



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 13th January 2023 AT 6PM

Meeting date: 13th January 2023

Meeting number: 1

Time: 6.15pm

Location: Room 14 and 15 West Park School and over Zoom

Meeting began at: 6.00pm and ended at 7.20pm

1. Administration:

- 1.1. **Welcome /Present:** Tim McMenamin (on Zoom), Sam Andrews, Lauren van Assema (on Zoom), Michael Joseph
Visitors: Nicola Woodward, Jayne Taylor
- 1.2. **Karakia** – lead by Sam this evening
Reappointment of Chair: Tim nominated Sam for chair, Lauren seconded. Unanimously approved.
- 1.3. **Apologies:** None.
- 1.4. **Conflicts of interest:** Update from Sam, one highlighted last year has not come to anything – so no conflict.
- 1.5. **Minutes of previous meetings:** Lauren circulated. All approved, Sam will sign.
- 1.6. **Decisions between meetings:**
 - Concern emailed to the board, agreed to follow the complaints procedure.
- 1.7. **Review of decisions of previous meetings:**
 - 1.7.●.1. Community engagement plan
 - 1.7.●.1.1. BoT to try and engage new parents to hopefully build the board capability to get this back running. Discussion of using coffee cart gatherings, and whole school mixers.
 - 1.7.●.2. LED Loans – This will remain for years until paid off. Discussion about how this remains so it stays top of mind, and
 - 1.7.●.3. Fundraising for hall upgrade
 - 1.7.●.4. Culture review
 - 1.7.●.5. Working Wise
 - 1.7.●.5.1. A meeting occurred over the holidays regarding the next steps. Hazard register was identified as an area that could be simplified. Any recommendations to be brought to the board as soon as given by Gina.
 - 1.7.●.6. Principal decision

- 1.7.●.6.1. Discussion around the board sending out a communication, regarding Luis sabbatical and board update. Lauren to draft.

2. Priority items:

2.1. **Student council** – They will attend the next meeting, 2 will attend each time.

2.2. **Principal Updates** – A small verbal update from Michael. Generally speaking, everyone has begun well! The focus has been on setting up positive classroom environments and cultures. New teaching partners have been set up, and norms looked at. The powhiri was excellent, credit to Angelina and Jayne. Thoughts around how this could be an outside event to involve more of the community. The parents were very appreciative. It was a good first step, Tim requested could it be done termly? Jayne was given speaking rights, they are looking at a Mihi Whakatau which would be a smaller version each term. Meet the teacher will occur over the next 2 nights. Paid union meetings will occur on 28th February and 1st of March – the school will not close but parents will be notified.

- **Kahikatea update:** (Emily wrote – Micheal shared) Strong start with lots of routines, new relationships, working to ensure Callan is being included into the open spaces. The year 5s have transitioned well, the Year 6s have provided great leadership during the first few weeks. During teacher only day writer's toolbox was focused on as was Maths.
- **Rimu update:** (Jayne) Great start in Team Rimu, 2 single cells and 1 open. 1 more year of ALL funding has been received, 2 teachers are undergoing this training. 7/15 of the students accelerated last year, the focus this year will be on teaching practice. The team is working on living world, and hoping to get 2 trips!
- **Totara and Miro update:** The team has worked hard over the summer holidays, transitioning a new teacher into the Seedlings practice. The team was incredibly impressive passing on their last years learning to the new member. All have settled into teaching well. There are some challenges with transition to school which Nicola shared.

3. BoT Strategic Discussion

3.1. Board Work plan

- Culture review and actions
 - 3.1.●.1. To look at school docs regarding complaints procedure
 - 3.1.●.2. To communicate the EAP independent hotline with staff
 - 3.1.●.3. Exit Survey to be implemented, engaged by the board to have a discussion if someone chooses to leave. Sam has questions he can share regarding this.
 - 3.1.●.4. Communication strategy is shared with all staff in the organisational overview
 - 3.1.●.5. Values would be a full review
 - 3.1.●.6. Cultural champions have begun and will be discussed at the leadership team meeting tomorrow to look at next steps.
 - 3.1.●.7. Michael will create an action plan with timeline for the culture survey actions and to circulate these prior to the next board meeting
 - 3.1.●.8. Restorative practice – to discuss with Richard regarding a quote and scope. Sam to contact Richard

3.2. Board Professional Development

- Sam asked regarding the login for school docs. It was emailed on 21st of December. Action for all BoT to review as part of their PD.

4. Board decisions

4.1. Finance reports:

- No finance report this month
- Michael and Marti will work through the auditors request

5. Monitoring

5.1. Health and Safety

- Lauren raised the concern if there might be rats, currently no reports have been given this year. Michael will keep an eye on it.
- Discussion regarding the groundskeeper position, and how this has been allowed for in the budget.
- Michael will report on this next week.

6. Consultation/Community/Whanau

6.1. Home and School

- Meeting this evening with Marti taking over the school liaison position. Lauren is happy to help communication between them and the board. She can't commit to going to meetings.

7. General Business

7.1. Other Business

- Discussion for what occurs in an emergency closure for the school. Michael has been reading up on the documents required for this process.
- Tim discussed if the board documents could move from dropbox to google drive. Sam shared that the dropbox is paid service, where a saving could be made. There is also the ability to have an automatic removal of board members. Tim moved to approve a transfer the storage of all documents from dropbox to google drive, Sam seconded and it was unanimously approved.

7.2. Actions

9.1	12.12.22	To write cards of welcome to the new student council	Lauren	CLOSED
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

7.3. Correspondence

- 1 email received from an external party working with students in the school

7.4. Key messages for next communication

- As above plus sharing charter goals for community consultation
- Getting Charter uploaded
- Actions for Webpage to be summarised for Marti – Tim to communicate with her. Discussion regarding putting the new teacher only days in.

8. Agenda items

8.1. Any additional items will be discussed via email

8.2. Suggestion to look at the second meeting in 2022 to check if additions are required

Next meeting: 27th February

Tim has given apologies for the first March meeting, he has said he can dial in if required.

Meeting review: Sam shared that the highlight was hearing the teacher updates, rating it an 8. Tim also rated an 8, thanking those who could be there in person as he is on zoom. Lauren agreed as did Michael.

CHAIRPERSON:

(Sam Andrews)

SECRETARY:

(Lauren van Assema)

Date: 13/02/2022

MEETING REFERENCE	DATE ITEM INTRODUCED	ACTION	OWNER	STATUS
1.1	13.2.23	To create an action plan with timeline for the culture survey actions – looking at EAP, Culture Survey and School docs.	Michael	OPEN
1.2	13.2.23	To contact Richard regarding restorative practices quotes and scopes	Sam	OPEN
1.3	13.2.23	To review the school docs policies as PD	ALL	OPEN
1.4	13.2.23	To review what items need to be updated on the school website, send to board to review and then upload to website.	Tim	OPEN
9.1	12.12.22	To write cards of welcome to the new student council	Lauren	CLOSED
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