on one time with teachers and glitching, an increased confidence in speaking, seeing initiatives come to happening, advice is to come around classes to hear what students want to say – not just leave it. Many positives were the trips, the responsibilities, the fun activities. Nat questioned what ideas have been coming in the letterbox, fundraising ideas, requests. They could try put them into action and pass some on to next year. Jay's advice for the next council – Have a goal for what you wanted to achieve. Jonty would add the turf to the top field under the goals, reasoning that they know they can't do the whole field. They have found speaking to the board fun and they enjoy the pizza. Nat asked that they pass back to the other student council that we have appreciated their contribution. Michael shared that them coming here has given them more goals and focus, and he hopes it continues.

2. Priority Items:

- 2.1. **Property update:**
 - Apologies from DELTA that they haven't yet sorted the concrete steps. Construction library fixing of path is due to go ahead. The rubber matting by the junior playground will also be concreted when contractors are available.
 - The new classrooms will be put on site over the weekend with a crane.
- 2.2. **Principal Update:**
 - Taken as read
 - Highlight 2 key things – relievers we are struggling to get now.

- The Kahui Ako removal – Nat asked what do we lose? Luis met with the Principals in the cluster regarding the cluster role, and where the Kahui Ako is just a project. We will lose the in-school leader position, which Jen has held – and this has some release time attached. The PD and expo days, we would still be welcome. Nat questioned the lack of benefits, and if this is because of what? Luis shared that there are too many people, and a lack of autonomy for those in school leaders, and across school leaders. Teams were asked about what they felt, and they agreed that the expo day was great, and that Nigel Latta was too. Staff members can remain in the SENCo group and the New Entrant cluster group – which are both beneficial. Stu suggested that in making the decision we look back at why we made the decision to opt in and reflect on why we have changed the decision.
- Luis has a cluster meeting later this week, if the decision was made to pull out Luis would communicate with the lead Principals. They would notify the ministry. Nat called for a vote for favour of withdrawing from the Kahui Ako. Unanimously passed.
- Attention was brought to the health and safety segment
- Recruiting for DP – The committee agreed to re-advertise and the cut off is next week
- Recruiting for Scale A – 2 interviews were held today and will be more tomorrow. The aim is to let team members know this week their placements for next year.

2.3. Review 10Y PP

- Ashbys has been contacted and are updated – Luis to follow up and circulate over email for approval.

In Committee – 6:55pm until 7.12pm

2.4. Student achievement

- Was supposed to be Emily but she wasn't in attendance. ALL data next time

3. BOT Strategic Discussion

3.1. Community survey results

- Stefan has shared prior to the meeting
- Nat is going to theme the comments and will send to Ange prior to next weeks meeting. A reminder will go to Ange that it's a refresh not a rewrite.

3.2. Budget for next year

- Discussions have not occurred yet
- AJ said it will be interesting to follow up the budget after 2 COVID years
- IPADs have been considered as an option for excess budget
- A caretaker will also need to be budgeted for
- Discussion around the librarian being a permanent position
- Consideration of not overbudgeting the new board

3.3. Strategy day planning

- As above

3.4. Board professional development

- None

3.5. Kahui Ako

- Discussion done as part of the Principals report

3.6. Hautu Outcome

- To be done next year, as its not a priority to be rushed
- Nat will put it on the work plan

3.7. Property Advisor role review

- Paul is still doing bits but Nat has not received an invoice in months
- Discussion that the big projects are almost done
- Discussion to be pushed to next meeting for Luis to be a part of the discussion

4. Board Decisions

4.1. Board decisions – Finance reports

- No more COVID spending
- No real additions

- Fundraising line has been raised again, when this is a larger amount there will be a focus.
- AJ questioned the change of accounting software, Luis shared he is comfortable with the change for Ruth. AJ would like to discuss the benefits of Xero and the paperless options.
- Haley moved to approve September financial reports, seconded by Jen, Unanimously passed.
- Stefan moved to approve October financial reports, and Stu seconded Unanimously passed.
- The audit is about to begin.

5. Monitoring

5.1. Health and Safety report:

- Discussion around how to prevent that cone situation again
- Discussion around vaccinations and the board providing their information

6. Consultation/Community/Whanau

6.1. Helping Jaz with the colour run! Nat will come in to take photos

7. General Business

7.1. Correspondence

Correspondence Out:

- Nil

Correspondence In:

- Ministry of Education – COVID 19 Update – 27 September
- Ministry of Education – COVID 19 Update – 28 September
- Ministry of Education – COVID 19 Update – 30 September
- Ministry of Education – COVID 19 Update – 4 October
- Ministry of Education – COVID 19 Update – 5 October
- Ministry of Education – COVID 19 Update – 8 October
- Ministry of Education – COVID 19 Update – 11 October
- NZEI – Te Riu Roa supports vaccine mandate for educators – 12 October
- Ministry of Education – COVID 19 Update – 12 October
- Ministry of Education – COVID 19 Update – 13 October
- Ministry of Education – COVID 19 Update – 14 October
- Ministry of Education – COVID 19 Update – 15 October
- NZSTA – Board Matters – 15 October
- Ministry of Education – COVID 19 Update – 18 October
- Ministry of Education – COVID 19 Update – 19 October
- Ministry of Education – COVID 19 Update – 20 October
- Ministry of Education – COVID 19 Update – 21 October
- Ministry of Education – COVID 19 Update – 22 October
- NZSTA – Board Matters – 26 October
- NZSTA – STA News Issue 313 – 26 October
- Ministry of Education – COVID 19 Update – 27 October
- Ministry of Education – COVID 19 Update – 28 October
- Ministry of Education – COVID 19 Update – 1 November
- NZSTA – Board Matters – 1 November
- Ministry of Education – COVID 19 Update – 3 November
- NZSTA – Board Matters – 3 November
- Ministry of Education – COVID 19 Update – 5 November
- NZSTA – Board Matters – 5 November
- Ministry of Education – COVID 19 Update – 8 November
- Ministry of Education – COVID 19 Update – 10 November

- NZSTA – Board Matters – 10 November
- Ministry of Education – COVID 19 Update – 11 November
- Ministry of Education – COVID 19 Update – 12 November

7.2. Actions from last meeting: see below

8. Next meeting:

8.1. From minutes

- The Principals Appraisal to be removed
- Work plan – Natalie will work on this over the summer
- An indication given that Natalie will be standing down as chair
- Equity

9. Meeting review:

9.1.

- All felt good with a faster meeting
- This meeting didn't have the meaty discussions, felt operational rather than charter goals.
- Kahui Ako discussion was great

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: 13/12/2021

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
8.1	15.11.21	To work out which class got pizza for the community survey	Stefan	Open
3.6	12.4.21	Summarise the Hau to findings and circulate to the board.	Prashant	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	31 May 2021	Live

	quote in consultation with Haley up to \$20,000 for the sandpit project (ex. GST)	meeting	
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
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

