

**Western Springs College-Ngā Puna O Waiōrea  
Board Hui Minutes, 20 March 2023 at 5:00pm  
in Te Wero/Tinana Room (above the Gym)**

This meeting was also available via Google Meet for the public.

Time	Item
5.05pm	Karakia timatanga - Robert Pollock
5.10pm	<p><b>Present</b></p> <p>Louise Gardiner (Board Chair)  Ivan Davis (Principal)  Pā Chris Selwyn (Tumuaki)  Joseph McCready (WSC parent-elected member)  Robert Pollock (WSC kaiako/kaimahi tautoko-elected member)  Carol Gunn (WSC parent-elected member)  Emma Mapihi Campbell (NPoW kaiako/kaimahi tautoko-selected Member)  MJ Thompson (NPoW whānau-selected member)  Keri Gardner (NPoW whānau-selected member)  Tracey Bell (NPoW whānau-selected member)  Nikau Balme (NPoW Tauira-selected member)  Radha Patel (WSC Student-Elected Member)  Sarah Tizard (WSC parent-elected member)  Evelyn Marsters (WSC co-opted Pasifika representative)  Jackie Floyd (WSC parent-elected member)</p> <p><b>Also present:</b></p> <p>Sailesh Vaidya (WSCW Business Manager) - for Finance report  Julie Debreceeny (Associate Principal)  Robert Irvine - Te Ohonga Ake member  Darna &amp; Matthew Appleyard (Waiōrea parents)</p> <p><b>Apologies:</b></p> <p>Asha Vaidya (Board Secretary)  Tamati Patuwai - Ngāti Whatua Orakei, Te Ohonga Ake member</p> <p>Deborah Peace was the minute taker for this hui.</p> <p>Declaration of interests: None noted</p>

Time	STRATEGIC REVIEW
5.15pm	<p><b>Student Achievement</b></p> <p>The following kaiako attended for this item:  Tupe Tai (English teacher, Pacific Island Liaison, Kāhui Ako o Waitematā - Across School Leader)  Bella Pomare (NPoW Tumuaki Tuarua)  Naomi Cusack (NPoW Tumuaki Tuarua)  Jessica Sinclair (HOD Learning Centre) on Google Meet</p> <p><b>Māori akonga achievement 2022</b></p> <p>Whāea Bella and Whāea Naomi presented their observations and analysis of Waiōrea student achievement – NCEA provisional results for 2022.</p> <p><b>ACTION (ID, CS):</b> Next steps to present the information broken down by gender and showing trends across years.</p> <p><b>CONSIDER:</b></p> <p>Strategic and annual planning to take account of learning from previous three years. What has worked well to support student achievement? How do we continue to be a progressive school in addressing attendance, engagement and achievement?</p> <p>5.48pm Whāea Naomi and Whāea Bella left the meeting.</p> <p><b>Pacific learners’ achievement 2022</b></p> <p>Tupe presented her observations and analysis of Pacific student achievement – NCEA provisional results for 2022.</p> <p><b>CONSIDER:</b></p> <p>We can’t always use a deficit model of blaming external factors e.g. students who don't come from a good home, don’t have devices, poor socioeconomic homes. We sometimes can automatically think these things.</p> <p><i>Main Learning Focus:</i> reengage students - especially boys, connect with them, lift performance.  <i>Main impact for learners</i> - Improve attention and engage with school work.</p> <p><b>Auraki learners’ achievement 2022 – Māori ākonga in mainstream</b></p> <p>Jessica Sinclair presented her observations and analysis of Māori student achievement in mainstream – NCEA provisional results for 2022.</p> <p>Jess left at 5.55pm.</p> <p>The board acknowledged the work of all Kaiako who supported student achievement over three very challenging years.</p>
5.55pm	<p><b>Adoption of Annual Plan 2023</b></p> <p>Ivan Davis presented the draft annual plan 2023.</p>

	<p>The board did not agree to adopt the annual plan as it is currently drafted. Principal and SLT to consider feedback from board members and bring a new version back to the board at the next meeting.</p> <p><b>ACTION (ID, CS):</b> Updated version of the draft plan, taking account of board member feedback to come back to the board. New version to also include health and safety considerations for ākongā and kaimahi due to number of people now occupying the buildings being in excess of the number designed for.</p>
6.30pm	<p><b>Adoption of Budget 2023</b></p> <p>The board received an update on the development of a Waiōrea budget for 2023.</p> <p>The board did not adopt a budget for 2023 but requires this to be a priority for the Principal and Tumuaki, for discussion and adoption at our next board hui.</p>
6.33pm	<p><b>Mana Ōrite initiative</b></p> <p>Speaking request: Darna Appleyard (5 mins). Darna spoke to principles of co-governance and asked about progress on the Mana Ōrite initiative.</p> <p>Evelyn Marsters provided an update on work to date.</p> <p>The board reiterated its commitment to Mana Ōrite and looks to appropriately resource the initiative so that tangible progress happens.</p>
7pm	<p><b>Dinner Break</b></p> <p>The board acknowledged the work of one of its student members – Radha Patel has been a WSCW student representative since her Year 9 (now Yr 13). Due to her advocacy along with other WSCNPoW students, and the efforts of others, a pedestrian crossing has now been confirmed for Meola Road, near MOTAT entrance.</p>
	<b>REGULAR REVIEW</b>
7.30pm	<p>Ivan spoke to his Principal's Report.</p> <p>Pā Chris gave his NPoW Tumuaki Report:</p> <ul style="list-style-type: none"> <li>• Staffing huge turnover in last 6 months</li> <li>• Looking for 2.5 kaiako</li> <li>• An Admin position became vacant.</li> <li>• New teacher next term for Tīkanga a iwi</li> <li>• Only 3 yr 9 classes in 2023 - climbing to go to 4 yr 9 classes in Term 2.</li> <li>• ASB Polyfest</li> <li>• Whānau are now divided into form classes with 1-2 parent coordinators.</li> <li>• Student management and comms. To retain manawhenua name allocate to the whānau who acknowledge mana whenua as a kura in Tamaki Makaurau.</li> <li>• Students of 60 plus in each 3 groups plus a whakangahau group - an entertainment rōpū.</li> <li>• Postponement of Polyfest māori stage to the end of term due to timing of Te Matatini</li> </ul>

	<ul style="list-style-type: none"> <li>• Waiōrea Ki-o-rahi being held in Rotorua in the Term 1 holidays.</li> <li>• NCEA evening with Pacifica and Waiōrea in mind is coming up.</li> </ul> <p>Rob gave his kaimahi report:</p> <ul style="list-style-type: none"> <li>• For Yr9s' is not an ideal start.</li> <li>• Ongoing industrial action. Expect a lot more disruptions. Lack of support from the government.</li> <li>• He spoke to the space constraints on campus and feeling cramped and the need to put pressure on the MoE for master planning progress.</li> </ul> <p>Whāea Mapihi gave her report:</p> <ul style="list-style-type: none"> <li>• She spoke to the staff time required for Kapa Haka and Sports.</li> <li>• A Waiōrea Head of House is leaving. The workload is heavy.</li> <li>• Waiōrea has 1 reliever.</li> <li>• Staff cannot be a reliever in the classroom in their non-contact time due to the current industrial action.</li> <li>• Maths Wananga is something to look forward to. There is good teaching going on.</li> </ul> <p>Nikau and Radha gave their ākonga report:</p> <ul style="list-style-type: none"> <li>• There are now parking charges of \$8 per day in the Zoo carpark adjacent to the WSCW site. In Waiōrea there are 19 Yr 13 students who drive themselves to school from living out of the zone, up to 45 mins trip. Students can't afford the weekly fee of \$40.</li> <li>• Waitemata local Board expressing an interest to advocate for students re: Anahera Rawira.</li> </ul> <p><b>ACTION (LG and NB):</b> Louise to follow up on this matter to also seek some solution through her contacts.</p>
8.12pm	<b><i>EOTC - Taiwan Trip (19 Sep-30 Sep 2023) - Y13 Chinese class</i></b>
	<p><a href="#">Taiwan Trip presentation</a> (prepared by Renae Liao-Marsden)  <a href="#">Approval Form for Proposed trip to Taiwan</a> (prepared by Renae Liao-Marsden &amp; Gerry Victor)  <a href="#">RAM/SAP/Supervision Form for Y13CHI trip to Taiwan</a>  <a href="#">What Southern Cross Travel Insurance will cover and not chart</a> - prepared by Gerry (with NASA trip experience in mind).</p> <p>The board discussed the proposed international trip, but did not feel it could approve it yet based on the information received to date.</p> <p><b>ACTION:</b> Evelyn, Carol, and Louise to work with Gerry and Renae to get the forms to a point where the board can be confident that all risks are appropriately managed and that parents are aware of the risks and their responsibilities.</p> <p><b>DECISION:</b> That the chair approve the Taiwan international trip once the additional information is provided (insurance terms, parental consent information, communications plan, plan for dealing with sickness, boarder controls, and political unrest.)</p> <p><b><i>EOTC - Y11 SPO Action Matakana Camp</i></b></p>

	<p><a href="#">Itinerary</a>  <a href="#">Approval Form - 11SPO (Matakana)</a>  <a href="#">RAMS and SAP and Supervision - 11 SPO (Matakana)</a></p> <p><b>ACTION:</b> More information is required before signing off including water safety management, and the Action Matakana RAMS. Chair delegated to give approval once this has been done to a satisfactory level.</p> <p><b>EOTC Ki-O-Rahi tournament</b></p> <p><b>DECISION:</b> Approved</p>
8.50pm	<p><b>Policy Review Committee</b></p> <p>Policies for review this term:</p> <ul style="list-style-type: none"> <li>• Legislation and Administration Policy</li> <li>• Student Attendance</li> <li>• Enrolment</li> <li>• Privacy</li> <li>• Official Information Requests</li> </ul> <p>Jackie spoke to the report from the Policy Review Committee.</p> <p>The board discussed the benefits and challenges of using SchoolDocs, especially the lack of te reo translation of policies, and whether the review cycle is fit for purpose given our Mana Ōrite work.</p> <p><b>ACTIONS (ID, CS):</b></p> <p>Review the school policies listed above and submitted any comments to SchoolDocs.</p> <p>Assure the board (as set out in the Board Assurances Schedule on School Docs)</p> <ul style="list-style-type: none"> <li>• Risk Management: Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection.</li> <li>• School Planning and Reporting: <ul style="list-style-type: none"> <li>○ Assure the board that sections of the most recent school charter/strategic plan that require yearly updating have been updated so that the charter/strategic plan remains in place for 2023, and that this will be forwarded with the analysis of variance to the Ministry of Education by 31 March.</li> <li>○ Ensure that a single PDF file of the annual report for the auditor (including audited financial statements and required signatures) is submitted to the Ministry through the School Data Portal by the board by 31 May.</li> <li>○ Assure the board that the school charter/strategic plan and annual report is available for public view.</li> </ul> </li> <li>• Equal Employment Opportunities: Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that an EEO statement is in the annual report (including any issues from the previous year).</li> </ul>

	<ul style="list-style-type: none"> <li>Healthcare: Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing/administering/recording medication are up-to-date and implemented correctly.</li> <li>Safety for Students on Work Experience: Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.</li> </ul> <p><b>NOTED:</b></p> <ol style="list-style-type: none"> <li>that a draft process for school policy review and board assurances was provided at the last Board meeting on 13 February 2023.</li> <li>that the following school policies are scheduled for review during Term 1, 2023:             <ol style="list-style-type: none"> <li>Legislation and Administration Policy (Board review)</li> <li>Student Attendance</li> <li>Enrolment</li> <li>Privacy (Board review)</li> <li>Official Information Act Requests (Board review)</li> </ol> </li> <li>that the school community has been advised of the review through the school newsletter.</li> <li>that the PRC has reviewed the policies for Board review and has the following comments:             <ul style="list-style-type: none"> <li>Privacy Policy: The statement "Our privacy officer is the designated deputy principal" is open to misinterpretation in our co-governance kura. For example, Wāiorea Whānau may define the role as being fulfilled by Whaea Bella and/or Whaea Naomi as well as Julie. Recommend the statement be amended, for example "Our privacy officer is the designated WSC deputy principal".</li> <li>General: Enable content in Te Reo Māori</li> </ul> </li> </ol>
O	<p><b>Business Services inc. Finance</b></p> <p>Sailesh spoke to the March Business Services &amp; Finance update, and gave an update on the Waiōrea income and expenditure report for 2022.</p> <p><b>DECISION:</b> The board approved expenditure of \$10,000 in 2023 for the purchase of laptops for students who need them, dependent on appropriate criteria and risk management implemented for the allocation and management of the devices.</p> <p><b>ACTIONS (SV):</b></p> <ul style="list-style-type: none"> <li>Develop and implement criteria for the identification of students who need support with a school-purchased device</li> <li>Develop and implement appropriate risk management for school-owned devices given to students who need them.</li> </ul> <p><b>ACTION (SV, ID, CS, LG):</b> Consider and implement communications to whānau about the benefits of paying donations and methods of payment.</p>
	<b>ADMINISTRATION</b>

9.15pm	<b>Confirmation of minutes of meeting on 13 February 2023</b>  <b>DECISION:</b> the board CONFIRMED the minutes of the meeting held on 13 February 2023.
9.18pm	<b>Correspondence</b>  None
	<b>PUBLIC EXCLUDED BUSINESS (PEB)</b>
9.20pm	<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 9.20pm and 9.44pm to discuss confidential matters. The resolution was passed by consensus.</b></p> <p>Darna and Matthew Appleby, Sailesh Vaidya and Bob Irvine left the meeting.</p>
<b>9.40pm</b>	<b>Resume public business</b>
9.40pm	<b>Any other business</b>  <b>Te Ahikā Whare (House behind Te Rehu)</b>  The whare has now been vacated and te Ohonga Ake is considering future use and management of the whare for te ahikā.  <b>ACTIONS (Te Ohonga Ake with support from ID, SV):</b> <ul style="list-style-type: none"> <li>• seek the information from MoE for guidance on the correct process for tenancy and use of the whare</li> <li>• locate past tabled minutes where the whole discussion of Te Ahikā took place. Around 2020 BOT Hui.</li> </ul>
	<b>CLOSE</b>
9.45pm	Karakia whakamutunga - Rob Pollock
	Next Hui will be Monday 8 May 2023 at 5pm.

**These minutes were confirmed by the board at its meeting on Monday 26 June 2023 (Mtg 4).**