



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 27th September 2021

Time: 6.15pm

Location Room 15

Meeting ended 8:57pm

1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Jen Carey, Haley Marsh, Stefan Kirkwood, Stu Ng
Visitors: Nicola Douthett, Emily Osborne, Hannah Kirkwood, Ella Gregory, Georgia Young, Mel Gibbons, Verity Hazlett, Howard Young, Michael Joseph
- 1.2. **Karakia** – Jen
- 1.3. **Apologies:** Prashant Bakshi, Sanjay Narayan
- 1.4. **Conflicts of interest:** No new
- 1.5. **Minutes of previous meetings:** August and July minutes, AJ moved to accept these minutes, Stu seconded, unanimously approved.
- 1.6. **Decisions between meetings:** None
- 1.7. **Review of decisions of previous meetings:** Done
- 1.8. **Previous meeting reflections:** All satisfied with discussions, but the meeting was not kept to an hour, which Nat apologised for.
- 1.9. **Student council:**
 - Research about the turf, would cost \$100,000 so the decision was made to not follow up with a poll. The student council then provided the board with a proposal for a tube slide. They have also created a letter box, for suggestions from other students. They have advertised this to the classrooms. The student council also provided the board with their advertisement for Plastic Free days. They also shared their plans for supporting a disability service and organisation of West Park has talent. The student council has made an official decision to not have the Halloween disco. Serge's variety night idea was shared, with shared food and Pasifika performance.
 - Nat questioned the letterbox, if it was functioning yet. Hannah replied that the letterbox has already been placed and Ella and Georgia said they would check it each Friday and go back to discuss with other students. AJ questioned if they were surprised at the cost of the turf, and if they had researched the cost of the tube slide. They haven't researched that yet but recognise that the slide would end near the new classrooms. Luis suggested they don't give up on it as it could be covered by a grant.
 - **Parent addressing the board:** Motion moved in committee – Minutes stopped until 6:51pm, then the meeting restarted at 7.15pm

2. Priority Items:

- 2.1. **Property update:** The board has received an update about the new classrooms, which will be delayed due to water being added. The area of the playground with the matting which is damaged is due to be repaired. This will be done once a contractor can be found. The stairs will also be resurfaced.
- 2.2. **Principal Update:**
 - Out of zone students, 4 siblings have been identified so the recommendation by Luis is to advertise 5 places. No questions or comments, to a vote. AJ moved to advertise for up to 5 places for Term 1 and 2 2022 - 6 for, 1 against. Motion passed
 - EECA Loan discussed. Jen moved to accepting the Crown Loan of \$26,495 from EECA for the upgrade of LED lighting by Direct Energy Solutions, Haley seconded. Unanimously approved.
 - 70-80% of year 2's will reach the target by the end of the year. There are 6 students for which this is not working. As part of the planning meeting next week, there will be a focus on these students as there is no reason for their achievement.

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- Stefan questioned the health and safety concern due to faulty equipment. This was due to nails on the new fencing, Luis has fixed it.
- Staffing
 - Jasmine has been a star and she will be finishing up at the end of the year. The team that she came into was a fantastic team, with all new members. She is a huge loss, having contributed so much. Leaving classroom teaching, looking at special education.
 - Jen has become an integral part of the school. Genuine and hardworking. At a leadership level she has made a big difference. Jen has always been interested in counselling, at an intermediate level. Nat thanked Jen for her great contribution to the board, Jen replied that it has been a privilege.
 - Luis shared the provisional staffing for 2022, it is based on the 1st of July roll for 2021. This allows schools to plan for teacher placement. Luis shared the possible plan for the staffing numbers.
- 2.3. **Equity:** As part of Luis's travels around for lockdown he saw many in the community, and saw great economic disparity across our school. There has been many efforts for the board to provide equalisers. Luis shared that he has concerns for how our actions are possibly increasing the gap. A thought is maybe to draw in different representation to the board, Nat suggested that it could be a focus for the board to bring this thinking into every decision. This will be part of the discussion as part of the Boards strategic planning day.
- 2.4. **Student achievement:** covered above
- 2.5. **Student Council topic:** Transition to the new student council, what are they most proud of, reflection of the year. Lockdown to also be reflected on.

3. BOT Strategic discussion

3.1. Board Work Plan

- Board Review: AJ and Nat met around this topic and their suggestion was taken as read. Not to be done at a board meeting, board members only. Discussion around co-opting board members, to provide succession planning. Natalie will communicate that the board may be wanting a co-opt in her newsletter and to encourage people to reach out. All board is happy with the self-review process raised.
 - Community Survey: Feedback has been received, and it will be circulated in week 1 term 4.
 - Staff Wellbeing survey results discussed: Largely positive response, steady improvement from the last few years. A staff member questioned what had been done, the work on respect and focus on staff wellbeing. Lots of comments around wellbeing being taken on by individuals, and some comments around management focus on wellbeing. Stu suggested that the board could communicate what they have done in the wellbeing area. Natalie suggests this could be part of the work plan. A couple of board members to present the results, then the staff to workshop the actions
 - Strategy Day planning: Natalie to contact Ange, as all agree is she a valuable facilitator. 22nd of November. Jen to communicate to staff.
- 3.2. **Board professional development** – Strategic planning course was attended by Nat. She rated it as quite good, lots of tips on engaging with the community and measuring data. She would recommend watching the recording.
- 3.3. **Kahui Ako** – 1st of November Community of Practice meeting. The leadership would like the BoT to consider allowing West Park to leave the Kahui Ako. The teacher only days have been lost due to them being used for Kahui Ako. We are not seeing any gain for the teachers across the school. AJ asked that before the decision was made that a discussion was had with the other Kahui Ako members. Nat asked that a paper be filed prior to decision being made next meeting.

Natalie called for an extension of time – Unanimously approved

3.4. **Hauto** - deferred

3.5. **Property advisor role review:** Luis suggested no longer needed past the end of the year unless the 10year property plan provides opportunities. This discussion will be held at the next meeting.

4. BoT Decisions:

- 4.1. Finance Reports: 2 reports shared, some COVID costs are showing, AJ has spoken to Ruth regarding a ledger for Home and School income. This will now be an updated line, like the COVID reasons. Luis shared that it needs to be visible for Auditors, but AJ confirmed this is not necessary. Stefan moved to approve the July and August Financial reports, Stu seconded. Unanimously approved.



5. Monitoring:

- 5.1. Health and safety – nothing additional to report

6. Consultation/Community/Whanau

- 6.1 Home and School – no new actions

7. General business:

7.1. Correspondence

Correspondence Out:

- Response to parent email – 20 September

Correspondence In:

- Ministry of Education – COVID 19 Update – 23 August
- Ministry of Education – COVID 19 Update – 24 August
- Ministry of Education – COVID 19 Update – 25 August
- Ministry of Education – COVID 19 Update – 26 August
- Ministry of Education – COVID 19 Update – 27 August
- NZSTA – STA News Bulletin #311 – 27 August
- Ministry of Education – COVID 19 Update – 29 August
- Ministry of Education – COVID 19 Update – 30 August
- Ministry of Education – COVID 19 Update – 31 August
- Ministry of Education – COVID 19 Update – 1 September
- NZSTA – Sector Update – 2 September
- Ministry of Education – COVID 19 Update – 2 September
- Ministry of Education – COVID 19 Update – 3 September
- Ministry of Education – COVID 19 Update – 6 September
- Ministry of Education – COVID 19 Update – 7 September
- Ministry of Education – COVID 19 Update – 8 September
- Ministry of Education – COVID 19 Update – 9 September
- Ministry of Education – COVID 19 Update – 10 September
- Ministry of Education – COVID 19 Update – 13 September
- NZSTA – Member Only Board Matters – 14 September
- Ministry of Education – COVID 19 Update – 14 September
- Parent Email – Thanking Board for COVID response – 15 September
- NZSTA – Extension for 2021 Elections – 15 September
- Ministry of Education – COVID 19 Update – 15 September
- Ministry of Education – No COVID 19 Update today – 16 September
- Ministry of Education – Embargoed: Information on School Holidays – 17 September
- Ministry of Education – COVID 19 Update – 17 September
- Ministry of Education – COVID 19 Update – 20 September
- Ministry of Education – COVID 19 Update – 21 September
- Ministry of Education – COVID 19 Update – 22 September
- NZSTA – Member Only Board Matters – 22 September
- Ministry of Education – COVID 19 Update – 23 September
- Ministry of Education – COVID 19 Update – 24 September
- NZSTA – STA News Bulletin #312 – 24 September

- 7.2. **Website:** Stu submitted a paper regarding the website, its almost ready to go live via AISCORP. He has taken feedback and worked with school apps. The whole board thanked him for his efforts

8. Next Meeting

8.1. Agenda Items

- Increased time for Kahui Ako

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- Equity
- 8.2. **Next Meeting – 15th November**

9. **Meeting review:** The time going over. Nat is going to be clearer on keeping time for next meeting especially with additional meeting items. Please all keep eye on emails between meetings.

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: 15/11/2021

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
7.1	27.9.21	Luis and Natalie to work on the response for the request for flexible working request	Luis Natalie	Open
7.2	27.9.21	Communication with Ange regarding Strategy day	Natalie	Open
7.3	27.9.21	To be added into the workplan, reminding staff about the wellbeing actions taken by the board prior to the following survey.	Natalie	Open
7.4	27.9.21	To discuss the staff wellbeing survey results at a staff meeting	Natalie, AJ, Stefan, Jen	Open
7.5	27.9.21	Adding the loan decision to the decision table	Stefan	Open
6.4	23.8.21	To provide commentary on the budget and where it is for the year	Luis	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
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
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

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