



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 11^h April 2022

Time: 6.15pm

Zoom

Meeting ended 7:40pm

1. Administration:

- **Welcome /Present:** Aaron (A) Jordan, Luis Echegaray, Stefan Kirkwood, Prashant Bakshi, Michael Joseph, Stu Ng, Haley Marsh, Natalie Henry
- **Visitors:** Nicola Douthett, Jayne Taylor, Alex Rhodes-Robinson, Ezra Ng, Megan Button, Adele Southerton, Izelle Oothusin, Mel Cosgrove-Shore (Arrived 6.50), Emily Osborn
- **Karakia** - Stefan leads this evening
- **Apologies:** none
- **Conflicts of interest:** No new
- **Minutes of previous meetings:** Approved between meeting over email
- **Decisions between meetings:** Annual Audit reports (YE Dec 2021) were approved unanimously between meetings.
- **Review of decisions of previous meetings:** Done
- **Previous meeting reflection:** Great to see targets and a Principal report.
- **Student council representatives:** Ezra and Alex shared that more than 20 applied for the council and 6 students were elected. The council has met twice and has a list of initiatives. Some of the ideas include a friendship club, a crazy you day, a colour run, nets in the football pit, fundraisers, West Fest and school jerseys. The student council will return to the next meeting with a prioritised list with requests for funds. Nat questioned if they had considered fundraising themselves, they were unsure, it was suggested to take this back to the council. Alex and Ezra shared that an idea for fundraising - hot chocolate supplies for the road patrollers. Michael will prepare these on awful days prior to school starting so they are ready for students.

2. Priority items:

- **Property update:**
 - Attachment 4 has a quote for an update of the hall \$142,000, Luis also looked at the cost of remodelling Room 9 which would be \$113,000 with an additional \$20,000 required to extend the cloak bay to be part of the classroom. Stefan questioned with its location if it could be used for staff or teacher aides, this is possible. Luis suggested these could be done as part of school funds or could be done as part of the next 5Y. Luis met with the new property manager for West Park School and asked about the \$45,000 if it could be used for a project now and allocate in the next 5Y. He is currently looking at the outcome of the leaky building testing, no matter what the outcome of this, the amount owed by the school would be \$45,000. If this was rolled to the next 5Y it could be more costly, due to the amount that could be claimed.
 - The grant given will now cover the sandpit project and this will begin mid-year holidays. The grant has given indication that they put aside around \$20,000 per school yearly, Luis has put this into his diary to identify a project for 2023.

Luis asks that everyone review the quote, AJ and Luis to put a paper together for the next meeting regarding the impact of this on-board funds.

- **Principal updates** Taken as read, key information:

- The school roll – this is where most schools in our cluster were a year ago. This may mean at the end of the year we will consider reduction of staff; this may be up to 2 teachers. Later in the meeting there will be a vote on the out of zone students. 14 students are due in Term 2. Very few have been identified for Term 3 and 4. Stefan questioned if staff are aware of the potential reduction, Luis confirmed that all are. Stu wondered what the projected growth for Johnsonville is, Luis is unsure of this.
- Luis invited team leaders to speak: Nicola shared that her team is all new, lots of seedings PD. The team is keen and have been exploring with Anna, both in the classroom and during meetings. Kate has bought strengths in Multisensory Literacy. A new student is providing challenges, they are an English Language learner and is a running risk who has managed to escape the school. Nicola and Luis have been working with the MoE Property team to get the area fenced and the behaviour team to support him. Luis will add these onto the hazards register.

Jayne shared that all is going well in Team Rimu. There are students who have been identified by assessment, and their needs being targeted. Jayne shared that she has hit the ground running, the best thing is that there are so many people she can ask questions. She is loving the job and finding it very rewarding.

Emily – Team had a good start to the school year; the long-standing members have supported the new members who have slotted in well. Focusing in on students and what we can do best for students, enjoying each other's company and having a laugh. Working with Andrea for Accelerating Literacy Learning, doing observations and giving feedback in writing.

- AJ asked how the Maths committee is going – Michael replied around how the group has been working on assessment and have worked with staff during professional development. The group has also collected teacher voice what they are doing, how they plan, the local curriculum and the wider curriculum. Jayne and Emily met with a potential PD provider and have completed an application. This is for creating best teacher practice.
- Luis shared that the leadership team attended a health and wellbeing conference and one of the presenters shared a stay survey which he has tweaked for a primary focus. Detailed discussion about how the Board would use the information and how the data would be collected and who would conduct any interviews. Stu asked if it would be worth running it past a small group of new staff, to see how they would feel about the way the process could be run. Luis will look at this over this week, and the first week of the holidays.
- Out of Zone vacancies – Luis has explored out of zone siblings, 2 have been identified. His recommendation is for 10 vacancies – to increase the roll. Nat shared that she thinks that it makes sense. Stu questioned the risk of the growth, if the pressure swings the other way. Luis shared that due to Room 19 and 20 the capacity is close to 450 now, the risk would be that the MoE would identify that we need to drop down a classroom space.
Nat moved the motion to advertise for up to 10 out of zone positions, Stefan seconded, unanimously passed.
- Natalie questioned the wellbeing guidelines put in – Nicola has been working as part of a wellbeing group who then presented this to staff. This policy began being worked on as part of discussion with the Moe Educational psychologists in 2021. The group has been working on the 5 ways to wellbeing and how this can impact staff and students.

- **Student council topic for next meeting** - They will give an update and present their list.

3. BoT Strategic Discussion

- **Board Work plan:**

- **Governance Manual Approval** Nat has been working on updating this to reflect the new legislation and new meeting protocols. This should be a resource for the new board, giving protocols and the board structure in general. Nat reminded everyone regarding protocols of having any papers in on the Thursday prior to the meeting.

Luis moved the motion to approve the new governance book, Haley seconded, unanimously passed. Stu will pass to Marti to get it on the website.

- **Board Communications** Nat raised this, with Jo leaving to update the communication channels e.g. Website, App. AJ noted that the school comms and the board comms are combined, Nat said this was common to share an update in the newsletter to ensure that people don't have to read the minutes. Stu shared that there is a way to make all the communications link together. Stu shared that the school apps organisation will train Marti or put out the documents for her. Taylor and Marti did the last PD together for newsletters. Luis shared that the newsletter is going out this Thursday, Taylor needs the items by Wednesday prior to the meeting. AJ thinks twice a term is appropriate for the board communication, agreed by all. AJ will write a segment, Nat will proofread. The key messages will be selected, and this will become a regular segment of the meeting. The key messages will also be passed through Michael to staff on a Monday meeting. Haley will update the community engagement plan.

- **Board Professional Development** Nat raised the discussion of the health and safety audit needing to be done to manage the covid vaccination expectations for staff. She has shared a professional development course with all board members. Stu to do some more research into this and share back next meeting.

4. BoT Decisions

- **Finance Reports** - Jan, Feb and March report added on Sunday by AJ. Capital spend is higher than expected, planned from last year but just carried through. This was received as a \$19,000 furniture grant for Rooms 19 and 20. Cash reserves are sitting around \$600,000.

Stu moved to accept the January, February and March financial reports, Prashant seconded, and the board unanimously approved.

5. Monitoring

- **Health and Safety Report:** The student providing risk discussed above. No other new additions to the hazard register. The covid numbers have reduced - 9 staff have been confirmed cases. Prashant found the communication targeted and reassuring for the classes with teachers. AJ checked if the 8am meetings for the management team has stopped, Luis confirmed this, and says they will only start if there are large amounts of staff case. Nat said the pack was greatly received, and thanks the team. The team leaders prepared a pack per student in the school, to reduce extra work on staff.

6. Consultation/Community/Whanau

- **Home and School:** The group was trying to get an online quiz going this term, it didn't quite go to plan. The aim is now week 4, term 2. The group would also love to have a disco, this will only occur if at orange.

7. General Business

- **Actions arising from last meeting**
 - Nat's discussion with NZSTA regarding elections- advertisement needs to be clear about some roles being for 18months and others for 3 years. Parents need to be clear which one they are applying for, and clear records need to be kept. NZSTA needs to be notified after approval from the MoE, Nat will follow this up. Luis questioned if the MoE still funds this process for the returning officer. Ruth will be the returning officer.
 - Covid protocols have meetings over zoom whilst at red
- **Other business - Elections**
 - Natalie suggested a subcommittee for the election plans to really promote people coming on the board. Luis suggested that checking in with Ruth before moving too far into this. AJ shared that he has a timeline already. Natalie, Stu, and Haley will form the committee to help plan the election for the year, AJ to send contact details for Ruth.
- **Key messages for next communication**
 - Student council first visit
 - Discussed improving board communication and inclusion into the newsletter
 - Decisions around property - Room 9 and the hall, Fundraising focus. Target of \$142,000
 - Election coming up
 - New staff settling in
 - Delegate chair arrangement
 - Out of zone student decision
- **Correspondence**

Correspondence Out:

- Email to former employee - 5 March 2022
- Email to former employee - 10 March 2022
- Email to WorkSafe - 15 March 2022
- Email to WorkSafe - 16 March 2022
- Email to WorkSafe - 17 March 2022
- Email to former employee - 18 March 2022
- Email to community member - 30 March 2022
- Email to former employee - 5 April 2022
- Email to parent of current student - 6 April 2022

Correspondence In:

- Email from former employee - 1 March 2022
- Ministry of Education - COVID 19 Update - 1 March 2022
- Ministry of Education - COVID 19 Update - 3 March 2022
- Email from former employee - 7 March 2022
- Ministry of Education - COVID 19 Update - 8 March 2022
- Ministry of Education - COVID 19 Update - 10 March 2022
- Email from the school's lawyer - 13 March 2022
- Email from WorkSafe - 14 March 2022
- Ministry of Education - Bulletin for School Leaders - 15 March 2022
- Email from WorkSafe - 16 March 2022
- OIA request from The Platform NZ - 16 March 2022
- Email from WorkSafe - 17 March 2022
- Email from WorkSafe - 18 March 2022
- Email from former employee - 18 March 2022
- Ministry of Education - Bulletin for School Leaders - 22 March 2022
- Email from Office of the Privacy Commissioner - 22 March 2022
- Ministry of Education - COVID19 Update - 23 March 2022
- Email from Umbrella Wellbeing Limited - 23 March 2022

- Email from parent of current student - 23 March 2022
- NZSTA Board Matters – 24 March 2022
- Email from The Trusts Community Foundation (TTCF) – 24 March 2022
- Email from former employee – 24 March 2022
- Email from HRManNZ – 25 March 2022
- Ministry of Education – Bulletin for School Leaders – 29 March 2022
- Email from WorkSafe – 29 March 2022
- Email and OIA request from community member – 29 March 2022
- Email from parent of current student - 4 April 2022
- Ministry of Education – Bulletin for School Leaders – 5 April 2022
- Email from WorkSafe – 6 April 2022
- NZSTA Board Matters – 7 April 2022

8. Next Meeting

- **Agenda Items:**
 - **Work Plan: Community Engagement review, Election Plans, Hautu**
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- **Next Meeting date:**
 - **30th May 2022**

9. Meeting Review

- The board felt the items were well covered. Stu praised AJs management of the zoom meeting. Nat suggested that the timing could be adjusted on the plan for the Principal’s report to give it the appropriate amount of time – 30mins would be great.
- Everyone contributed today
- All individuals were happy with their contribution
- Nat shared she would really like to hear Michael’s view on staffs view of items. Stu suggested that we make sure that the real priority items rise to the top of the meeting. This is to ensure that the next board comes in well sorted. Natalie suggested that property now becomes part of the Principal’s report. An item highlighted from the charter by both Nat and Luis was student and staff wellbeing. Haley questioned what could be provided, Luis said the wellbeing group could give feedback, AJ also commented that the actions from the charter could be the anchor for this.

In Committee - 8:21pm until 9:36pm

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
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3.1	11.4.22	Giving the governance manual to Marti for the website	Stu	OPEN
3.2	11.4.22	Training of school App for Marti	Luis Stu	OPEN
3.3	11.4.22	To draft a communication for the school newsletter	Aj Nat	OPEN
3.4	11.4.22	To add key information for communication to the agenda under community and health and safety regarding covid vaccinations	Stefan Nat Stu	OPEN
3.5	11.4.22	To add a regular agenda item to staff meeting regarding board key messages	Michael	OPEN
3.6	11.4.22	To update the community engagement plan to add additions regarding key messages and communication	Haley	OPEN
3.7	11.4.22	To put some ideas together regarding health and safety and covid vaccinations	Stu	OPEN
3.8	11.4.22	To contact the MoE regarding midterm elections, what the process is and to notify them that we wish to go ahead.	Nat	OPEN
3.9	11.4.22	To send Ruth's contact to the sub-committee for the election	Aj	OPEN
3.10	11.4.22	Let Taylor know that the BoT will have a section in the newsletter.	Luis	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
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 delegate Chair in Terms 1 and 2 respectively for the purposes of running and coordinating meetings, and catchups with the Principal. Natalie will continue to sign any documentation as she will remain officially in the role. Parent complaints will be triaged with the	13 th December 2021 meeting	Live

	current chair, and staff issues will be held until completion by the chair who begins it		
Fundraising for Hall upgrade	Unanimous approval that all future fundraising will go toward to upgrade the hall.	14 th February 2022	Live