

# Western Springs College-Ngā Puna O Waiōrea Board Meeting Minutes

**5 December 2022 at 6:00 pm**

**CONFIRMATION OF MINUTES FROM THIS MEETING**

**Passed by consensus**

**Date: 13 February 2023 (at 7:13pm)**

Time	Item
6:10pm	<b>Karakia timatanga</b> - Ivan Davis [ <a href="#">Karakia</a> ]
6:10pm	<p><b>Present:</b>            Louise Gardiner (Board Chair)            Ivan Davis (Principal)            Sarah Tizard (WSC parent-elected member)            Jackie Floyd (WSC parent-elected member)            Joseph McCready (WSC parent-elected member)            Carol Gunn (WSC parent-elected member) - online Google Meet            Radha Patel (WSC Student-Elected Member)            Sailesh Vaidya (WSCW Business Manager)            Julie Debreceeny (Associate Principal)</p> <p>Pā Chris Selwyn (Tumuaki)            Mary-Jane (MJ) Thompson (NPoW whānau-selected member)            Keri Gardner (NPoW whānau-selected member)            Tracey Bell (NPoW whānau-selected member)            Emma Mapihi Campbell (NPoW kaiako/kaimahi tautoko-selected Member)            Nikau Balme (NPoW Taura-selected member)            Asha Vaidya (Board Secretary)</p> <p><u>Non-Board Members:</u>            Tamati Patuwai (Ngāti Whatua Orakei, Te Ohonga Ake member)            Michael Leach (EdSol NZ Principal's Appraiser) - arrived 6:51pm</p> <p><b>Apologies:</b> Robert Pollock (in Wellington), Evelyn Marsters (sick)</p> <p><b>Declaration of interests:</b> None noted</p>

Time	STRATEGIC REVIEW
6:12pm	<p><b>Focus #2 - Co-Governance Te Tiriti</b></p> <ul style="list-style-type: none"> <li>● Louise summarised what has happened since the last meeting.</li> <li>● Carol has emailed some comments to Louise.</li> </ul> <p><i>(Pā Chris arrived 6:14pm)</i></p>

	<ul style="list-style-type: none"> <li>● Ivan made additional comments. Feels like he has been fobbed off. He noted that the differential funding is significant. The MoE knows the exact funding. We want an understanding of what the differential is. Almost equates to another staff member in terms of a dollar value.</li> <li>● Louise noted that a report has been shared, and we have not provided feedback following an invitation. There have been issues on both sides. We need to pick up the funding side.</li> <li>● Pā Chris noted that there has been extensive work from NPoW that has gone into this work, which took place before the work with Alan Wilcox Associates (AWA). He would like to see an endpoint to the work.</li> <li>● Louise highlighted that we do not want to lose the work already carried out to date, but we do want to conclude our work with AWA.</li> <li>● Ivan noted that we should definitely look at a shared arrangement for payment of this work.</li> <li>● Louise highlighted that many of the next steps need input from Senior Management and can't be done by the Board itself. The \$20k can be put towards another Project Manager. We should consider provision for this money in the budget.</li> <li>● It was confirmed that the subcommittee remains as is.</li> <li>● <b>ACTION - Louise to work on convening this subcommittee before Xmas.</b></li> </ul>
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6:37pm	<p><b>Draft annual plan 2023</b></p> <ul style="list-style-type: none"> <li>● Ivan advised that he had reduced the draft Annual Plan 2023 to 5 points/foci. Ivan spoke to these and some of the plans to achieve these. Ivan noted that these are his statements, and they haven't been presented to SLT yet.</li> <li>● In terms of reporting on these foci, Ivan plans to focus on one or two foci in his Principal's Report.</li> <li>● Louise noted that we introduced the workplan this year that has been designed to ensure that the timing for each focus area makes sense. The Board can do the deep dive, and the Principal's Report can focus on other ones. Is good to develop this with management.</li> <li>● Would be good to have some SMART goals as well.</li> <li>● Louise queried why the Waiora focus was not part of the Annual Plan? Ivan will look where this fits best.</li> </ul> <p><i>(Michael Leach arrived 6:51pm)</i></p> <ul style="list-style-type: none"> <li>● Michael (Mike) introduced himself to the Board.</li> <li>● Ivan discussed EdSol NZ. Peter Gall had been Ivan's former appraiser, but Ivan agreed to change to Mike as his new appraiser.</li> </ul>
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6:55pm

## Draft Budget 2023

### 2023 Draft Budget Presentation

- Sailesh discussed the draft budget, beginning with page 3 (outstanding items).
- Still waiting for some figures to be finalised - Mana Ōrite, Learning Support, International students, teacher salaries' bulk grant, Waiōrea budget, cleaning tender, depreciation.

*(Pā Chris stepped out of the meeting - 7:00pm)*

- Sailesh discussed some of the key factors (below) that have affected the budget.
  - Admin Pay Equity Pay is part of the \$250k difference this year. Average increase of 22% to the admin staff and they received back pay to Aug 2021.
  - Relief costs are lower - due to staff cover and less EOTC.
  - International Dept gain - another \$200k.
  - Need to find more relief teachers - PPTA meeting decision to NOT provide internal relief anymore.
  - 60 IT access points need to be replaced.
  - Closing of the borders has impacted the school.
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- Ivan noted that we had to reduce the International Department down to 3 persons. Joanne has done a great job attracting students to WSC. Joanne's pay has been increased recently in recognition.
  - Payback of retaining the 3 International Department staff we did has put us in a great position. Sailesh has managed this situation well, and Ivan thanked him for his work.
  - Finding Homestay families has been challenging for a variety of reasons.
  - Sailesh noted that we were able to take the International student queries early on, which has meant that we have gained more students than we originally expected.
  - Ivan noted that the countries where our International students now come from have diversified.
  - Julie noted that students from China can not currently go back due to their border closures.
  - Our Property costs are one of Sailesh's main concerns, and he noted \$670k of those costs on pg 9 of his presentation.

*(Pā Chris rejoined the meeting - 7:13pm)*

- Ivan does not want the maintenance of our buildings to slide.
- Carol noted that in the past, we have received two letters of going concern from the auditors. However, we've never had to draw on them. The MoE is reviewing the formula for the modern buildings.
- Louise noted that the undertaking of the MoE is irrelevant, as we have to pay the bills. We have approximately \$1.5 million in the bank currently.
- The Board noted that cleaning is a significant cost. Ivan noted that Spotless has the advantage of knowing our site, but they should also sharpen their pencil. Louise is keen to look at other suppliers.
- Sailesh still needs to look at the depreciation schedule.

**ACTION - the Board will adopt the draft budget once more details are known.**

7:29pm	<p><b>Student Achievement - end of year data and insights</b></p> <p><a href="#">Student Achievement update</a></p> <ul style="list-style-type: none"> <li>● Julie spoke to the Student Achievement data (above).</li> <li>● NCEA L1 - overall pass rate of 85% - for both WSC and NPoW</li> <li>● Have been granted some Covid funding.</li> <li>● We have 25 NHS students who will not achieve NCEA this year.</li> <li>● Louise would like to see some of the data separated. 90% is our target pass rate.</li> </ul> <ul style="list-style-type: none"> <li>● Julie noted that our Y13s seem to be a bit more hopeful in terms of pass rates, despite their poor attendance across the year.</li> <li>● Is a concern that we have 5 students without UE literacy. Small group who have disengaged.</li> <li>● Has been an increase in Summer School enrolments.</li> <li>● Successful interventions to date include one-on-one and small group interventions, and courses outside of school.</li> </ul> <p><i>(Sailesh stepped out of the meeting - 7:38pm)</i></p> <ul style="list-style-type: none"> <li>● Ivan noted that we invest heavily in HoHs and 2 Academic Directors for Y13s. Wrap meetings are important to help students in danger of not achieving.</li> <li>● Physical attendance and engagement are looked at separately.</li> </ul> <p><i>(Sailesh rejoined the meeting - 7:40pm)</i></p> <ul style="list-style-type: none"> <li>● Ivan noted that it is expensive to fund this support for the Y13s, but is important for student achievement.</li> </ul>
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7:41pm	<p>The Board took a break for dinner - 7:41pm          Tamati Patuwai delivered the karakia mō te kai.</p> <p><i>(Sailesh left the meeting - 8:08pm)</i></p> <p>The hui resumed after the dinner break - 8:15pm</p>
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<b>PUBLIC EXCLUDED BUSINESS</b>	
8:15pm	<p><b>In accordance with Section 48 of the Local Government Official Information and Meetings Act 1987, the public were excluded from this part of the meeting between 8:15pm and 9:04pm to discuss confidential matters. The resolution was passed by consensus.</b></p>
	<p><b>Moved out of PEB - 9:04pm</b></p> <p><i>(Tamati Patuwai was invited to rejoin the meeting - 9:05pm)</i></p>

## PUBLIC MEETING RESUMED

## REGULAR REVIEW

9:05pm	<p><b>Regular reports</b></p> <p><b><u>Principal's report</u></b></p> <ul style="list-style-type: none"><li>● Ivan drew attention to the staff calculations, and the comments in response to RSE. There is strong support for the programme.</li><li>● Ivan mentioned the upcoming Junior Prize-Giving and he welcomed all Board members to attend if able.</li><li>● With the Master Planning, there are roadblocks around the end-of-life buildings. He emphasised that as a Board, we must keep the pressure on the MoE to have regular Master Planning meetings. There is a way through them.</li><li>● There are 2270 students planned for the next stage. Consideration needs to be given to the administration of running a school of that size. The size of our staffroom is not adequate.</li></ul> <p><b>ACTION: Louise to organise a summary of the next steps that were discussed at the recent meeting with MoE.</b></p> <ul style="list-style-type: none"><li>● At the recent meeting, Michael Stride said that the MOE would be organising further meetings with WSC and NPoW.</li><li>● Pā Chris noted that last week's meeting was the same as what we did in June. We need to plan for cyclical meetings to keep them accountable.</li><li>● Louise told the MoE that she was disappointed about the lack of an agenda for the recent meeting.</li><li>● Joseph also commented that there was a mismatch in the numbers.</li><li>● Carol noted that we've already had two kick-off meetings.</li></ul> <p><b>ACTION: To establish a Professional Growth Cycle (PGC)</b></p> <ul style="list-style-type: none"><li>● Pā Chris would like us to set the dates for future meetings so that we can plan ahead.</li><li>● Pā Chris also took the opportunity to extend an invitation to the Board to the Waiōrea Prize-Giving tomorrow.</li><li>● Robert and Whaea Emma Mapihi offered a chance for Board members to ask questions about their submitted reports.</li><li>● Radha also presented her student report. Louise thanked Radha.</li><li>● Carol also congratulated Radha on a fantastic presentation to the Auckland Council Transport panel. Radha answered their questions well and Carol was very proud of Radha.</li><li>● Radha noted that the Mayor said he was sympathetic. There is a meeting tomorrow but she's not sure if she will be granted any speaking rights.</li><li>● Radha has spoken to a reporter on this matter, but has not had any response back yet.</li><li>● Carol said she offered a tour with one of the councillors, Jeff Turner.</li><li>● Nikau indicated that he didn't have much to report back from Waiōrea. He's happy that exams are over.</li></ul>
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	<ul style="list-style-type: none"> <li>● He reflected that he had an even split of digital versus paper exams. Personally, he preferred the digital exams, especially with BYOD. Radha agreed that her digital exams were easier.</li> <li>● Written exams were more stressful for students, in general. Nikau asked if there are any plans to transition to fully-digital exams.</li> <li>● Julie noted that HoDs decide this. Many exams are not digital. Our infrastructure does need to be considered if we were to only offer digital exams.</li> </ul> <p><b>ACTION POINT: Julie will give this student feedback to the HoDs.</b></p> <ul style="list-style-type: none"> <li>● There were no comments regarding this month's H&amp;S Update.</li> </ul>
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<b>ADMINISTRATION</b>	
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9:23pm	<p><b>Confirmation of minutes</b> Meeting held on 7 November 2022</p> <ul style="list-style-type: none"> <li>● Louise noted the different format of the last meeting - less conversation, more actions.</li> <li>● The Board indicated that it was a much better format.</li> <li>● Minutes approved by consensus.</li> </ul> <p><b>Matters arising:</b> None</p>
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	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>● Carol asked if we should congratulate Mel Webber on her re-appointment as the PPTA President.</li> </ul> <p><b>ACTION: Ivan agreed and he will do this.</b></p>
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9:24pm	<p><b>Board co-option - Dr Evelyn Marsters</b></p> <ul style="list-style-type: none"> <li>● Evelyn was co-opted to our Board in Feb 2022 on the recommendation of the Pasifika Group, with the co-option concluding at the date of the first board meeting in 2023.</li> <li>● Pā Chris asked if the representative should come from the Pasifika staff, but Louise said that Evelyn had indicated that this was an appropriate mechanism.</li> </ul> <p><u>Recommendation accepted &amp; agreed by the Board:</u></p> <ul style="list-style-type: none"> <li>● That Dr Evelyn Marsters be co-opted from the date of the first Board meeting in 2023 through to 31 December 2023 to ensure an equitable voice for Pasifika communities on our Board and to provide professional skills and experience for the Mana Ōrite project.</li> </ul>
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9:26pm	<p><b>Board committees 2022-2023</b></p> <ul style="list-style-type: none"> <li>● Louise thanked all the Board members who have signed up to the subcommittees. Acknowledges that some of these committees have not had a chance to meet yet.</li> <li>● Jackie noted that the Policy and Procedure Review Committee held a meeting. We need to ensure the right people can look over them.</li> <li>● Board Assurance Calendar - a schedule of what's coming next year has been prepared.</li> <li>● Louise noted that she will also have a checklist. Some items might need community promotion.</li> </ul> <ul style="list-style-type: none"> <li>● Pā Chris commented that SchoolDocs is only in English, and we need to look at incorporating Te Reo Māori.  <b>ACTION: The Policy and Procedure Review Committee will look at incorporating school policies in Te Reo Māori into SchoolDocs.</b></li> </ul> <p><u>Recommendations agreed &amp; accepted by the Board:</u></p> <ul style="list-style-type: none"> <li>● That the Board confirms the committee memberships for 2023.</li> <li>● That the Board adopts the terms of reference for the Policy and Procedure Review Committee.</li> <li>● That the Board notes the Board Assurance Calendar for 2023 with an expectation that the Principal and Tumuaki work with the Chair to include the assurance requisites in the work plan.</li> </ul>
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9:29pm	<p><b>Strategic plan 2023</b></p> <p>Discuss approach to strategic planning for 2023, noting that the last strategic plan finished in 2021.</p> <p><b>ACTION: Louise suggested that we come back with a proposed approach for the strategic plan. She will also check in with NPoW.</b></p>
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9:31pm	<p><b>Board members Code of Behaviour and Interests register</b></p> <ul style="list-style-type: none"> <li>● Louise outlined the expectations for members.</li> <li>● Members should review and sign Code of Behaviour.</li> <li>● Members should review and complete Register of Interests.</li> </ul> <p><b>ACTION: Policy and Procedure Review Committee could look at the Code of Behaviour - may need review.</b></p> <ul style="list-style-type: none"> <li>● We need to consider online meetings, especially after Covid times.</li> </ul>
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9:33pm	<p><b>Board meeting dates 2023</b></p> <ul style="list-style-type: none"> <li>Proposed meeting dates for 2023 were briefly discussed.</li> </ul> <p><b>ACTION: Asha will incorporate the subcommittee dates, where known.</b></p>
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9:34pm	<p><b>Board communication tools</b></p> <p>Proposal to use WhatsApp community tool:</p> <ul style="list-style-type: none"> <li>Purpose</li> <li>What not to do</li> <li>Concerns?</li> </ul> <ul style="list-style-type: none"> <li>Louise discussed why the WhatsApp group was set up. Only works if the majority buys into using this communication method.</li> <li>Is not meant to be used for Board work.</li> <li>Carol queried if the Easter date was wrong? Good Friday should be 7 April <b>ACTION: Asha to check the dates are correct.</b></li> <li>Pā Chris expressed concern about encroachment into personal space and time when using such communication methods.</li> <li>Louise agreed and noted that it is not expected to be done outside work time.</li> </ul> <p><i>(Julie left the meeting - 9:39pm)</i></p> <ul style="list-style-type: none"> <li>Louise added that the additional Board communication method is not intended to encroach on people's personal time. We can revisit it in the new year - this is all about ease of work.</li> <li>Ivan supports what Pā Chris said. Ivan is not on Facebook and is happy to not have any social media accounts.</li> <li>Carol raised that for Mana Ōrite - pg 3, next steps - TOA is not mentioned - we need to ensure this is considered and give them appropriate mana and authority. Needs to be clearer and explicit.</li> <li>Louise noted that TOA is mentioned in the paragraph before.</li> </ul> <p><i>(Julie returned to the meeting - 9:39pm)</i></p>
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9:45pm	<p><b>Board member honorarium payments for 2022 and 2023</b></p> <p>There is no earlier Board resolution about the approach to honoraria for 2022.</p> <ul style="list-style-type: none"> <li>• Louise would like the maximum amount to be taken into account. Most members ' attendance is based on 8 meetings, but this doesn't take into account suspension meetings, etc.</li> </ul> <p>The 2022 budget includes a provision of \$6500 for board member honoraria.</p> <p><u>Recommendation accepted and agreed by the Board:</u></p> <ul style="list-style-type: none"> <li>• That the honorarium payments for 2022 at a total cost of \$8085 be approved and paid before the end of 2022.</li> <li>• That the same approach be applied to honoraria payments for 2023.</li> </ul> <p><i>(Sarah &amp; Carol [on Google Meet on Sarah's laptop] left the meeting - 9:47pm)</i></p>
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	Karakia whakamutunga - Pā Chris
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9:48pm	<b>MEETING CLOSED</b>
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