



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

# Board of Trustees Meeting

Meeting date: 30<sup>th</sup> May 2022

Time: 6.15pm

Zoom

Meeting ended 9:15pm

## 1. Administration:

- 1.1. **Welcome /Present:** Aaron (AJ) Jordan, Luis Echegaray, Stefan Kirkwood, Michael Joseph, Stu Ng, Haley Marsh, Natalie Henry  
**Visitors:** Nicola Douthett, Jayne Taylor, Emily Osborn (Arrived at 6.30), Mel Cosgrove-Shore
- 1.2. **Karakia** - Haley led this evening
- 1.3. **Apologies:** Prashant Bakshi
- 1.4. **Conflicts of interest:** A new one added to the register by AJ, where he has joined a board for an education product which produces a platform for STEM. He will abstain from decisions around STEM.
- 1.5. **Minutes of previous meetings:** Approval was gained
- 1.6. **Decisions between meetings:** 3 May 2022 - Unanimous approval of up to \$6k in funding to engage an independent consultant to undertake a review of staff wellbeing, focusing on how well we are meeting our objectives, which are stated in the school charter.
- 1.7. **Review of decisions of previous meetings:** Completed
- 1.8. **Previous meeting reflection:** Items were covered well. Nat suggested more time to be added for important items, which has been done today. All members were happy with their contribution. Discussion of adding a wellbeing item to the agenda, this has not been completed for this meeting. This will fall under the strategic discussion.
- 1.9. **Student council representatives:** This item was delayed till 7.30pm due to football practices. Zoe and Liam joined the board this evening and shared some new ideas; school jerseys, writing competitions, a calendar, a friendship club, bake sales, football nets, a teacher vs. students kahoot. They also thanked the school for the hot chocolate for cold road patrollers. Liam shared his screen so the school jersey idea could be shared. Nat asked if the school council could find out the cost of the jerseys so parents can be let know. Zoe shared the friendship group in Room 14 and 15, games and activities, Miss Myer is helping with this. Alex and Liam have been working on the writing prompt ideas with Alex. Luis offered to help with prizes. Stu asked how student councils communicate to the school, they each have designated years that they focus on. Luis suggested that the student council could have a segment in the newsletter. Most of the suggestions are for charitable organisations fundraising. The bake sale would be for the school projects. Nat raised after the students leaving around inclusion, wouldn't want to leave anyone out if families couldn't afford them.

## 2. Priority items:

- 2.1. **Property update:** Now within the principals report
- 2.2. **Principal updates:** Taken as read,
  - 92% of parents attended this year parent-teacher sessions, which is about 10% higher than previous years.

- Nicola shared that team Totara and Miro are doing well, bringing lots of positive changes to the students. They are finding some of the changes are challenging teachers and it is having a little bit of a detrimental effect on wellbeing. Luis has visited the team meeting and offered for teachers to think about how we can help and Nicola will be meeting with the team tomorrow to look for some other suggestions too.
  - Jayne shared that team Rimu has done a great job at parent teacher interviews! There is a focus on reporting now. There has been some sickness in the team which has been covered with a mix of relievers and Jayne jumping in. Jayne is checking in on Wellbeing due to these. She shared that it was very exciting to get a trip booked this term.
  - Emily shared that parent teacher interviews have been mainly positive, Angelina's first student led conferences. Supporting the team with reports, and expectations. Michael has got a lot on for sport and camp - Emily is ensuring she is supporting. Laura Bell is doing a university paper on ESOL. There has been some sickness in the team. Relievers are hard to come by. To try and reduce the impact of this, all the relievers have been prebooked till the end of the year.
  - Jayne and Emily have been working on a professional development application for funding for hours and support. This will work alongside the seedlings project. Luis shared that we have not done one of these applications in a while, which is often seen as favourable.
  - The MoE has notified that our provisional staffing is less than 2022 staffing role, which would mean that we may enter 2023 with a surplus. The staff is continually being made aware of this as it could mean a loss of 2-3 staff. At a leadership level we are inviting other schools that have gone through the process to share, STA also has been invited to the school and cluster. NZEI will also be contacted at a leadership level and then also at staff to share the process. AJ suggested that there is a way to pass on to the next board, suggestion of maybe a shared document.
  - The refurbishment of Room 9 quotes. Nat raised that she thought that a paper was coming, AJ suggested that Luis and he get together to discuss the financial impact, this is recorded as an action.
  - Proposed dates - Luis suggested dates align with Raroa Intermediate and have the required days.  
Stefan motioned to approve the term dates for 2023, Natalie seconded, unanimously approved.
  - For noting, new reporting will begin in 2023. Charters will not be required to be done, now it will be a strategic plan. The annual report continues. This will also be added the handover notes.
  - AJ shared that the stay survey looks great and asked what the plan is with the actions. Luis shared that parent teacher interviews are now over, so teams will discuss meetings this week and will be followed up as a whole staff. Luis is planning to go back a second time at the end of the term, following up on the actions. The new staff have already received the feedback summary. Luis will share the organisational booklet to the board, the hope is that it provides an overview of the year for everyone.
  - Nat raised the removal from the Kahui Ako, Luis will share this as part of the newsletter and with the staff to check everyone knows.
  - Michael shared that swimming has been difficult. Year 3 and 4 will have 5 lessons, Year 1 and 2 will have 7 sessions in the last weeks of Term 4.
- 2.3. **Student council topic for next meeting:** Everyone has enjoyed the updates, Nat raised in the past to discuss how COVID has impacted them. They could canvas the school.

### 3. BoT Strategic Discussion

#### 3.1. Board Work plan:

- **Hautu:** A paper was submitted from the last meeting, but Prashant is away so can't present. AJ raised his concerns around the items which are very large and with a new board coming in. Nat agreed about the next 3 months needed to be focused on transition and succession planning. Suggestion that it is gifted to the next board for them to run with. Luis agrees that there are a lot of projects ongoing to wrap up. Luis suggested that for the handover notes there could be a single pager on this. Haley would like there to be a community conversation regarding the Hautu but understands that it might be better with a new board. Nat would like to share the items that the new board would be focusing on, this could attract some candidates. AJ would expect that the new board might need to experience the process to own it. Haley shared her understanding of the process is needed to take to the community first, Stefan motioned to adopt these priorities areas to hand over to the new board and consult with the community. Seconded by Luis, unanimously passed.
- **Community Engagement - Review** Taken as read. Haley has updated this to include the newsletter additions. Hautu also comes in this area. AJ shared that he believes the election process will also be a part of this. Haley will add the election to the document, with a representative enthusiastic board as the outcome. Nat has also been thinking about staff engagement this term and the catch up as this will be the last one. Michael shared there could be a formal and informal meeting with questions and afternoon tea. Stu suggested that maybe some reassurance for staff could be good. AJ suggested a breakfast or morning tea. AJ asked what the staff feel with a change, Luis shared that the impact is normally just felt on the management team. Luis suggested that a morning tea is the best time to capture all staff. Nat suggested a lunch for the time period, Nat and AJ could do this. Micheal to send options for some dates. The election subcommittee will sort the communications.
- **Election Plan** - Natalie rung NZSTA and has now received some midterm information over email. The information showed there needs to be a process with a community consultation. Nat suggests that the next board communication shares this with community to invite for the next meeting. The parents will be notified. Nat has also contacted Ruth regarding the procedure. The Election subcommittee (Haley, Stu and Nat) will meet over the next week and then create a plan.

#### 3.2. Board Professional Development: Completed

### 4. BoT Decisions

- 4.1. **Finance Reports** - In the dropbox, taken as read. The 2021 Annual finance report has been audited and certified, the deficit for the year went up by \$5k. Stu motioned to approve the April 2022 finance reports, Stefan seconded, unanimously passed

### 5. Monitoring

- 5.1. **Health and Safety Report** MOE guidance regarding a health and safety evaluation regarding COVID procedures. Some other schools may do a hazard assessment but there are some procedures that West Park doesn't have yet. Stu suggested a company (Working Wise) that the next board could consult with so the process isn't rushed. Natalie suggested that there is a need for staff Health and Safety Rep to be bought back in and start the process for the next board.

Haley asked what the impact of this on the management team, Luis shared he would like to talk to someone regarding it. Nat reminded everyone that it is an obligation under the act. Stu will reach out to find out costs.

- Nat asked if the health and safety item has now been added to team meetings, Luis confirmed this. Nat also questioned the near miss register, Emily and Michael gave this some thought and will receive the templates from Nat to keep working on.

## **6. Consultation/Community/Whanau**

**6.1. Home and School** The quiz is being organised and is possibly going to be done in person, disco next term. Luis shared his caution due to increasing numbers today. Discussion around having a back-up plan and possibly making the numbers smaller to feel more comfortable. The sand lab team are visiting Wednesday and construction will start in the holidays.

## **7. General Business**

**7.1. Actions arising from last meeting - see below**

**7.2. Correspondence**

Correspondence Out:

- Email to the school's lawyer - 13 April 2022
- Email to the school's lawyer - 14 April 2022
- Email to community member - 18 April 2022
- Email to HRManNZ- 20 April 2022
- Email to community member - 29 April 2022
- Email to parent of current student - 11 May 2022
- Email to former employee - 13 April 2022
- Email to HRManNZ- 16 May 2022
- Email to HRManNZ- 18 May 2022
- Email to HRManNZ- 26 May 2022
- Email to HRManNZ- 27 May 2022

Correspondence In:

- Ministry of Education - COVID 19 Update - 13 April 2022
- Email from WorkSafe - 13 April 2022
- Email from the school's lawyer - 14 April 2022
- Email from the school's lawyer - 14 April 2022
- Email from HRManNZ- 17 April 2022
- Email from former employee - 23 April 2022
- Email from parent of current student - 29 April 2022
- Ministry of Education - Bulletin for School Leaders - 10 May 2022
- Email from HRManNZ- 16 May 2022
- Ministry of Education - Bulletin for School Leaders - 17 May 2022
- Email from HRManNZ- 22 May 2022
- Ministry of Education - Bulletin for School Leaders - 24 May 2022
- NZSTA - Elections Update - 25 May 2022
- Email from HRManNZ- 26 May 2022
- Email from HRManNZ- 26 May 2022
- Email from HRManNZ- 30 May 2022
- Email from former employee - 30 May 2022

**7.3. Key Messages for next communication**

- Midterm elections
- Hautu priorities
- Election dates
- Student council sharing

## 8. Agenda items:

### 8.1. Work Plan

- **Student achievement**
- **Communication with staff about actions following last year's wellbeing survey** Nat suggested that this needs to be done sooner. Luis will look at the new survey.
- **Elections** Now a reoccurring item

### 8.2. Next Meeting - 4<sup>th</sup> of July

## 9. Meeting review

9.1. Timings were quite far off this evening, but the content was good, Nat would like it to be more realistic with time. Discussion of either removing times or making them section times. All satisfied with the group. Zoom is always harder, but the flow was much better than in the past.

## 10. In Committee

10.1. Motion that the public be excluded from the whole or parts of the proceedings under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the reason of protecting the privacy of individuals.

***In Committee - 8:30pm until 9:15pm***

CHAIRPERSON: \_\_\_\_\_

Natalie Henry

SECRETARY: \_\_\_\_\_

Stefan Kirkwood

DATE: \_\_\_\_\_

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
4.1	30.5.22	To discuss the financial impact of the Room 9 renovation - then share with the wider board	Luis AJ	OPEN
4.2	30.5.22	Updating the Community Engagement Plan	Haley	OPEN
4.3	30.5.22	Confirming some potential dates for a board lunch	Michael	OPEN
4.4	30.5.22	Communicate that the next board meeting with be focused on elections - specifically exploring midterm elections	Nat AJ	OPEN
4.5	30.5.22	Contacting the health and safety company regarding costs and a catch up	Stu	OPEN
4.	30.5.22	Exploring the new wellbeing survey	Luis	OPEN
3.5	11.4.22	To add a regular agenda item to staff	Michael	OPEN

	meeting regarding board key messages		
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### 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
Kahui Ako	Unanimous approval of the SLT proposal to withdraw from the Kahui Ako.	15 November 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 <sup>th</sup> December 2021 meeting	Live
Fundraising for Hall upgrade	Unanimous approval that all future fundraising will go toward to upgrade the hall.	14 <sup>th</sup> February 2022 meeting	Live
Culture Review	Unanimous approval of up to \$6k in funding to engage an independent consultant to undertake a review of staff wellbeing, focusing on how well we are meeting our objectives, which are stated in the school charter.	3 <sup>rd</sup> May 2022 Decision between meetings	Live