



West Park School
Every student matters, every moment counts.

Board of Trustees

Meeting

MINUTES OF THE BOARD OF TRUSTEES
MEETING for WEST PARK SCHOOL
ON MONDAY 14th November 2022 AT 6:15PM

Meeting date: 14th November 2022

Meeting number: 8

Time: 6.15pm

Location: Room 14 and 15 West Park School

Meeting began at: 6.16 and ended at 8pm

1. Administration:

1.1. **Welcome /Present:** Tim McMenamin, Sam Andrews, Zoran Nestic, Luis Echegaray, Lauren van Assema, Michael Joseph

Visitors: Nicola Douthett, Jayne Taylor

1.2. **Karakia** – lead by Tim this evening

1.3. **Apologies:** No Apologies

1.4. **Conflicts of interest:** None new

1.5. **Minutes of previous meetings:**

- All read – all agreed on content
- Signed and filed

1.6. **Decisions between meetings:**

- Payment of Richard for the culture review

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

- 1.7.●.1. Community engagement plan
- 1.7.●.2. Sandpit project – It is approx. 2 weeks away from completion
- 1.7.●.3. LED Loans – This will remain for years until paid off. Discussion about how this remains so it stays top of mind, and
- 1.7.●.4. Fundraising for hall upgrade
- 1.7.●.5. Culture review
- 1.7.●.6. Working Wise
- 1.7.●.7. Principal Decision

1.8. **Previous meeting reflection:**

- Discussion of how this can be part of informing this meeting, suggestion made to close the meeting and then review.

2. Priority items:

- 2.1. **Student council** – Not tonight. They will attend the last one for a review. Michael discussed the different things that have been occurring for the group recently, it has been a busy time!
- 2.2. **Principal Updates** – Taken as read. Some items to be taken out for discussion
- School donations, Luis shared the proposed amount. It has not increased for 8 years. It is the lowest school donation in the cluster currently. Luis recommends that it remains as it is, to support families that need it. Tim suggested the possibility of increasing it by \$20 per year. The last few years there has been no reminders, due to a strong financial standing and COVID19. Another suggestion was to have parents having the option to pay for trips that the board have paid for in the past e.g. ASB, or Swimming. Lauren moved to keep the 2023 school donation cost the same as 2022, reminders to be issued twice yearly (Term 1 end and Term 3) after introduction in the school newsletter at the start of the year. Seconded by Tim. Unanimously approved.
 - Luis shared that the board has covered the ASB, Swimming and Life education costs this year. ASB has not occurred since COVID19. Discussion was around keeping the BoT funding for Swimming and life education. The cost for these is around \$20,000. Sam moved to ask parents in 2023 for payment of the ASB trips, seconded by Tim. Unanimously approved.
 - Schedule of delegations: Sam questioned the delegation regarding media and school closure. Luis clarified that it needed to be a collaborative process rather than alone. Tim clarified if a staff member could appeal to the board for any decision, yes was the response. Tim suggested that the budget expenditure over \$15000 should come to the whole board, rather than the board chair. Sam shared that if it is budgeted for it would be expected. Lauren asked if unexpected spending would be brought to the board. Tim would like to clarify who the delegated person would be if the Principal and Deputy Principals are both away. Sam suggested that it is added that the nominated delegate would be approved, Luis suggested that it was updated to another nominated member of the leadership team - This will be the updated wording.
 - Sam questioned the term dates; different in the Principals report and organisational overview. The Principal's report has the correct dates. Luis shared that he has been working on the organisational overview for 2023 and the BoT should have this by the end of this year. Sam also clarified the frequency of meetings in Term 1, this was confirmed to be accurate – Term 1 has additional meetings to begin the year.
 - The surplus staffing is almost complete.
 - The fixed term leadership positions were all offered internally. Michael was appointed as Principal and Deputy Principal position for 2023. Interviews for the junior team leader and SENCo will occur tomorrow. Announcements will be made ASAP. Tim questioned the process and raised he believed it should be a between board meeting decision, Luis shared the steps that were undertaken in applications for the positions. Sam was also part of discussions. Due to its fixed term nature, it was delegated for the Principal decisions. Discussion around the process occurred.
 - Staffing allocations were completed today, and staff members were informed.
 - Recruiting will occur for Michaels step up into the fixed term management meetings.
 - Celebration of Team Kahikatea's camp and Michaels organisation, and the awesome parent helpers.
 - 1 accident occurred during Athletics day. All is well now, Jayne is continuing to be informed. There is no additional management needed for this incident.
 - Sam requested when the student data gets shared. It was trialled every meeting, and once a term. Now it is shared 2-3 times a year.
 - Luis shared that the NELPs will be coming in soon. Luis will share a draft charter at the next meeting, covering these.
 - Michael shared regarding the team Kahikatea writing program. Laura has been utilising

her TESOL studies to create a target group. Michael has been working with a focus group on sentence of the day. ALL has been consistently occurring across classes and the final data collection will occur tomorrow. Bump it up walls are continuing to be used to build ownership. As most of the team is staying together, the team can pre-plan for 2023.

- Luis shared that the reading recovery funding decision will now be the 23rd of November.

2.3. Student Council topic for next meeting

- The students will share a reflection of the year

3. BoT Strategic Discussion

3.1. Board Work plan:

- Discussion about having the coffee cart as a one off for a BoT breakfast for the staff
 - 3.1.●.1. Monday the 12th 730-8.30am
 - 3.1.●.2. Luis will organise the coffee cart
 - 3.1.●.3. Marti will sorting catering.
 - 3.1.●.4. Luis is going to share the 2023 teacher only dates with the board so that a breakfast could occur. He shared the dates, the 26th, 27th and 30th. This will be on the 26th of January at 7.30am – the first teacher only day. Suggestion of a shared breakfast.

3.2. Wellbeing

- Suggestion to put these in a holding pattern until they are needed on the agenda

3.3. Board Professional Development

- Sam shared a link for a PD
- Lauren completed 2 units

4. BoT Decisions

4.1. Finance Reports

- Tim shared a treasury update, operational funding has been received, Kelly Club income is expected. Expenditure is in line with expectations. Term deposits will mature in January and February. Swimming expenditure is to come, but this is less than expected due to 4 year groups swimming rather than 6.
- Tim shared the October Report
- Sam moved to accept the October financial reports, seconded by Lauren. Unanimously approved.

5. Monitoring

5.1. Health and Safety Report

- Incident mentioned above

6. Consultation/Community/Whanau

6.1. Home and School

- Noone is holding this portfolio currently
- A discussion occurred around growing the board

7. General Business

7.1. Actions arising from last meeting

26.9.22	To advertise 5 out of zone places for 2023 Term 1 Luis and 2	CLOSED
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26.9.22	To advertise 5 out of zone places for 2023 Term 1 and 2 Luis	CLOSED
22/8/22	To update decision register to include the 2 new decisions Zoran	OPEN
4.7.22	To update the decisions register to include the new budget amounts Stefan	CLOSED
4.7.22	Drafting the election newsletter 2 information by Haley	CLOSED
4.7.22	5.7.22 evening Clarify with NZSTA regarding the 18month, or 3-year term. If you can stand for either, or both Natalie	CLOSED
4.7.22	Organising the drop in sessions Board member attendance Natalie	CLOSED
4.7.22	Drafting the election newsletter 3 information by Stefan	CLOSED
4.7.22	20.7.22 evening Communicate the staff rep information Michael	OPEN
4.7.22	To add exploring the new wellbeing tool to the workplan Luis	OPEN
30.5.22	To discuss the financial impact of the Room 9 renovation – then share with the wider board Luis AJ	CLOSED
30.5.22	Updating the Community Engagement Plan Haley	OPEN
30.5.22	Confirming some potential dates for a board lunch Michael	CLOSED
30.5.22	Communicate that the next board meeting with Nat AJ be focused on elections – specifically exploring midterm elections	CLOSED

30.5.22	Contacting the health and safety company regarding costs and a catch up	Stu	CLOSED
30.5.22	Exploring the new wellbeing survey	Luis	OPEN

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11.4.22	Giving the governance manual to Marti for the website Stu	CLOSED
11.4.22	Training of school App for Marti Luis Stu	CLOSED
11.4.22	To draft a communication for the school newsletter AJ Nat	CLOSED
11.4.22	To add key information for communication to the agenda under community and health and safety regarding covid vaccinations Stefan Nat Stu	CLOSED
11.4.22	To add a regular agenda item to staff meeting regarding board key messages Michael	CLOSED
11.4.22	To update the community engagement plan to add additions regarding key messages and communication Haley	CLOSED
11.4.22	To put some ideas together regarding health and safety and covid vaccinations Stu	CLOSED
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	CLOSED
11.4.22	To send Ruth's contact to the sub-committee for the election AJ	CLOSED
11.4.22	Let Taylor know that the BoT will have a section in the newsletter. Luis	CLOSED

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