



## Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 04 December 2023 in WSC Staffroom

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

Item
The hui commenced at 5.07pm
<p><b>Present (Board Members):</b> Tamati Patuwai - (Te Ohonga Ake member; co-opted Board member; Co-Chair) Ivan Davis (Principal) Jackie Floyd (WSC parent-elected member) Joseph McCready (WSC parent-elected member) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Hugo Russell (WSC student-elected member) Alicia Murray (New WSC parent-elected member) Tracey Bell (NPoW whānau-selected member; Te Ohonga Ake member) Kyra TuiSamoa (New NPoW taurira-selected member) Josie Wall (NPoW whānau-selected member) Keri Gardner (NPoW whānau-selected member) Pā Chris Selwyn (Tumuaki) Asha Vaidya (Board Secretary)</p> <p><b>Present (non-Board members):</b> Julie Debreceeny (WSC Associate Principal) Robert (Bob) Irvine (Te Ohonga Ake member)</p> <p><b>Apologies:</b> Louise Gardiner (Presiding Member, Co-Chair &amp; Meeting Chairperson) Sarah Tizard (WSC parent-elected member) Evelyn Marsters (Co-opted Pasifika representative) Sailesh Vaidya (School Business Manager)</p> <p><b>Absent (Board Members):</b> Mapihi (Emma) Campbell - on medical leave</p> <p><b>Declaration of interests:</b> None</p> <p>(5:07pm)</p>

- Tamati welcomed the Board.
- Karakia - Kyra TuiSamoa (NPoW karakia - Taki Uru).
- Tamati encouraged all of the Board members to learn this karakia so we can all sing this together at future meetings.

### Welcome to new Board member - Alicia Murray

(5:10pm)

- Welcomed Alicia & thanked her for standing.
- Alicia introduced herself. Has children at Springs (Austin - Y9) and another child at Pasadena Intermediate (Keira Y7). Also had a stepson (Vincent) who left WSC in 2021.

(5:12pm - Pā Chris arrived to the meeting)


- Alicia gave a brief summary of her work background - she is a lawyer. Has worked in the co-governance area. Has spent 6 years on the Mt Albert Primary School Board. She is looking forward to being part of our Board.


### Selection of the co-Chairs

(5:13pm)

- Tamati offered both Ivan and Pā Chris the opportunity to run this selection process; Ivan volunteered.
- Ivan called for nominations for the Presiding Member for the WSC-NPoW Board.
- Jackie nominated Louise Gardiner (seconded by Josie).
- **DECISION** - Louise Gardiner was declared the Presiding Member of the WSC-NPoW Board for the remainder of 2023 and for 2024.
- Clarification was sought as to whether we elect one or two co-Chairs. Tamati confirmed that only one co-Chair needed to be elected.
- Ivan moved that Tamati Patuwai be elected as co-Chair of the WSC-NPoW Board for the remainder of 2023 and for 2024. (seconded by Robert).
- No other nominations for co-Chair were received.
- **DECISION** - Tamati Patuwai was declared co-Chair of the WSC-NPoW Board for the remainder of 2023 and for 2024.

### STRATEGIC REVIEW

 20230815 School Planning Requirements Introduction.pdf

 WSCNPOW DRAFT Strategic Plan 20231127.docx

(5:16pm)

## DISCUSSION POINTS:

- Tamati handed over to Josie, who explained that the deadline for submission of the Strategic Plan to the MoE is 1 March 2024.
- Louise, Josie and Jackie formed the initial subcommittee. A planning hui was held with Ivan & Julie Debreceeny.
- The document attached is a high-level draft for the Board to review. We can begin to fill in the details at tonight's meeting. Dates have been incorporated for input from SLT, kaiako and then whānau.
- A high-level timeline has been put forward (pg 5 of the document). A meeting on 1 Feb 2024 at 2:30pm seems fine at this stage for WSC; NPoW needs to check if this suits them. The SLT will need to be held on 2 Feb 2024.
- Although there is less time to consult with the community this time, the commitment to continue engagement remains.
- What is the school's mission? We need to work out what's missing, and what we will prioritise. We need to work out what the key shifts are for the longer term. We also need to explain what the shift would be. Josie offered an example of what a key shift statement would be.
- The document was taken as read, and was opened up to the Board for feedback.
- Pā Chris apologies for not making the first hui. He would like the document to reflect that we have two kura here. He noted that having a just & sustainable society is important, and that the love of learning is important for both WSC and NPoW.
- For unique personal strengths - kaiako can help with these. For values - have critical thinking about how we implement these into our daily practices. Pā Chris wants to look at everything via a Māori/NPoW lens.
- Josie sees this as adding "pou" and then linking back to the three values from the table.
- Recognising ākongā strengths can help with a graduate profile. Not all ākongā are academic, but they can have other strengths.
- There has been a 60% increase in Kapa Haka participation - this is a big increase in matauranga.
- The strategic plan needs to be easy and accessible. It would be good to get community feedback. It was noted that it would be good to get a student voice (perhaps via the Student Council). We could make the surveys short (say 5 questions long) and offer an incentive?
- Julie noted that the questions need to be carefully crafted. We need to pinpoint the questions so we get back quality answers.
- Pā Chris would like NPoW whānau to participate as well, and Te Ohonga Ake (TOA) also wants to look at its strategic feedback. Louise and Tamati can help with the engagement plan.
- **DECISION** - The Board can assess the document and add comments, or email Jackie and Josie directly. If this can be done over the next 2 weeks, then the information can be looked at over the January 2024 break.
- Ivan acknowledged the Board's efforts in taking on this work. The School Annual Plan normally

drops out of the Strategic Plan.

- The Strategic Plan this time is of shorter duration (i.e. 2 years instead of 3 years). Broader community feedback can help with future plans. Changes with the new Government will also have to be considered (i.e. cellphones, attendance, etc).

## Draft budget 2024

[Strategic and operational budget drivers for 2024 and beyond](#)

[2024 Budget Timetable](#)

[2023 Annual Budget \(Summary pg1, Details pg2\)](#)

(5:48pm)

### DISCUSSION POINTS:

- There are strategic drivers for the Budget, which can affect the results.
- The work with Chad Britton (MoE) to help develop an equitable budget for NPoW has been failing to progress. We are not sure if Chad has the ability to help us. NPoW has also had to wait long periods for Lesley Winstanley (MoE). It is important that we have a clear understanding of the budgetary needs for NPoW.
- Funding for CASS has also been pulled back.
- Pā Chris noted that it needs to be clear where the funds are coming from. NPoW generates funds from Special Reasons Grant (SRG) and Māori funding. TOA has been trying to get dialogue with Nane Rio (MoE) and Lesley Winstanley about SRG to help with Budget 2024; they have acknowledged receipt.
- Our new Accounts/Finance Officer, Hasina Naran, has been of huge value in this work. However, the NPoW finance person needs to be able to work with Sailesh and Hasina on this. Pā Chris struggles with having to deal with many financial aspects that were previously handled by the former NPoW Director of Operations.
- It was recommended that the Board keeps a clear timeline of the interactions we have with the MoE. The Board has power, and a voice. We can show that it's not good enough from the MoE and we should hold them to account. Josie is happy to help the Board with this and recommends going to a national level. We could construct a letter from the Board highlighting our issues and the broken promises. Is best to go to Iona Holsted.
- **ACTION - Josie to support the co-Chairs to draft a letter to Iona Holsted.**
- There have been some high-value conversations with Lesley Winstanley in the past.
- In relation to the CASS project, this was costed at \$7.8 million for 4 classroom spaces and remediation work of the turf - this cost was too high for the MoE.
- Louise Gardiner has been the main contact person for Chad Britton, and we don't want to

undermine their working relationship.

- **DECISION** - The Board can use this time to gather information for Budget 2024 before the next Board meeting, and then present in early-2024.
- Sailesh and Hasina are already working on information to present to Ivan and Pā Chris.
- Pā Chris requested itemised Rumaki incomes and SRG.
- Ivan noted that Lesley Winstanley had unlocked the formula on SRG, and she was going to be able to use this to help us with the 2024 budget.
- NPoW is almost 100 students over what the last roll growth numbers were. We need to push for what we're entitled to.

## REGULAR REVIEW

### Regular reports

*The purpose of this item is to receive management reports, and optional updates from kaimahi and ākonga members.*

*(6:09pm)*

### Tumuaki Report (verbal from Pā Chris):

- Pā Chris has already given his report at the TOA hui.
- NPoW is still two Admin staff down; hopefully one will be appointed soon. One has serious health concerns. Whaea Keri Gardner (Board member) has been volunteering. We are also down 2 full-time kaiako with serious illnesses. So, we have been down 4.5 staff over the last 5 months. A new Hākinakina kaiako has been appointed. Matua Rihari has stepped down from leadership roles within NPoW; this shows the pressure that kaiako are feeling.
- Two internal appointments for Whaea Mapihi are yet to be announced, as Mapihi is not reapplying for the Within-School Leader (WSL) role for NPoW.
- There has been no movement with the remediation of Ngā Oho, and the smells issue in Waioteao are ongoing.
- Hall refurbishment update - there has been minimal acknowledgement from the MoE regarding our overcrowding issues. By next year, we will have approximately 350 students in NPoW.
- Cost of the Hall refurbishment is approximately \$1million. The MoE has not disclosed the cost of the 4 new relocatables.
- The Rumaki Prize-Giving will be held this Thursday from 2-5pm; this is so kaiako can leave by 5pm. Pā Chris is setting up a plan so that kaiako don't have to spend long hours at kura.
- (6:15pm) - Tumuaki Report accepted by the Board.

*(6:15pm- Pā Chris stepped out of the meeting)*

### **Principal's Report:**

*(6:15pm)*

- This month is not the usual report. A range of compliance matters have already been mentioned.
- We have 3 teaching staff who are not certificated at the moment, however, they are all on long-term medical leave. Police vets are done every 3 years.
- We have completed 380 half-days at school. Lynfield College is similar to us. Many other schools closing earlier than this.
- A Stand-downs & Suspensions chart has been included. In addition, the school has accepted 4 excluded students from other schools in our Managed Moves cluster (includes MAGS, Lynfield, MRGS, St Pauls, Onehunga High, Avondale). WSC is the only school that has accepted students via the MM system; it is sad that other schools do not play their part in this system.
- Attendance lines - WSCW is well above other Auckland schools. Our HOHs are integral in helping improve our attendance. Regular attendance is defined as at least 90% attendance. Ivan is proud of these Term 2, 2023 figures. The data always comes a term behind.
- **DECISION** - In relation to point #14 [Principal's Wellbeing and Professional Support Entitlement (SPCA)], Ivan recommends that the \$6k be rolled over into 2024 (moved by Jackie, passed unanimously).
- Josie queried how we can get this same arrangement for Pā Chris and NPoW. Ivan volunteered to donate that money for Pā to use. He encourages Pā Chris to apply for the SPCA fund in 2024, so that the leave can be taken in 2025.

### **Staff Report (verbal from Robert Pollock):**

*(6:26pm)*

- Roll growth in our school is an issue.

*(6:27pm - Bob Irvine left the meeting; Pā Chris returned to the meeting)*

- Meiling has been great helping us with the MoE constraints. There has been little communication with the school. Richard (IT) has also had to do extra work. Sometimes the MoE would give us 24 hours' notice.
- Term 4 is a truncated term. Departments are finalising the Y11 changes for 2024 & reporting.
- There is interest about Ivan's suggestion of changing the timetable.
- HoD Budgets are being worked on.
- Meiling (Jasmax) has told us that the MoE has gone silent on the Drama Studio 5 project. Ivan noted that in a meeting today with Bernard (MoE) that the funding for Studio 5 has been removed - it will be shifted to a 2024 budget for delivery in 2025 (hopefully). Robert highlighted that we need to be proactive with the MoE.
- "No cellphones" issue - most schools have "no phones" in Wellington and the feedback is that it's made a big difference.

- “No phones” does not extend to teachers/kaiako or staff. However, Pā Chris says some of his NPoW students work better on a mobile and he allows them to use their phone in his class.
- Phones will be a huge equity issue for some families and this is something we need to be mindful of. Notes can be used to record on phones, and this can help some students. It was also acknowledged that students can get distracted by other things on their laptops.
- Peer pressure in terms of having a phone (or not) was acknowledged. Julie says that staff will need Board support on this matter. There will be a huge risk of kaiako taking student phones off them. There is potential risk with loss, damage, etc. We could potentially see an increase in complaints when cellphones are confiscated.
- It would be nice to see students conversing more, rather than always being on their phones.
- (6:39pm) - Staff Report was accepted by the Board.

#### Student Report (verbal from Hugo Russell & Kyra TuiSamoa):

- Hugo asked for suggestions for a written report from the students.
- **ACTION - The Board co-Chairs will create a template for the Student Representatives to base their Board reports on.**
- Hugo and Kyra need to find ways for all students to know what is going on at school. Kyra suggested creating a Student Council, with members from each year level and House (i.e. 5 houses + 5 year levels is a good structure). They could meet the week before a Board meeting, and then Hugo & Kyra could report back to the Board.
- Hugo would be open to helping with the Strategic Plan.
- Tamati and Louise could help Hugo and Kyra with this. O-Week early in Term 1, 2024 could be a good time to get students signed up.
- (6:44pm) - The Student Report was accepted by the Board.

#### (6:44pm) - Dinner Break

Karakia mo te kai - Tamati Patuwai

#### (7:18pm) - Meeting resumed

#### 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 7.18pm and 8.29pm 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 30 October 2023.

*(Moved by Jackie Floyd/Seconded by Tracey Bell/accepted by consensus)*

There were no matters arising from the PEB minutes from 30 October 2023.

### Resumed public business - 8:29pm

### REGULAR REVIEW - continued

#### Finance and Business services update

*The purpose of this item is to receive the October Finance and Business services report for the 4 December meeting. No Finance Subcommittee was held in November/December 2023.*

#### [Financial Report - Oct 2023 \(for December Board Meeting\)](#)

- Report was taken as read & accepted.
- The Board wants to ensure that we are spending money on the things that we need to.
- Pā Chris would like a greater level of detail for NPoW finances. He wants to know how the NPoW funds play into the overall finances for the overall school. Pā Chris has asked Sailesh and Hasina, and he has been directed to MONTY reports; this is a new thing for him and is something his former NPoW Director of Operations used to do for him.
- Pā Chris wants specific information about the entitlement for NPoW and the additional Māori Language funding (MLP). NPow ākonga bring in the same amount of funding as an in-zone WSC student. There should be approximately \$400k funding for the MLP or SRG, so where is that money being spent? He wants to be able to explain this information at the NPoW whānau hui.
- The MONTY reports relate to both schools. Ivan noted that some of that information is hard to split out. SRG funds come in annually and MLP funds come in quarterly.
- **ACTION - Ivan will ask Sailesh for the MONTY reports and Hasina can provide some breakdown of the information in these for us.**
- The MONTY report should be a live document. It is best to have everything documented to ensure that NPoW gets what it needs. Ivan doesn't see the monthly MONTY report, but he knows that line-by-line it is attached to each budget.
- Is there provision in the Budget to pay for Professional Development? Ivan noted that we pay Sailesh and Hasina to perform these functions for the school - we don't want to pay twice or more than we need to.

#### Policy Review Committee (PRC)

*The purpose of this item is to note the policy review and assurance work for term 4.*

#### [Policy Review Committee \(PRC\) Report Term 4, 2023](#)

(8:43pm)

- Tracey Bell has been working with *SchoolDocs* about the Te Reo Māori (TRM) translation.



- Tracey said *SchoolDocs* advised her to use the English version on *SchoolDocs*.
- The school is still committed to translating our policies into TRM. A list of what kura kaupapa used has been provided.
- (8:48pm) - The Board received the Policy Review Committee's report.

### **Property**

*The purpose of this item is to receive an update from the Property Subcommittee, and the property issue tracking register.*

[DRAFT minutes of WSCW Property subcommittee meeting \(online\) - Fri 3 Nov 2023](#)

[WSCW Property Subcommittee Tracking Sheet](#)

(8:48pm)

- Joseph McCready (Convener) reported that it has been a long journey to get the key people in the same room. Have some verbal reassurances that they would follow through. Now we just chase them. Having the register and the minutes from these meetings is helpful.
- We still don't know why we have issues with smells in NPoW. We need to revisit the log book. Pā Chris noted that the staff have mostly become immune to it, but they continue to note the issues in the log book.
- Is still lots of hangover work from Stage 1 (water tanks, roofing issues, etc). The MoE holds a \$1million indemnity fund. Retentions are being held from Downers. However, this money could be used to hire different contractors to fix the issues. Joe has suggested using these funds, but there was no real answer from the MoE on this matter.
- WSC-NPoW is the tenant. The contract is with the MoE.

*(8:56pm - Julie Debreceeny left the meeting)*

### **Health and Safety**

The purpose of this item is to receive the November H&S report.

[H&S report - Nov 2023](#)

(8:56pm)

- Report was taken as read & accepted.
- The smells issue in Waioiteao is already noted on the Property Subcommittee Tracking Sheet.

### **Master Plan Steering Group**

The purpose of this item is to receive the DRAFT minutes of the meeting of the Master Plan Steering Committee on 9 November 2023.

(8:57pm)

- Today's Masterplanning meeting with the MoE was cancelled. The next meeting is on 22 January 2024.

- The 4 relocatables are still on stream.
- There are serious budget concerns for CASS.
- Studio 5 for Drama that should have been delivered as part of Stage 1 has been delayed again.
- Is unfair that we have to jump at the MoE's demands, and then meetings can be cancelled at the last minute (sometimes with any reasons given).
- We need to deal with our issues directly.
- **DECISION** - Tracey Bell and Pā Chris to collate and present a report of our NPoW issues with the MoE.

*(9:00pm - Kyra TuiSamoa left the meeting)*

## ADMINISTRATION

### Confirmation of minutes of meeting on 30 October 2023

*(9:00pm)*

[DRAFT minutes - 30 October 2023 meeting](#)

UPDATED (2 Dec 23) - [Board Decisions & Actions Register](#)

The Board confirmed the minutes from the Board meeting held on 30 October 2023.

*(Moved by consensus)*

Matters arising:

- **ACTION POINT - Asha** to add Jackie Floyd's name to the PRC Committee. Tamati is not part of this subcommittee, as originally planned.

### Board members' honoraria 2023

WSCW Board member honorarium proposal for 2022.xlsx

*(9:01pm)*

- **DECISION** - The Board received the proposed Board member honorarium for 2023 and approved it for payment.

### Correspondence

The purpose of this item is to receive any correspondence sent to or from the Board since the last meeting.

[Correspondence for 2023/12/04 meeting](#)

*(9:01pm)* - Accepted as taken and read.

## Any other business

(9:02pm)

- We could consider writing to both MPs, such as Chloe Swarbrick, and use political pressure to help our school and the Board address some of our issues. Our school sits within Helen White's area (Labour).

**DECISION** - The WSC-NPoW School Board will engage with our local MPs, including Helen White and Chloe Swarbrick, to help the school deal with some of our current challenges.

*(moved by Robert Pollock/seconded by Josie Wall)*

## CLOSE

Karakia whakamutunga - Tamati Patuwai

**Meeting closed - 9:04pm**

Run time - approx 4 hours

**These minutes were confirmed by the Board at its meeting on Monday 26 February 2024.**