



## Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 26 June 2023 in WSC Staffroom

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

Item
The hui commenced at 5.05pm
<p><b>Present</b></p> <p>Tamati Patuwai - (Te Ohonga Ake member; co-opted Board member) - Meeting Chairperson Ivan Davis (Principal) Pā Chris Selwyn (Tumuaki) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Carol Gunn (WSC parent-elected member) Jackie Floyd (WSC parent-elected member) Sarah Tizard (WSC parent-elected member) Joseph McCready (WSC parent-elected member) - via Google Meet link Keri Gardner (NPoW whānau-selected member) Tracey Bell (NPoW whānau-selected member) Radha Patel (WSC Student-elected member) Julie Debrecey (WSC Associate Principal) Sailesh Vaidya (WSCW Business Manager) - for Finance report Asha Vaidya (Board Secretary) Andrew Raba (Assistant Librarian) - for presentation on Wellbeing</p> <p><b>Apologies:</b></p> <p>Louise Gardiner (Presiding Member) Mary-Jane (MJ) Thompson (NPoW whānau-selected member; Te Ohonga Ake) Nikau Balme (NPoW Taura-selected member) Evelyn Marsters (Co-opted Pasifika representative) Mapihi (Emma) Campbell (NPoW staff-selected member)</p> <p><b>Declaration of interests:</b> None declared.</p> <p>Tamati expressed his aroha to Louise (Presiding Member) at this time, and appreciates being able to facilitate today's meeting.</p> <p>(5:07pm) - Karakia - Tamati Patuwai</p>
<p><b>Wellbeing presentation by Andrew Raba (Assistant Librarian)</b> (5:10pm)</p>

Tamati welcomed Andrew, who talked about his recent trip to learn more about yoga, breathing & wellbeing, and his thoughts about applying his learning at school.

Andrew is a skilled yoga teacher & breathing teacher. Started breathing classes during Covid for students and staff. Andrew wrote a blog post about what he was doing at Springs and distributed it to his network, and was subsequently picked up as “youth mental health” - which was a topic of global news at the time. Andrew was invited as a guest speaker in England, Germany, Holland and Crete. Read [here](#) for Andrew’s newsletter article on his trip.

Andrew presented his booklet for students to the Board. His 8-week programme has been picked up by schools around the world. In Aotearoa New Zealand, there are no programmes specifically for secondary school students. Andrew developed his programme specifically for teens, which can help students with their mental wellbeing and their school work. He has received good feedback.

Ivan thanked Andrew for his presentation, and also shared with the Board other booklets/Library resources that Andrew put together for WSCW students (particularly during the Covid lockdowns). Ivan thanked Andrew for all the work & knowledge that he brings to WSCW (he works 4 days per week).

The Board had an opportunity to ask Andrew questions.

Over the last year, Andrew has had approximately 100 students take his yoga classes at WSCW, 7-8 teachers from the school, and an additional 60+ kaiako from across the Kāhui Ako network. One Hākinakina/PE class from NPoW also participated.

Breathing is an important part of Te Ao Māori - this is why karakia, mihihi & Kapa Haka are important to NPoW. Is done on a daily basis.

WSCW could potentially offer our students the chance to sign up to Andrew’s 8-week course.

**DECISION** - The Board recommended that Andrew Raba prepare an extra-curricular proposal for the Board to evaluate.

**(5:26pm) - Dinner Break**

**(5:46pm) - Meeting resumed**

## STRATEGIC REVIEW

### Focus area #1 | Student achievement

(5:46pm) - Presented by Julie Debreceeny.

[Link here](#) to the 2022-2023 Literacy and Numeracy report for the Board.

#### Discussion points:

- Every WSCW student should leave school with literacy & numeracy credits.
- For Pāngarau (NPoW) and the Year 9s for 2022, their Progressive Achievement Test (PAT) scores

increased (some went up 6 sub-levels).

- Equity is important to consider - a device is required to create a NZQA login.
- A text-to-speech trial using headphones with 10 Learning Support students was conducted recently, who reported that it was “life-changing” for them. This technology is available to all students.
- Students who do not achieve literacy & numeracy in Year 10, they have another chance to achieve this at Year 11.
- Literacy & numeracy assessments take place in July and November/December.
- There was a 70% pass rate with the text-to-speech trial.
- Ivan acknowledged the huge follow-up efforts of teachers.

### **Student achievement - Analysis of Variance (AOV) 2022**

#### Discussion points:

- Ivan noted the final Analysis of Variance (AOV) document had been submitted to the Ministry of Education (MoE).
- He apologised for downloading the wrong version of this AOV document, which contains a typo that had been fixed (i.e. under the TARGET section - it states “Aspirational goal &gt;90% pass rate NCEA L1, 2, 3.” The “&gt” code had been replaced with the “>” symbol).
- Ivan noted that this document was sent by Asha to the subgroup members on Mon 12 June for comments.
- Jackie questioned whether the subcommittee should have received this, with enough time to review the document, before it was submitted to the MoE. The function of this subcommittee is to assist school management.
- Tamati commented that as a school, we should be ensuring that we are effective in the processes we have put in place. We should make sure everyone is in the loop.
- Jackie highlighted that getting the meeting actions out quickly is important.
- Ivan again noted that the email asking for the subcommittee to review the AOV document went out on 12 June. No replies/comments/feedback were received. Therefore, Ivan uploaded the AOV document via the MoE portal.
- Tamati noted that it was a good point to discuss, and we should ensure that governance issues are given appropriate time & consideration to allow broader discussions, if warranted.

### **Focus area #2 | Co-Governance Te Tiriti**

(5:59pm)

#### Discussion points:

- Tamati explained the approach taken regarding the selection of a co-Chair following an in-principle decision by the Board at its meeting on 8 May 2023. At this meeting, it was also agreed that Pā Chris will run the selection process.
- Tamati, Evelyn & Louise have worked together on this, as part of the Mana Ōrite co-governance

work. Tamati sees this as progress.

- Pā Chris took over from this point, explaining to the Board that he had been approached by Louise and that he believed that the Board had been consulted.
- Some Board members raised that while in theory they supported this idea, they didn't recall any subsequent emails being sent on this matter and felt that further discussion/information was required on the specifics of how the co-Chairs would operate in practice (e.g. signatories, decision-making, workload division, and key principles they would operate under, etc).
- Tamati noted that legislatively, anyone could be a co-Chair.
- Carol asked Tamati if he was willing & open to become the co-Chair. She wants to make sure that whoever comes into the co-Chair position will not be overburdened and that they are fully prepared.
- Carol noted that our school has a complex constitution (based on parent-election for WSC/Kura Auraki and whānau-selection for NPoW) and assumptions of the co-Chairs could be made, so clarity is required. The working relationship between the Presiding Member and the co-Chair is important, and short- and long-term visions need to be considered.
- Tamati indicated that he had not been specifically asked if he would like to become a co-Chair.
- Ivan discussed his role as the Principal and the amount of work that Principals can put on the Board Chair. He noted that we need to be careful not to over-complicate the decision-making process and limit the efficiency of the Board.
- Tamati acknowledged Carol's comments and that they were fair and he respected her views. Tamati is also familiar with the expectations of such a role, and Te Ohonga Ake is ready for this work.

**DECISION** - The voting of a co-Chair is to be delayed until the Board's questions can be answered. A paper can then be drawn up for consideration by Board members, and possible voting.

**DECISION** - Any questions from Board members should be submitted to Louise and/or Asha by 5pm on Wednesday 5th July 2023.

**ACTION** - Asha to forward any questions to Louise for development of a paper for Board members to discuss.

### **Finance Operations Review initiative update**

(6:27pm)

This is a MoE project in collaboration with WSC-NPoW. The scope is attached [here](#).

#### Discussion points:

- Ivan, Pā Chris, Sailesh, Hasina Naran (Finance Officer), Tracey Bell, Bob Irvine and Louise had a meeting with Chad Britton (MoE - School Financial Advice) and Lesley Winstanley (MoE - Schools Finance Adviser).
- Today was the day we would find out if Chad received approval for the funding stream via PricewaterhouseCoopers (PwC). However, if he doesn't get the funding, he has a plan B in place.
- Chad attended the meeting at NPoW on 14th June - he is committed.

- The aim had been for 2023 to be the last year that the Special Reasons Funding (SRF) would be calculated under the previous method. The project is not likely to be completed until 2024.
- Sailesh noted that this year, the SRF received was \$257,000 - this only accounted for NPoW student and staffing numbers. NPoW costs are not accounted for.
- The project will look at ascertaining the correct level of SRF based on: 1) teaching staff; 2) student numbers; and 3) allocation of support staff across both WSC and NPoW.
- Pā Chris noted that an NPoW student generates the same funding as an in-zone WSC student.
- Sailesh explained that the Scope of Works document attached was meant to include all costs.
- Tracey Bell noted that Bob Irvine should be added to the working group for this project.

**ACTION** - Bob Irvine to be added to the Finance Operations Working Group. (Louise/Sailesh).

- Pā Chris added that there are other NPoW whānau who work in this space who would be good to have in the Finance Operations Working Group.
- Louise recently attended a whānau hui.

### **Development of Budget 2023**

(6:34pm)

#### Discussion points:

- Sailesh updated the Board on development of the consolidated budget for 2023.
- He noted that it is for a calendar year.
- Sailesh apologised for not being able to progress work on this due to a family bereavement (Asha's mum passed away).
- Next meeting is proposed for Wednesday, but Ivan is not available.

**DECISION** - Finance Subgroup to work out a new meeting date.

**ACTION** - Bob Irvine to be invited to the meeting (Sailesh).

### **Focus area #3 | Curriculum and pedagogy**

(6:36pm)

The purpose of this item is to receive an update on the development of a consultation plan for the proposal to drop NCEA Level 1 for Kura Auraki (as signalled in the Annual Plan and discussed at the Board hui on 8 May 2023).

#### Discussion points:

- Ivan mentioned that this is more prevalent in the press at the moment.
- Our approach is to be able to reduce the number of assessments, learn more deeply, and spread the learning over a 2-year period (Marlborough Girls' College has taken this approach also). NCEA Level 2 is considered more important.
- Pā stated that from a co-governance point of view, it should be clear that the above is WSC's plan and that NPoW needs to put forward their plan at the same time.

- Robert Pollock noted that in week 5 of Term 3, the school will be holding a Subjects Evening and teachers need to know what WSC and NPoW plans to do with NCEA Level 1 before this event, as teachers will be asked questions on the night.
- Robert noted that there are a significant number of teachers who aren't happy with the one-size-fits-all approach with respect to Option subjects vs compulsory subjects.
- WSC's plan is to present the community with its plan, which has been worked on and considered and worked on since 2020 by Phil Douglas (Deputy Principal), school leaders and teachers.
- Pā Chris highlighted that this is not the approach that Māori would take and NPoW would always seek consultation/engagement via whānau hui. Pā Chris is not comfortable with WSC's approach.

### CONSIDER

For the proposed community consultation, Louise suggested that we should offer the proposal and then we get feedback. This is the plan.

It needs to be clear that there are differences between WSC and NPoW.

Jackie offered to help WSC (Ivan Davis and Phil Douglas) with its communication document to ensure that the information presented to the community is clear and concise. Work on this document might need to be done via email, rather than waiting for the next Board hui (31 July 2023).

**DECISION** - This work deserves proper consideration, and it is best for the working committee to decide when the material needs to be confirmed.

**DECISION** - Pā Chris wishes to consult with Te Ohonga Ake kanohi ki te kanohi with the NPoW plan for NCEA Level 1.

**DECISION** - Further amendments to the communication document will be left to the working committee.

### Focus area #5 | Infrastructure Development and Planning (6:55pm)

Ivan provided an update on the Master Plan progress. A Masterplanning meeting was held last week (Thurs 22nd June).

#### Discussion points:

- Four classroom spaces for a satellite unit of Central Auckland Specialist School (CASS) have been confirmed. The MoE wants to fast-track this work.
- 17 classroom spaces for WSC have been allocated.
- A new studio in TAPAC (to be called Studio 5) will be built out-of-scope. We want to accelerate development of this studio. There are some technical challenges in terms of whether Studio 5 is attached to the existing TAPAC building, or built separately. We may need to get TAPAC involvement again so that things can progress. A metre was shaved off KHCL in Stage 1 so that we could put the space gained towards the new studio/theatre.

- Challenges for the school - the 12 new NPoW classroom spaces (i.e. identical size to Waioiteao) would require demolition of the Admin block & staffroom. Therefore, needs a staged approach.
- The MoE has committed to monthly meetings going forward.
- In order to house CASS, the MoE is looking to develop the western area of the school (near the court area). Looking at modular construction for the CASS classrooms. We could make some physical changes to help with the CASS development, but it would also retain areas for NPoW students, the Sports Department, and free play areas for both kura.
- Te Whakamanu will be retained at this stage.
- The next stage of development could be hard for the school, particularly for the CASS students.
- Excavation is likely to be the best option for the school - will provide more solid foundations in the long run.

### Strategic planning approach 2023

(7:08pm)

The Board has a requirement to submit a strategic plan to MoE by 1 January 2024.

**ACTION** - Louise Gardiner will feed this back to the Board during the week, via email.

### REGULAR REVIEW

#### Regular reports

(7:08pm)

The Board received the Principal's report.

#### Main points:

- We do have some larger class sizes. Attendance has dropped. We have concerns with our Y12 cohort - has been a difficult cohort.
- Ivan has applied for a Principal's sabbatical.
- Elisabeth Easter (a WSC parent) has written a great article on our student Board rep, Radha Patel ([link here](#)).
- Recruitment of teachers for 2024 is a concern. Ivan will be focussing on this.
- Jackie asked how the Board can assist management with any work required by the Board?
- Ivan noted that compliance and the BAS work is taking a lot of SLT time at the moment.
- Julie noted that most of the work from the Board's Policy Review subcommittee has gone into the BAS work.
- ERO is coming back on 14th July. BAS will be discussed.
- Ivan noted that having our school policies on the SchoolDocs platform should give the Board confidence. Only issue for NPoW is that SchoolDocs are not in Te Reo Māori.

The Tumuaki report was given verbally.

#### Main points:

- Pā Chris is missing his Director of Operations and NPoW Sports Director. The vacancy of these two important roles in NPoW has been raised with Te Ohonga Ake, which is addressing this as a matter of priority.

- There have been some great successes for two NPoW taura - Billy McCarthy (Robert to discuss in his report) and Nikau Balme who won his section in Manu Kōrero (he will represent NPoW at a national level later in the year).
- Autaia 2023 was a great success. Is student-driven and this year, the historical story of Ngā Oho was presented.
- NPoW had the honour & privilege of being present at the State Memorial for Dame Catherine Tizard (Sarah Tizard's grandmother) on Saturday 17th June.
- NPoW now has a full contingent of teaching staff.
- The kura is stretched on the administration side, and Pā Chris offered thanks to Whaea Keri Gardner for her voluntary assistance with admin tasks.

*(Pā Chris asked to leave the meeting following his report - left 7:29pm)*

The Board received Robert Pollock's staff report.

Main points:

- Teachers have raised concerns about increasing class sizes.
- If the PPTA negotiations do not go well, then this situation will only get worse.
- Victoria University (Wellington) is considering axing their teacher training course.
- Hoping to address MMA allocation in the Staffing Management Committee.
- Drama Department will be facing serious space issues once the Hall becomes unavailable.
- No HOD budgets have been confirmed yet - these are needed to operate their departments.
- NCEA L1 changes - we need to decide as a school what we will do here.
- Two Y13 students, Billy McCarthy and Elly Mae Lawson, won 5 awards at the Sheilah Winn Shakespeare Festival - which is unprecedented.
- Robert would like to present a play in Te Reo Māori in 2024.

Discussion points:

- Ivan noted that WSC are facing staffing issues and he has asked for help with solutions. We are currently over our staff entitlement. Relief teachers are hard to come by.
- Sarah asked if there is a H&S component to the overcrowding? Can we raise this as an issue with MoE?
- Carol noted the MoE's solution would be to put a relocatable on site (cost of ~\$300k) - which is then unlikely to be taken away.

The WSC Student Rep (Radha Patel) gave her report verbally. Tamati apologised for overlooking her report earlier.

(7:55pm)

Main points:

- All students should have an accessible easy way to enrol for elections, which happens each year. Radha suggested opening it up to Y12s (in addition to Y13s) as you can vote at 17 years of age.
- There is not enough outdoor seating, which is particularly noticeable on wet days.
- Social Sustainability is an area of interest for Radha. She would like to invite political candidates to WSC-NPoW (Labour MP Helen White and Greens MP Chlöe Swarbrick are interested in coming along). Y9s could also be invited if they are studying politics in Social Studies.

Discussion points:

- Ivan noted that we need to use the 3-bell system on wet/cold days.
- Ivan & Tamati offered to help Radha in organising to get the local politicians to come to WSC-NPoW.
- Carol congratulated Radha on her leadership for students over her 5 years at WSC-NPoW.

### **Policy Review Committee**

The Board received the minutes of the Policy Review Committee meeting on 8 June 2023.  
(moved Carol/seconded Robert - moved by consensus)

#### Matters arising:

- Tracey asked why SchoolDocs could not translate the policies we have on their platform into Te Reo Māori? Ivan replied that we have raised this with SchoolDocs before and they said they were working on it.

**ACTION** - To discuss this with NPoW whānau to see if there is someone who can help us with translating our school policies into Te Reo Māori. (Tracey/Pā Chris)

### **Property Committee**

The Board received the draft minutes of the Property Committee meeting on 30 May 2023.  
(moved by consensus)

Matters arising: None

### **Health and Safety, Wellbeing and Personnel Committee**

The Board received the draft minutes of the Health and Safety, Wellbeing and Personnel Committee meeting on 14 June 2023, and the draft minutes from the staff H&S Committee meeting held on 22 June 2023.  
(moved by consensus)

Matters arising: None

### **Business Services inc. Finance**

(7:46pm)

The Board received the June Business Services & Finance update.

The Board received draft public minutes of the Finance Committee meeting on 22 June 2023, as well as the Public-Excluded Business (PEB) minutes of the Finance Committee meeting on 22 June 2023.  
(moved Carol Gunn/seconded Sarah Tizard).

#### Discussion points:

- The 2020 set of accounts need to be corrected.
- Cleaning Tender Update was provided. Eight tenders were received, however, they were difficult to compare. Have paused the process to reconsider.
- Spotless will extend their term until the end of Term 3.
- We will consider contracting multiple suppliers.

- Regarding Facility Hire & Third-Party Agreements, Sailesh acknowledged that he was unaware that Board sign-off was required.

**ACTION** - Sailesh to find out more information about the facility hire & third-party agreement proposals that were discussed.

Julie noted that we need to involve EOTC and H&S before signing any third-party agreements.

The Board considered the recommendation that Chris Selwyn's school credit card limit be increased from \$100 to \$3000.

*(moved Ivan Davis/seconded Sarah Tizard)*

## ADMINISTRATION

### Confirmation of minutes of meetings on 20 March and 8 May 2023

The Board confirmed the minutes from the minutes on the Board meetings held on 20 March 2023 and 8 May 2023.

*(moved Ivan Davis/seconded Keri Gardner)*

Matters arising: None

### Correspondence

[2023/06/26 Correspondence folder](#)

The Board received the correspondence.

*(moved Tracey Bell/seconded Ivan Davis)*

### Board members' code of conduct

(7:54pm)

Section 166 of the Education and Training Act 2020 (the Act) allows the Minister to issue a code of conduct for School Board members of all state and state integrated School Boards. The code sets out minimum standards of conduct that each Board member is required to meet. The code of conduct came into effect for all Board members on 21 June 2023. The code is attached, in both Te Reo Māori [[Code of Conduct for State Schools - Māori](#)] and English [[Code of Conduct for State Schools - English](#)].

The code of conduct replaces the existing Code of Behaviour signed by our Board members. We are able to add to the new code to meet our needs, in addition to the minimum standards.

**DECISION** - To add to the minimum standards by acknowledging Te Tiriti principles within our new Code of Conduct for WSC-NPoW.

**ACTION** - Tamati Patuwai to engage with Te Ohonga Ake on this matter, and use the work from the Mana Ōrite project to help develop our new Code of Conduct document.

<b>PUBLIC EXCLUDED BUSINESS (PEB)</b>
<p>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 8.00pm and 8.16pm to discuss confidential matters. The resolution was passed by consensus.</p> <p><b>Confirmation of PEB minutes</b></p> <p>The Board confirmed the PEB minutes of the meeting held on 20 March 2023.</p>
<p><b>Complaints</b></p> <p>Regular review of complaints received by the Principal, Tumuaki and Board.</p>
<b>Resumed public business - 8:16pm</b>
<p><b>Any other business:</b> None</p> <p>The Board thanked Tamati Patuwai for stepping in as chairperson for today's meeting. Tautoko.</p>
<b>CLOSE</b>
Karakia whakamutunga - Tamati Patuwai
The hui concluded at 8.17pm.

**These minutes were confirmed by the board at its meeting on Monday 31 July 2023 (Mtg 5).**