

# Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 30 Oct 2023 in WSC Staffroom

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

Item
The hui commenced at 5.05pm
Present (Board Members):Louise Gardiner (Presiding Member, Co-Chair & Meeting Chairperson)Tamati Patuwai - (Te Ohonga Ake member; co-opted Board member; Co-Chair)Ivan Davis (Principal)Carol Gunn (WSC parent-elected member)Jackie Floyd (WSC parent-elected member)Sarah Tizard (WSC parent-elected member)Joseph McCready (WSC parent-elected member)Evelyn Marsters (Co-opted Pasifika representative)Robert Pollock (WSC kaiako/kaimahi tautoko-elected member)Pā Chris Selwyn (Tumuaki)Keri Gardner (NPOW whānau-selected member)Tracey Bell (NPOW whānau-selected member)Josie Wall (New NPOW whānau-selected member)Hugo Russell (New WSC student-elected member)Kyra TuiSamoa (New NPOW tauira-selected member)Nikau Balme (Outgoing NPOW tauira-selected member)Nikau Balme (Outgoing NPOW tauira-selected member)Radha Patel (WSC student-elected member)Asha Vaidya (Board Secretary)
Present (non-Board members):         Julie Debreceny (WSC Associate Principal)         Sailesh Vaidya (School Business Manager)         Apologies: None         Declaration of interests: None
(5:05pm) - Karakia - Nikau Balme
<ul> <li>Louise welcomed everyone, including our new members who made brief introductions.</li> </ul>

• Josie's position was confirmed at the NPoW at the whanau hui on Thursday last week (26th October).

#### WHAKAMIHI

#### (5:07pm)

- Tamati Patuwai mihi in Te Reo Māori and English.
- Thanks to MJ, Evelyn, Radha, Nikau wish them well. Thanks to Carol for the legacy she has left our kura.
- Board sang waiata (*Te Aroha*).

#### (5:14pm)

- Louise thanked Carol Gunn and recognised her years of service to the WSC-NPoW Board and the school community. Carol is deeply committed to WSC-NPoW.
- Carol has put in a lot of mahi for the Board, including adoption of the alternative constitution in 2019. Carol also guided the Board through the first year of the global pandemic.
- Louise also thanked Evelyn Marsters for her contribution to the Board. Thanked her for the knowledge, kindness & compassion.
- Louise thanked Mary-Jane (MJ) Thompson also for her service to the WSC-NPoW Board. Thanked MJ for being her go-to person after she became Chair and their subsequent chats MJ always generously gave her time despite being busy herself.
- Flowers were presented to MJ, Carol and Evelyn.
- (Evelyn) Explained that she is stepping down from the Board as her daughter has moved to a Steiner school in Titirangi and she wants to give her more time. However, Evelyn is still available to support the school. She wants to regrow and reorganise the WSCW Jazz Band. It has been an honour to be co-opted, and she hopes that the Board found her input valuable.

#### (5:22pm - Pā Chris and Keri Gardner stepped out of the meeting)

- (Carol) She has been on the Board for 9 years, and was the Chair for 6 years.
- The physical transformation of the school has been a large part of her time on the Board, and Ivan has had a huge role in that. Carol is proud to have been involved.
- Carol marvels at the community involvement at the time of the rebuild. Huge numbers of people (students and adults) turned up to a MoE meeting in the Hall. It was a tough meeting for the MoE. Many people were concerned about the site and the gas coming off the ground. Hekia Parata (Former Minister of Education) came up and told us we were going to the money.
- The Master Plan is different to what was planned. For the next stage, Carol advises getting the money approved and then we can decide how to spend it.
- Push with all your might to get the second gym built at the same time as CASS. Will be less intrusive for the students in KHCL. Dig a bigger pad that the gym can go on.
- The Board is charged with doing the best for teaching & learning. We are not Property Managers and we want Ivan to be able to focus on the teaching & learning.

- We have a diverse teaching staff and Mel Webber (PPTA President) has been great at dealing with individuals in our school.
- Ken Havill's desire to have no uniforms at our school suited the school's kaupapa.
- It would be good for a new adult Board member to be a part of the Sustainability Council is a fantastic opportunity.
- Give Louise and Tamati your support be proactive & help them.

#### (5:34pm - Keri Gardner returned to the meeting)

- Carol noted the passion & commitment of the staff/teachers. Special thanks to Deputy Principal Gerry Victor for all her efforts in the EOTC space. We are dealing with life and death situations and we never want to be in the worst-case situations. We need to do this properly.
- (Julie) Thanked Carol for always being professional and thoughtful.
- (Ivan) Also thanked Carol for her service to the school. He started his Principalship at the same time as she was Chair.

#### (5:37pm - Pā Chris returned to the meeting)

• (Carol) - Thanked Ivan and she has enjoyed being part of your journey.

#### (5:38pm)

• (Pā Chris) - mihi - welcomed Josie, Kyra, farewelled Nikau, Radha & Carol.

(5:41pm)

- (MJ) mihi Being on the Board has been a great insight.
- MJ's advice she has mokopuna, and she wants the Board to understand that their needs are being focussed on. Learn from each other. Sometimes things can be uncomfortable, but when we get to a good space, then that is something to celebrate.
- MJ came when there were only 80 kids in NPoW. She has had 3 kids come through without any overlap.

(5:44pm)

• (Nikau) - mihi - he will stay involved as much as he can. Welcomed Hugo and Kyra as the new student members. Wishes Radha well and thanked the Board on her behalf (in her absence at this part of the meeting).

#### (5:45pm)

- (Ivan) Welcomed the new student members, and thanked Nikau and Radha for their mahi for the school.
- Thanked Evelyn for her perspectives and her academic knowledge and rigour.
- MJ has spent 20 years with us. Thanked her also for her Kāhui Ako mahi.

• Has been a privilege to have Carol as the Chair during his time. Ivan quoted Winston Churchill -"We shape our buildings, and afterwards our buildings shape us." Our new buildings have changed how we teach now. The massive amount of knowledge that Carols holds has been invaluable.

#### (5:50pm) - Dinner Break Karakia - Nikau Balme

# (6:23pm) - Meeting resumed

- Welcomed Radha Patel (outgoing WSC Student member) who arrived during the dinner break.
- (Carol) Thanked Radha and Carol has gotten to know her well over the years. Radha is a "*powerhouse*" and has been a really great student representative. Remember that we still support you.
- Radha presented to three different Transport Boards, and Carol went with her. Radha is *"fearless"* and her efforts have paid off. She has been advocating for a crossing on Meola Rd since Year 9 it is not quite there yet, but will be built soon. Radha's presentations made a difference. She has set a great example for the incoming student reps.
- Radha is also the Top Caller for the Green Party! Carol acknowledged Radha's impressive commitment to her ideals and an exemplar of an ideal. Radha richly deserved the Sustainability award she won at the Y13 Prize-Giving.
- Quick introductions from our newest Board members Josie Wall (NPoW), Hugo Russell (WSC student-elected representative) and Kyra TuiSamoa (NPoW tauira-selected representative).
- (Josie) Thanked the Board. She works for her iwi. Was previously a Senior Education Advisor for the MoE. She hopes she can support the Board in this space.
- (Hugo) He is a current Y11 student and is looking forward to the new opportunity.
- (Kyra) Thankful for the warm welcome. Can't wait to get started.

#### **STRATEGIC REVIEW**

#### Strategic planning 2023/2024

The purpose of this item is to discuss an approach to developing our strategic plan that acknowledges where we are at currently, and looks to 2024 as a year of significant engagement with our community about the strategic direction of WSCNPoW.

#### (6:32pm)

Discussion points:

- (Louise) Proposes a 2-stage process. We need to engage with our community.
- We need to submit a strategic plan to the MoE by 1 March 2024.

(6:33pm - Nikau Balme left the meeting)

- Proposes a Board workshop maybe two to help with this work.
- She wants the Board to commit to a deep and full engagement process with our community. We could engage some partners to help us with this. We need the time to consider the many changes in our community.
- To create strategic-level objectives and a plan is the goal we can submit this to the MOE and also use it ourselves.

(6:36pm - Google Meet link dropped out; no one has been online during the meeting to this point)

- Ideally, we would have a 3-year strategic plan.
- Would like the Board to commit to doing the broader piece of work during 2024, but it might need to be split off into workshops.
- (Pā Chris) When do you bring in the community? It is easy for NPoW to engage with its whānau.
- (Tamati) What is the typical plan?
- (Louise) We need to develop an engagement plan. Suggests looking at a partner to help us with this.
- (Carol) To undertake the community engagement part this year is hard.
- (Evelyn) Output could make it partly business-as-usual and then the plan for what comes further down the track. If we want deep engagement with the students and community, it might make good sense to bring in a Pasifika teacher to fill the Pasifika voice on the Board.
- (Ivan) The school's Annual Plan normally drops out of the strategic plan. Will include the new curriculum.
- (Louise) Budget drivers can help shape the Strategic Plan. It's a strategic document and not a spreadsheet.
- She apologised for not having completed the planned document for this meeting. Asked for any volunteers to be part of the subcommittee.
- **DECISION** Josie Wall and Tamati Patuwai will form part of the Strategic Plan subcommittee to start with.
- (MJ) Queried if the SLT should be part of that subcommittee?
- (Louise) The proposed Board workshop might include work on this. Will also bring in the Financial Operations Review & Mana Ōrite work.
- Will try to get this group up & running soon to create a plan for the plan!

### Budget 2024 | Strategic and operational drivers

The purpose of this item is for the Board to discuss the key strategic and operational issues driving the development of the budget for 2024 (and out years).

The budget drivers document attached is intended to stimulate whakaaro, and is not complete or comprehensive at this stage.

The desired outcome of the Board kōrero is instruction and guidance to the Principal and Tumuaki for preparation of the detailed 2024 budget.

Strategic and operational budget drivers for 2024 and beyond

2024 Budget Timetable

2023 Annual Budget (Summary pg1, Details pg2)

(6:46pm)

Discussion points:

- (Louise) Referred to the linked documents. Is a work in progress. SLT is involved with developing this document. Is not in any order of priority. There is a lot of detail in here. Is a good format to capture everything in one place.
- (Josie) Suggests that the Strategic Plan development should be the focus.
- (Louise) We're trying to bring the two things together. We only received our 2023 Budget recently. Agrees with Josie's comment.
- (Pā Chris) How much of a discussion needs to take place for budgeting for say Manu Kōrero, Polyfest, Kapa Haka, etc?
- (Louise) She would like another person to help her with this. We can look at say, what is funded by whānau vs the school. We need to look at the curricular and extracurricular activities. Is the funding at the right level?
- (Evelyn) Is good to start with. Suggested a column to the school values, etc.
- (Joseph) Capital expenditure and then operating costs can slice and dice the information.
- (Louise) Help from another Board member is welcomed.
- (Evelyn) Staff retention is important at the moment. For the way forward, the subcommittee could help with the process & the content.
- (Tamati) This is where stakeholder engagement would come into play.
- (Ivan) Food Technology (TFD) is a good example we have more Y9 students who want to do TFD. The stakeholder process has begun.
- (Joseph) Communicating that it can be a long process for some groups.
- (Carol) Is the current trend driven by student demand, or is it a Board-driven approach?
- (Ivan) The structure of our staff can be one of the drivers in terms of having the skill sets in our teaching staff.
- (Josie) Sometimes things just happen anyway e.g. NCEA Level 1 changes, changes to the History curriculum.
- (Hugo) Queried if the NCEA subjects will change?
- (Julie) No, they will stay the same.
- (Kyra) She would like to join the working group/subcommittee.

- (Tracey Bell) Te Ohonga Ake (TOA) has been involved more this year in the development of the budget. Would be good to understand more.
- (Louise) We still have the Special Reasons Grant (SRG) for another year.
- (Pā Chris) What does the SRG mean for NPoW? Will there be more funding for Māori?
- (Louise, MJ) We need clarity around what drives the budget, where the money comes from, etc.
- (Sailesh) What is the SRG actually for?
- Nane Rio (MoE) and Lesley Winstanley (MoE) are the usual Finance MoE contacts that we deal with. Teina Hakaraia is the other person.
- (Ivan) We might need to depend on Lesley more going forward.

(7:10pm - MJ left the meeting and Pā Chris escorted her out)

### Student transition pathways

The purpose of this item is for the Board to receive and discuss trends and data about the pathways that students follow when they leave Springs-Waiōrea.

Student Transition Report (Oct 2023 Board report)

### (7:10pm)

Discussion points:

- (Julie) This report includes data from 2021. The Careers Department has put this together they were excited to do this.
- The 2022 data doesn't become official until 2024!
- Only 20 students couldn't be contacted. All whānau are phoned.
- Good correlation with students in tertiary education. NPoW accesses lots of different pathways in tertiary education. Data looks at both Y12s and Y13s.
- Students who leave in Y11 with no qualification and no pathway there is still a bit of work to do with this group. We have this gap to close.
- Careers Evening was held this year. The Matariki evening is held biannually. Booking personnel from tertiary institutions is difficult on an annual basis.
- We had more scholarships this year. Is a competitive environment now. More scholarships are being offered now and they cover many students.
- (Ivan) Student numbers "on seats" is what drives funding for the tertiary institutes. Unitec is down the road, but many of our students don't want to go there for some reason.
- **ACTION Julie** to ask the Careers Department what they do with this information.
- (Ivan) These data provide justification for the intense focus we put on academic achievement.
- (Evelyn) It would be good to compare these data with schools of a similar size to us.
- (Julie) Parents are the biggest drivers. The department interviews everyone. Student intentions and their actual pathways don't always match. Tertiary completion data are lacking.
- (Ivan, Julie) Victoria University sometimes sends us information about our ex-students and their

final tertiary qualifications.

- (Sailesh) As a parent, he found the Careers Evening was great. However, if you're a current Y12 student, then they would miss out on it as we currently only offer it biannually.
- (Carol) The Careers Department Newsletter is handy.
- There is also a Careers Expo that is run over in the North Shore.

#### **REGULAR REVIEW**

#### **Regular reports**

The purpose of this item is to receive management reports, and optional updates from kaimahi and ākonga members. (7:22pm)

### Principal's Report - October 2023

The Board received the Principal's report for October 2023. This month's report was a joint SLT effort while Ivan was on medical leave.

**Discussion Points:** 

- (Ivan) we have regular Master Planning meetings with the MoE and Jasmax (architects) to steer
  us towards Stage 2. Before the last meeting, we were told that 4 relocatables (prefabs) are going
  to come on site these will be in addition to the 4 classrooms planned in the Hall. We haven't had
  a straight answer from the MOE yet, but it seems like a slow-down for Stage 2 as there is not
  enough money. We have to accept this for now, because staff aren't coping due to overcrowding.
- Louise briefly explained the overall plan to Josie, Kyra, and Hugo.
- Watts & Hughes has been contracted for the Hall redevelopment. Some sharing of spaces in the Hall between WSC and NPoW will be required for approximately 6 months while the relocatables are being built and established onsite.
- (Louise) We need to look at the WSC intake. Can change the way we teach. MAGS and Avondale have a significant number of out-of-zone students. We need to have a conversation around our zone.

(7:30pm - Pā Chris returned to the meeting)

- (Ivan) The Board needs to have it documented in the minutes indicating that the MoE has committed to the four relocatables by the second half of 2024.
- (Robert) The staff survey was clear teachers want the rooms, although not ideal. They are missing some single cell classrooms within an open-plan environment. Levels of anxiety in Juniors is evident. Agrees with Ivan that the MoE is slowing the process. He doesn't agree with the economy of scale model you can lose a sense of community with large numbers.
- (Louise) A school roll of 3300 is too big and would change how we teach at WSC-NPoW.
- (Ivan) Confirmed that 3300 seems to be the indicative roll growth with the Unitec development.

- (Josie) The MoE's networking data are incorrect. If we accept the relocatables/prefabs, then we should put an end date on these, otherwise we'll be stuck with the prefabs for a lot longer.
- (Carol) Agrees with Josie. There will be a tipping point. Getting the relocatables off our site again could take a long time. We had some good plans before Covid. Ground conditions control everything here.
- (Josie) Would be good to have mana-whenua input before the geotechnical work for the relocatables is undertaken. The Board could write a letter to mana-whenua to help us.
- (Carol) Pā Chris asks at every Master Planning meetings where the Māori representatives are.
- (Tracey Bell) Pā Chris is the only NPoW representative at the Master Planning meetings. We want more Waiōrea representation at these meetings TOA is making this a priority.
- Will we also review our existing subcommittees?
- (Ivan) We need to listen to the teachers' perspective, we can't turn our back on the relocatables.
- We need to hold the MoE accountable to their indicated timeline (end of Term 2, 2024).
- (Robert) The MoE has fully committed to CASS.
- (Carol) The Principal of CASS, Trudi Brocas, has said that CASS "needs to be like a prison, but not look like one".
- (Louise) CASS is intended to accommodate 30 ORRS-funded students who currently don't have anywhere to go.
- (Sailesh, Ivan) Furniture, cleaning, etc will all be funded by the MoE.

The Board received the Staff report for October 2023. <u>Staff report (Rob P)</u>

Discussion points:

- (Robert) Staff are tired has been a tough year. Losing Lily Laita (HOD Art) this term has been hard. There is also disappointment related to the derived-grade (DG) exams, with many students not turning up.
- (Kyra) Speaking to students she knew, they indicated that the DG exams didn't matter and they didn't understand that it was the backup grade if they couldn't sit the final NCEA exams.
- (Hugo) Agreed with Kyra. Many students viewed the DG exams as practice only.
- (Ivan) This highlights why we shouldn't call them "mock exams". We don't know what the future holds for students at exam time.
- (Robert) Is surprised by Kyra's comments. Staff made it clear of the importance of DG exams.
- (Ivan) a columnist of a publication recently interviewed WSC students and the article talked about the DG exams.

- (Hugo) Many students don't go to whānau time, which is when a lot of important information is shared.
- (Kyra) Thinks that some students selectively heard.
- (Tamati) What aren't we doing and what can we do to get kids to the exams?
- (Hugo) Many students don't think whānau time is important.
- (Pā Chris) For NPoW, there was clear messaging to whānau.
- (Kyra) Teachers should also not downplay the importance of the DG exams.
- (Hugo) The Y11 MCAT exam tripped many students up.
- (Julie) That is surprising to hear given that 100% of students attended. NZQA decides when the MCAT exam is.

#### Tumuaki Report

The Board received the verbal Tumuaki report from Pā Chris.

#### (7:56pm)

- At the 58th Ngā Manu Kōrero live and in-person competition (held in Ōtepoti Dunedin from Tuesday 19th to Thursday 21st September 2023), Nikau Balme received a time penalty related to the timing of his speech (needed to be under 8 minutes flat). Had he not received this penalty, then Nikau would have been the National winner.
- If you watch the video, then it is actually under the 8-minute limit (actual time is 7.59:37).
- Pā Chris thinks that we need to take a legal approach to make sure that Nikau gets the recognition that he rightfully deserves. TOA is planning to pursue this legal challenge, which has been approved by NPoW SLT.
- At the Ahurea competition, NPoW placed second with only a 0.5 difference between first and second placings.

(7:59pm - Pā Chris stepped out of the meeting)

# **Finance and Business services update** (7:59pm)

The Board received the October Finance and Business services report. Taken as read. No questions.

#### Policy Review Committee (PRC) (8:00pm)

The Board received the PRC's Term 4, 2023 Update here.

Term 4 update included information on the following items:

- Curriculum and Student Achievement Policy (Board Review)
- Student Achievement Information/Student Assessment and Achievement
- Home Learning
- Distance Learning
- Religious Instruction (Board Review)
- Health Education (Board Review)

#### Discussion Points:

- All Board members are encouraged to look at our school policies on the SchoolDocs platform (accessible via our school website).
- Our policy review cycle matches what *SchoolDocs* use. The platform also updates for legislation.
- (Jackie) There have been a lot of changes recently they are noted in the report.

(8:02pm - Pā Chris returned to the meeting)

• (Josie) - We could still link them into the Strategic Plan and use them as a trigger.

#### Property

(8:03pm)

No Property Committee meeting has been held since 30 May 2023. Draft minutes from this meeting were received at the 26 June 2023 Board Meeting.

An online meeting is scheduled for Friday 3rd November 2023 at 11am-12pm. Peter Jaine (Tetratech) & Jeff Maddren (MoE) have accepted the invite.

The Board received the Property Subcommittee issue tracking register.

**Discussion Points:** 

- (Joseph) The tracking sheet is a living document. Includes the smells issue in NPoW.
- Has been difficult to get Peter Jaine (Tetra Tech Coffey) and Jeff Maddren (MoE Delivery Manager
   Infrastructure & Digital) in the same room.
- (Ivan) Commended Joseph's efforts in trying to make some headway with this.
- (Joseph) He has asked Selwyn (WSCW Groundsman) about the CCTV footage. Might be a couple of things missing from the tracking sheet at the moment?
- There is a roofing issue in KHCL at the moment (in Gym) is some incomplete work.
- (Josie) Is the fire sprinkler issue a problem?
- (Joseph) It isn't an issue for the whole school. However, there are a couple of sprinklers in the incorrect places when compared with the plans.
- (Josie) We need to create good records of conversations and emails. Good administration is important and will create a good picture of the lengths that the school has taken to get issues resolved.

- (Ivan) Noted that for this reason, he always tries to correspond via email.
- Ivan is why we always tend to email.
- (Robert) Selwyn also has a log of property issues.
- (Ivan) We are a tenant of a MoE asset.
- (Josie) We have the same rights as a tenant. This relates to the health & safety of our kids.
- (Joseph) Has been a slow, persistent approach when dealing with the MoE.
- (Carol) Has the sewage leak been fixed?
- (Louise) We'll defer this to the Property Subcommittee.
- (Tracey) We have issues in Ngā Oho and want to make sure these are a priority.
- (Ivan) Is in the 5YA under a new project management company. So these issues will be looked at.
- (Pā Chris) There is water coming down continuously on the mahau. It is a priority for Ngā Oho and its remediation.

## Health and Safety

(8:12pm)

The Board received the Health & Safety Update for October 2023. Taken as read and there were no issues raised.

#### Master Plan Steering Group

(8:12pm)

The Board received the DRAFT minutes of the Master Planning meeting held on 12 October 2023. Taken as read and there were no issues raised.

#### ADMINISTRATION

Confirmation of minutes of meeting on 18 September 2023 (8:13pm)

The Board confirmed the minutes from the Board meeting held on 18 September 2023. (*Moved by consensus*)

Matters arising: None

**DECISION** - We need to work out a process of how to get actions updated in the tracking sheet. Board members to email Asha in the first instance.

Confirmation of 2024 term dates (8:13pm) Calendar with proposed 2024 term dates & Board hui dates The Board adopted the 2024 Term dates.

• The school needs to be open for 380 half days.

**Confirmation of 2024 Board meeting dates** (8:15pm)

Proposed 2024 Board Hui dates (incl Finance & TOA dates)

The Board adopted the 2024 Board hui dates.

- The Finance and TOA Meetings are tied to the Board meeting dates.
- Dates of other subcommittees can be added in once they are confirmed.

### Conflict of interest declarations

(8:16pm)

**Discussion Points:** 

- (Louise) This information has been requested by the auditors.
- Board members were asked to fill in the register during the meeting.
- Board members must disclose any friend/whānau relationship that has anything to do with the school.

(8:21pm - Carol Gunn left the meeting)

#### Mid-term board elections and selection 2023

(8:21pm)

The Board received an update from Louise on the school Board elections.

Discussion Points:

- The NPoW selection process has been completed. Congratulations offered to Josie again on her selection.
- More voting papers can be obtained from Trevor Crosby (Returning Officer).
- A "Meet the Candidates" event was held on Tuesday 24th October in KHCL.
- A couple more reminders about voting will be sent out soon.
- Voting closes on 15 November.

#### Correspondence

(8:22pm)

The Board received the correspondence received up until 18 September 2023.

(Moved by consensus)

#### **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 8.23pm and 8.33pm to discuss confidential matters. The resolution was passed by consensus.

#### **Confirmation of PEB minutes**

The Board confirmed the PEB minutes of the meeting held on 18 September 2023. (*Moved by consensus*)

#### Complaints

Regular review of complaints received by the Principal, Tumuaki and Board.

Resumed public business - 8:33pm

CLOSE

Karakia whakamutunga - Kyra TuiSamoa

Meeting closed - 8:34pm Run time - approx 3 hours & 30 minutes

These minutes were confirmed by the Board at its meeting on Monday 4 December 2024.