



**Western Springs College-Ngā Puna O Waiōrea
Board Hui Minutes, 08 May 2023
in Te Wero/Tinana Room (above the Gym)**

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

Item
The hui commenced at 5.05pm
<p>Present Louise Gardiner (Board Chair) Ivan Davis (Principal) Pā Chris Selwyn (Tumuaki) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Carol Gunn (WSC parent-elected member) MJ Thompson (NPoW whānau-selected member) Keri Gardner (NPoW whānau-selected member) Tracey Bell (NPoW whānau-selected member) Nikau Balme (NPoW Taura-selected member) Radha Patel (WSC Student-elected Member) Sarah Tizard (WSC parent-elected member) Evelyn Marsters (co-opted Pasifika representative) Jackie Floyd (WSC parent-elected member) Julie Debrecey (Associate Principal)</p> <p>Phil Douglas (Assistant Principal / English Teacher)</p> <p>Apologies: Joseph McCready (WSC parent-elected member) Asha Vaidya (Board Secretary) Sailesh Vaidya (WSCW Business Manager) - for Finance report Robert Irvine - (Te Ohonga Ake member) Tamati Patuwai - (Te Ohonga Ake member, co-opted board member - co-option confirmed at this meeting)</p> <p>Deborah Peace was the minute taker for this hui.</p> <p>Declaration of interests: None noted</p> <p>Mihi and acknowledgement to some of our staff going through difficult personal circumstances.</p> <p>The board congratulated Tracey Bell on the arrival of her new mokopuna.</p>

The board congratulated and acknowledged Ruth Roberts who has retired from 40 years as Maths teacher and SLT (26 April 1983). Ruth is now working part time managing relief requirements.

Co-option confirmation - Tamati Patuwai

DECISION

That the decision made by consensus by the board electronically on Mon 1 May to co-opt Tamati Patuwai to our board is confirmed.

STRATEGIC REVIEW

Adoption of Annual Plan 2023

Presented by Ivan Davis

- A group met to address all questions, suggestions, modifications, additions. Presenting hopefully the final version of the annual plan of 2023.
- More specifically in “how will do and what will we see” at the end components to make the results in some way measurable. Not easy to do.
- In the 5 foci tried to specify as clearly as can what we would expect to see in the end. Measurability.

ACTION

Change aspirational goals to targets.

Acronyms used to be also written in full to ensure all readers understand it. Reread and rethink about what is for public reading and what is not. Remove names eg Chad.

Link the donations target to the ‘strengthen school and community partnerships’ focus.

CONSIDER

Focus on budget and fiscal planning, also for Mana Ōrite - co governance work. Due to work going on with the Financial Model. Demonstrate that we see that connection.

In the Principal’s Report new template noted - there will be a section specifically talks about the progress against the annual plan. With Actions and Goals.

Is the donation target of 70% achievable and realistic? To date 40% donations have been received. How will this goal be reached? EG This work should be linked to “Strengthening schools and community partnerships”. It's about the community valuing the school.

DECISION

The board adopted the annual plan for Springs Waiōrea for 2023, with the minor amendments noted in the actions.

Development of Budget 2023

Pā Chris and Tracey Bell presented the proposed top line Waiōrea budget, and talked about the process to date to develop the proposed budget. They noted the involvement of Nane Rio and Lesley Winstanley from MoE in helping Waiōrea better understand the income streams for the

kura.

The chair gave an update on the MoE's Financial Operations Review project that has not yet kicked off, but that aims to be completed in time to impact 2024 funding. This project runs alongside and complements the board's Mana Ōrite initiative.

CONSIDER

Total income streams, breaking them down on the report to distinguish between regular and special types of income. What incomes need additional negotiation and funding requirements. More for discussion at the Finance committee etc.

How does this budget sit compared to last year? Is it the same or growing to reflect the needs of students due to growth of numbers.

In kind, contributions coming into Waiōrea are enormous, useful to find a way of tracking these ways. Need to acknowledge and demonstrate to MOE that there is a match up in kind. Eg capturing tracking and finance rules for koha, fundraising.

ACTION

Provide information to the finance committee about the marae committee account for Waiōrea fundraising. proposal to establish a trust model for whānau fundraising putea.

Consider if there are any Capital Requests from Waiōrea?

DECISION

The board delegated to Louise Gardiner, Chris Selwyn, Ivan Davis, Tracey Bell and Mary-Jane Thompson, the approval of a final consolidated budget for Springs Waiōrea to happen no later than Fri 26 May 2023.

Focus area #3 | Curriculum and pedagogy

The purpose of this item was to discuss the approach to consulting on a proposal to drop NCEA Level 1 for Auraki (as signalled in the annual plan 2022 and 2023).

Phil Douglas presented the work undertaken to date, including the drivers for the proposal to drop NCEA L1 from 2023.

Auraki and Waiōrea will differentiate. The bonus of having 2 schools in one, that they both can decide on what suits their students best.

Kaupapa's proposal is to take a 2-year journey to a quality Level 2 qualification. Phil Douglas and school leaders and kaiako have been working on a proposed model since 2020.

No decision has yet been made to proceed with dropping NCEA L1. The board expects to seek feedback from the school community about the proposal, to take into consideration when making a decision.

Need to ensure that there is clear communication to Waiōrea whānau about the proposal and the impact on Waiōrea ākonga.

ACTIONS

Develop a consultation plan to seek feedback from the school community about the proposal to drop NCEA L1 for Auraki - **Ivan Davis and Phil Douglas**

Consultation plan to include communication plan for Waiōrea whānau so that they understand the scope and impact of the proposed change for Auraki.

Establish a working group of board members to review and provide support to the development of the consultation plan - Evelyn, Jackie, Nikau, Radha, Louise, Waiōrea member (MJ or Tracey or Keri TBC).

7.14pm Phil left the meeting.

Dinner Break

Strategic planning approach 2023

The board discussed the approach to strategic planning, with a requirement to submit a strategic plan to MoE by 1 January 2024.

The chair noted a need to appropriately resource this kaupapa to ensure an effective strategic planning process and outcome.

Potentially look at resourcing a Project Manager. Louise has spoken to one person who is interested to help in the Consultation and elements of some of these things. Still time to look at other candidates and their suitability to this task. Not there yet.

The board agreed in late 2022 to set aside \$20k, but this may need to be reviewed once a more concrete approach is determined.

ACTION

Bring a proposal back to the board on approach to strategic planning and resourcing the kaupapa - **Louise Gardiner**

CONSIDER

The board noted the likelihood that midterm board elections will happen in November 2023, with two positions up for election in the next round (Louise Gardiner and Carol Gunn's terms finish).

Mana Ōrite - Co-chair model

Louise and Evelyn gave an update on progress on Mana Ōrite.

The board discussed a proposal to move to a co-chair model as a further commitment to a co-governance future.

DECISION

The board agreed in principle to move to a co-chair model for our school board and asked the

Mana Ōrite thought leaders (Tamati and Evelyn) and the chair to bring a proposal back to the next board hui about how that will work, with a view to electing a co-chair at that next hui (19 June).

Student achievement - Analysis of Variance 2022

The purpose of this item was to review the final 2022 NCEA results compared to the annual plan 2022 objectives, prior to submission to MoE by 31 May 2023.

Ivan Davis presented the data. He said that given the journey with Covid and attendance, these results are very good, and compare well with national results.

The board noted that the Analysis of Variance is not yet complete and requires significant work. The board must sign it off before it is submitted to the Ministry of Education by 31 May 2023.

DECISION

The board delegated to Evelyn, Jackie, Nikau, Radha, Louise, Waiōrea member (MJ or Tracey or Keri TBC) to review and agree the final version before it is submitted to the Ministry.

REGULAR REVIEW

Regular reports

The board received the principal's report.
Rob said he would send his report to the board by email.

Policy Review Committee

Policies for review this term - EOTC policies.

The board noted that there are assurance tasks for this term.

ACTION

Louise, Jackie, Pā and Ivan to work on embedding the policy review and assurance cycles into management operations.

Education Outside the Classroom (EOTC) - board approvals

The board discussed the current approach of bringing EOTC high risk proposals to the full board for review and approval.

The chair proposed an improvement to the process to ensure a greater focus, development of board expertise and timeliness for EOTC processes.

DECISION

The board agreed to establish a subcommittee to review and approve high risk EOTC proposals,

and to work with senior leaders on improvements to the EOTC processes.

Membership of the board subcommittee for 2023 is Louise Gardiner, Carol Gunn and Keri Gardner.

Business Services inc. Finance

The board received the April Business Services & Finance update.

The board discussed the cleaning services tender.

DECISION

That a board member and a Waiōrea representative be appointed to the cleaning evaluation panel.

ADMINISTRATION

Confirmation of minutes of meeting on 20 March 2023

DECISION

The board deferred the confirmation of the minutes of 20 March 2023 until the next meeting.

ACTIONS

- Decisions and actions register to be implemented, back dated to the start of 2023 - Asha
- Draft decisions and actions to be available to all board members (in the Board drive) no later than 7 days after the meeting - Asha

Correspondence

[2023/05/08 Correspondence folder](#)

The board received the correspondence.

PUBLIC EXCLUDED BUSINESS (PEB)

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 7.50pm and 7.53pm to discuss confidential matters. The resolution was passed by consensus.

Confirmation of PEB minutes

DECISION

The board deferred the confirmation of the PEB minutes of 20 March 2023 until the next meeting.

<p>Complaints</p> <p>Regular review of complaints received by Principal, Tumuaki and Board.</p>
<p>Resume public business</p>
<p>Any other business</p> <p>Future agenda items</p> <ul style="list-style-type: none"> • Mid-term elections - planning • Master plan update <p>TAPAC Board Membership</p> <p>Ivan noted that there is still a vacancy on the TAPAC board. The TAPAC board has expressed a desire to have a member who can bring a Māori performing arts perspective to the board's work.</p> <p>The board agreed with Ivan to approach Tamati Patuwai about filling the position.</p> <p>DECISION</p> <p>The board agreed to an extension of meeting time from 8pm.</p> <p>NZ Secondary Principals' Council (SPC)</p> <p>Ivan has been nominated to join the NZ Secondary Principals' Council (SPC) as an observer; SPC meets with the Minister to give a sector perspective on educational issues. (Current person is retiring)</p> <p>This would involve Ivan sending 2 days per term in Wellington.</p> <p>First 2 day trip is 19/20 June and is an Observation Meeting.</p> <p>The board agreed that this was a great opportunity for Ivan and for WSCW, and supported the nomination. Congratulations Ivan.</p>
<p>CLOSE</p>
<p>Karakia whakamutunga - Evelyn</p>
<p>The hui concluded at 8.05pm.</p>

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