



**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 12<sup>th</sup> December 2022 AT 6:15PM**

Meeting date: 12<sup>th</sup> December 2022

Meeting number: 9

Time: 6.15pm

Location: Room 14 and 15 West Park School

Meeting began at: 6.15 and ended at 8.12pm

#### **1. Administration:**

- 1.1. **Welcome /Present:** Tim McMenamin, Sam Andrews, Luis Echegaray, Lauren van Assema, Michael Joseph  
**Visitors:** Nicola Douthett, Jayne Taylor, Natalie Henry, Liam Henry, AJ Jordan, Leo Jordan, Stuart Ng, Ezra Ng, Tarsha Magill, Zoe Magill, Lyndey Zhang,
- 1.2. **Karakia** – lead by Lauren this evening
- 1.3. **Apologies:** Zoran Nestic
- 1.4. **Conflicts of interest:** Potential one raised, Sam's company has put a bid in for Network for Learning providing. He will confirm if it becomes one.
- 1.5. **Minutes of previous meetings:** Lauren circulated, and they have been uploaded
- 1.6. **Decisions between meetings:** None
- 1.7. **Review of decisions of previous meetings:**
  - 1.7.●.1. Community engagement plan
  - 1.7.●.2. Sandpit project – Complete, so will be removed
  - 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 – Removed
- 1.8. **Previous meeting reflection:**

#### **2. Priority items:**

- 2.1. **Student council:** All student councillors shared this evening- (Liam shared for Alex as he was unable to attend), recognising that teachers and friends have had a positive impact on their journey through WPS. The student council was recognised as tough but rewarding. The students recognised all the different opportunities offered that they experienced. Friendship club was highlighted as one they hope remains in 2023. They would also like to

see increased collaboration, the school jerseys made, WESTFEST and the colour run in 2023. The new council will be presented tomorrow: Lulu Svehva, Deanna Smith, Charlotte Kirkwood, Stanley Potter, Josh Bateson, Arjun Bakshi. Lauren will do some cards to congratulate these students, Marti to send.

## 2.2. Principal Updates and Student achievement against targets

Taken as read. Some items to be taken out for discussion

- NAG 1: Celebrating the reading recovery staffing given to us!
- NAG 2: 2023 organisational booklet was added onto the shared drive this afternoon
- NAG 5: Tim questioned if the health and safety was kids and staff? Confirmed it was
- Reminder: The last meeting of Term 1 there needs to be an approval for out of zone numbers.
- NAG 6: There have been 2 teacher only days allocated in 2023. These will be communicated to families through newsletters.
- Tim discussed audit for 2023, it has begun. The auditor will attend the 1<sup>st</sup> or 2<sup>nd</sup> meeting next year to brief the board and give an indication on how the audit is going.
- School docs have now sent through the link for double checking, Luis will complete this. Once confirmed Luis will share with staff and a layer is shared with the community.
- Positive appreciation of the staff reflection – the BoT would like the format of the three teams reports to be consistent next year.
- Student achievement: Luis shared the highlights of the student achievement. Areas of development needed are Writing, Maori and Pasifika student achievement. Year 2 reading data was highlighted as a strength. Next year there will be a PD focus on Writing to target this area. It was questioned if technology is impacting this, it is unknown. Year 5 and 6 were both targeted this year in Writing. The Year 5 cohort was close, or overachieved (boys were close, girls over). The board recognised the positive achievement. The ALL program was implemented this year and will be again for 2 teachers in 2023. Recognition was given to the Year 1 and 2 teachers for their additional PD time for seedling. Discussion around induction of a new teacher, and how the seedlings team is working together to create a program for them.
- Targets for 2023: Year 3 Writing, Year 4 and 5 boys, All year 6 students in Writing. Discussion about the different ways targets can be set. These targets get revisited in Term 2.
- Budget for 2023: Tim spoke to it. This was a separate document in the shared drive. Luis, Ruth and Tim have worked on this. There is a reduction in the operational grant, due to reduced student numbers. Unsure on Kelly Club numbers, which could mean the forecast changes. A small increase on interest will occur. Auditor fees are set by the auditor general. Water is a large bill. Reliever cost for staff illness comes out of the operational budget, and this can be variable. For COVID, some can be claimed back. This year, some of it has been covered under staffing but that will not be possible for 2023, due to surplus staffing causing staffing to reduce. Discussion about the recent vandalism. A caretaker amount has been identified. Depreciation was included, around 90,000. Tim commented the budget is looking in good shape. Sam clarified if operational funds are not used, do they remain. The answer is yes, they become part of banked funds. Luis gave some background on the home and school funds, the target used to be \$10,000 – as the school grew the funds changed from being invested in school items, to being reinvested in bringing the school together. Tim noted that the home and school bank account has been closed, and the funds are through the board.

Sam questioned the lease items; it is the teachers laptops. MOE pays a portion, the school pays a portion. Tim offered if any of the BoT would like to see there is a breakdown of what the operational grant covers, he will get it to them. Tim moved that the draft budget be accepted, Sam seconded, unanimously accepted

- School Website – Needs to have an update note from BoT chair
- Strategic plan shared with the BoT – Each item has been allocated to a team, or person on staff. The board could then share it on the website or open it up for feedback for the community. The BoT would like to gain feedback for community during the first review period. Luis will update this to the MoE tomorrow morning. Suggestion to add it to the work plan for Term 1 and review feedback in Term 2, added as an action below.

### 2.3. Student council:

- They will attend the second meeting, to share what they want to achieve.

## 3. BoT Strategic Discussion

### 3.1. Board Work plan

- Community engagement – Rolled over for 2023

### 3.2. Wellbeing

- Rolled over to 2023

### 3.3. Board Professional Development

- Some being completed

## 4. BoT Decisions

### 4.1. Finance Reports

- Nice and brief, accurate also.
- Sam moved to accept the November financial report, Lauren seconded. Unanimously approved.

## 5. Monitoring

### 5.1. Health and Safety Report

- None

## 6. Consultation/Community/Whanau

### 6.1. Home and School

- Nothing new
- Lauren is going to approach parents, try to gain interest
- Coffee cart will attend every Wednesday. Discussion of the board spending time around this.

## 7. General Business

### 7.1. Actions arising from last meeting

- Michael contacted STA regarding a temporary replacement for a staff rep. There is no temporary option, Michael will step into a different role and will let staff know that they are all welcome at board meetings to join discussions but will have no voting rights.

|     |          |  |         |        |
|-----|----------|--|---------|--------|
| 8.1 | 14.11.22 | Book the coffee cart for the BoT Staff breakfast | Luis    | CLOSED |
| 8.2 | 14.11.22 | Organise Blue carrot to do catering              | Lauren  | CLOSED |
| 8.3 | 14.11.22 | Invite staff to the strategy evening             | Michael | CLOSED |

- Sally has selected redeployment for her 30 weeks, The board moved to support Sally in her decision for redeployment, Tim made the motion, Sam seconded. Unanimously approved. This will be announced in the newsletter.

**7.2. Correspondence**

- Another OIA request received
- Media contact with BoT to request interview/ comment for article

**7.3. Key messages for next communication – Lauren to write**

- Strategy has been completed, will be shared next year for feedback
- Comment on graduation
- Student council sharing their positives and welcome the new students
- Coffee man Wednesday morning
- Staff excited for 2023

**8. Agenda items:**

8.1. **Next Meeting: February 13<sup>th</sup> 2023**

**9. Meeting review**

9.1. Will now be completed in the in-committee part of the meeting

**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.

CHAIRPERSON: 

(Sam Andrews)

SECRETARY: 

(Lauren van Assema)

Date: 12/12/2022

| MEETING REFERENCE | DATE ITEM INTRODUCED | ACTION   | OWNER  | STATUS |
|-------------------|----------------------|--|--------|--------|
| 9.1               | 12.12.22             | To write cards of welcome to the new student council                               | Lauren | OPEN   |
| 9.2               | 12.12.22             | To contact the auditor to invite them to a meeting                                 | Tim    | OPEN   |
| 9.3               | 12.12.22             | Adding the community consultation and feedback on strategic goals for Term 1 and 2 | Bot    | OPEN   |

|     |          |   |            |        |
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|     |          |   |            |        |
| 7.1 | 26.9.22  | To advertise 5 out of zone places for 2023 Term 1 and 2   | Luis       | CLOSED |
|     |          |   |            |        |
| 6.1 | 22/8/22  | To update decision register to include the 2 new decisions  | Zoran      | OPEN   |
|     |          |   |            |        |
| 5.1 | 4.7.22   | To update the decisions register to include the new budget amounts  | Stefan     | CLOSED |
| 5.2 | 4.7.22   | Drafting the election newsletter 2 information by 5.7.22 evening  | Haley      | CLOSED |
| 5.3 | 4.7.22   | Clarify with NZSTA regarding the 18month, or 3-year term. If you can stand for either, or both                  | Natalie    | CLOSED |
| 5.4 | 4.7.22   | Organising the drop in sessions Board member attendance   | Natalie    | CLOSED |
| 5.5 | 4.7.22   | Drafting the election newsletter 3 information by 20.7.22 evening   | Stefan     | CLOSED |
| 5.6 | 4.7.22   | Communicate the staff rep information   | Michael    | CLOSED |
| 5.7 | 4.7.22   | To add exploring the new wellbeing tool to the workplan   | Luis       | OPEN   |
|     |          |   |            |        |
| 4.1 | 30.5.22  | To discuss the financial impact of the Room 9 renovation – then share with the wider board                      | Luis<br>AJ | CLOSED |
| 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    | CLOSED |
| 4.4 | 30.5.22  | Communicate that the next board meeting with be focused on elections – specifically exploring midterm elections | Nat<br>AJ  | CLOSED |

|      |         |   |                      |        |
|------|---------|---|----------------------|--------|
| 4.5  | 30.5.22 | Contacting the health and safety company regarding costs and a catch up   | Stu                  | CLOSED |
| 4.   | 30.5.22 | Exploring the new wellbeing survey  | Luis                 | OPEN   |
|      |         |   |                      |        |
| 3.1  | 11.4.22 | Giving the governance manual to Marti for the website   | Stu                  | CLOSED |
| 3.2  | 11.4.22 | Training of school App for Marti  | Luis<br>Stu          | CLOSED |
| 3.3  | 11.4.22 | To draft a communication for the school newsletter  | AJ<br>Nat            | CLOSED |
| 3.4  | 11.4.22 | To add key information for communication to the agenda under community and health and safety regarding covid vaccinations | Stefan<br>Nat<br>Stu | CLOSED |
| 3.5  | 11.4.22 | To add a regular agenda item to staff meeting regarding board key messages  | Michael              | CLOSED |
| 3.6  | 11.4.22 | To update the community engagement plan to add additions regarding key messages and communication                         | Haley                | CLOSED |
| 3.7  | 11.4.22 | To put some ideas together regarding health and safety and covid vaccinations   | Stu                  | CLOSED |
| 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                  | CLOSED |
| 3.9  | 11.4.22 | To send Ruth's contact to the sub-committee for the election  | AJ                   | CLOSED |
| 3.10 | 11.4.22 | Let Taylor know that the BoT will have a section in the newsletter.   | Luis                 | CLOSED |