



West Park School
Every student matters, every moment counts.

Board of Trustees Meeting

Meeting date: 28th February 2022

Time: 6.15pm

Location Room 15

Meeting ended 7:40pm

1. Administration:

1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Stefan Kirkwood, Prashant Bakshi, Michael Joseph, Stu Ng, Natalie Henry

Visitors: Nicola Douthett, Jayne Taylor

1.2. **Karakia**

1.3. **Apologies:** Haley Marsh

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

1.5. **Minutes of previous meetings:** To be approved over email.

1.6. **Decisions between meetings:** None

1.7. **Review of decisions of previous meetings:**

- All fundraising will be towards the hall project

1.8. **Previous meeting reflection:** Deviation from the agenda occurred but topics were appreciated.

2. Priority Items:

2.1. **Property Update**

- No new updates.

2.2. **Principal Updates**

- Taken as read. Luis brought attention to the school roll of 335, the year 1 roll is 27, the lowest in a long time.
- Nat questioned the limiting factors of doing online interviews, some families were phoned.
- Luis clarified that packs and devices are only being offered to those who are covid positive or a household contact.
- Prashant questioned what the threshold is for closing the school to onsite learning, Luis said that the management team is meeting each day and trying to follow the pandemic plan.

2.3. **Student Achievement**

- Nicola shared the seedlings targets
- In the year 4-6 data, Jayne shared the different focuses, she highlighted the movements of students in and out of the school. The ALL programme will focus on literacy, writing focus. Writers toolbox has also been introduced. Michael shared that in Kahikatea have a lot of students who require extension in Maths and are being extended within the program. They are also doing a problem-solving challenge. The groups are flexible as needed. Jayne, Emily, Kate, Michael and Sherrick spent the day together discussing assessment, overarching plan and what maths looks like at West Park. This will be taken to staff next week.

2.4. **Student council topic**

- The board would like to hear what their plan is for the year, and the challenges that they are facing and how the school can support them.

3. BoT Strategic Discussion

3.1. Board Work Plan

- Community Engagement – taken as read . Stefan moved to approve the document; Prashant seconded. Nat commented that it was a good document.
- Governance Manual – pushed to next meeting.
- Approve Charter – Luis looked at the 3 strategic goals, reviewed the information from Ange, and added some new initiatives. The community training one will survey parents asking what parents are interested in. Nat questioned if a facilitator has been allocated for wellbeing, not yet. The management team is attending a conference next week where they may find someone, on Friday 2 psychologists will be taking some PD. Stefan motioned to approve, Stu seconded. Luis will submit the new document.

3.2. Board Professional Development –

- #### **3.3. Formal Principal Review Report** – Nat contacted Chris and 14th of June will be the meeting date. Nat to change the workplan in to add in the Principal Appraisal in the appropriate time.

4. BoT Decisions

4.1. Board Decisions

- Finance Report – This will need to be approved between meetings.

5. Monitoring

- #### **5.1. Health and Safety Report** – nothing new to note

6. Community/Consultation/Whanau

- #### **6.1.** The sandpit will begin over Easter holidays

7. General Business

7.1. Actions

- Discussion around staff breakfast, and how to ensure that everyone feels safe. There will be tongs to use, sanitiser and outdoor space. The team building activity will be outdoors, football golf.
- Elections – 7th of September (14th of September for new board). Discussion around this date, and the process, including if there is a mid-term and full-term member situation. Ruth has been the returning officer in the past. The board would like Ruth to attend a meeting to share the process. Nat shared that there is a STA information evening on mid-term elections. Suggestion that there are 2 mid-term, and 3 full-term members. The aim is to provide succession and planning. Each parent/caregiver gets a vote. Nat Moved to have the election on the 7th of September, Prashant seconded. Stefan Moved to have 2 midterm seats (and 18 month term), Stu seconded. Stu motioned for Ruth Early to be the returning officer, Stefan seconded.
- AJ asked the FTE spreadsheet to be filled out, he will work this out and circulate for checking.

7.2. Correspondence

Correspondence Out:

- Email to NZSTA Regional Advisor – 15 February 2022
- Email to WorkSafe with requested information - 24 February 2022

Correspondence In:

- Ministry of Education – COVID 19 Update – 15 February 2022
- Ministry of Education – COVID 19 Update – 17 February 2022
- Ministry of Education – COVID 19 Update – 22 February 2022
- Ministry of Education – COVID 19 Update – 24 February 2022

8. Next meeting

8.1. Agenda items

- Hautu
- Principal Agreement Approved
- Financial statements for auditor

8.2. Next Meeting

- 11th April 2022

9. Meeting review

- 9.1. Quick!! Everyone happy with the time. The agenda was quite light. The first Principals report was good, the targets was great to hear about.

In Committee - 7:21pm until 7:40pm

CHAIRPERSON: _____

Natalie Henry

SECRETARY: _____

Stefan Kirkwood

DATE: _____

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
2.1	28.2.21	To change the workplan in to add in the Principal Appraisal in the appropriate time.	Nat	OPEN
2.2	28.2.21	Call NZSTA about midterm elections and the process	Nat	OPEN
2.3	28.2.21	Contacting Ruth to be the returning officer for the election	Aj	OPEN
1.2	14.2.22	To update the governance manual to include meeting times, and update the education act	Nat	OPEN
1.5	14.2.22	To communicate with the board chairs cluster group regarding their COVID protocols	Natalie	OPEN
1.6	14.2.22	To price the hall project	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	Live

		meetings	
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 current chair, and staff issues will be held until completion by the chair who begins it	13 th December 2021 meeting	Live
Fundraising for Hall upgrade	Unanimous approval that all future fundraising will go toward to upgrade the hall.	14 th February 2022	Live