



Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 01 July 2024 in WSC Staffroom

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

Item
The hui commenced at 5.06pm
<p>Present (Board Members): Louise Gardiner (Presiding Member, Co-Chair, WSC parent-elected member) Tamati Patuwai (Co-Chair; co-opted Board member) Julie Debreceny (Acting Principal) Joseph McCready (WSC parent-elected member) Sarah Tizard (WSC parent-elected member) Brent Reihana (NPoW whānau-selected member) Kat Poi (NPoW whānau-selected member) Kyra TuiSamoa (NPoW taurira-selected member) Hugo Russell (WSC student-elected member) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Alicia Murray (WSC parent-elected member) Jackie Floyd (WSC parent-elected member) - joined via Google Meet at 6:41pm</p> <p>Present (non-Board members): Asha Vaidya (Board Secretary) Gerry Victor (WSC Acting Associate Principal) - supporting the Principal Anna Witten-Sage (Deputy Principal in charge of ASSC) Pella Perston (HoD Learning Support)</p> <p>Absent (Board members): Pā Chris Selwyn (Tumuaki)</p> <p>Apologies: Ivan Davis (Principal) - sabbatical during Term 2, 2024. Josie Wall (NPoW whānau-selected member) - overseas.</p> <p>Declaration of interests: None</p> <p>(5:06pm) - Karakia (Tamati Patuwai)</p>

REGULAR REVIEW

Inclusion and wellbeing - Learning support

(5:09pm)

The purpose of this item was to receive information and analysis about learning support at WSCW. Pella Perston (Head of Department - Learning Support) addressed the Board in both te reo and English.

The Board received Pella's report.

Learning Support Department Report 2023 / 2024

Pella's highlights included their department's kaupapa of inclusion; strong links with HoDs and HoHs and attendance of wrap meetings; their work with multiple external agencies to provide a wraparound service; gratitude for the two te reo speakers in the department; and their amazing Life Skills programme run by Jane Tan.

(5:15pm - Alicia Murray joined the meeting)

The Board was given the opportunity to ask Pella questions. Topics included the biggest challenges for the department; workload; SAC students and management of parental expectations; the amazing kaiako within the department (especially Jane Tan and Marie Hickey who support Pella). A special mention was made for Edie who was our 2024 WSC Queen of the Ball - this is a testament to the support that our Learning Support students receive from other WSCW students/ākonga.

The Board thanked Pella for her kōrero, and for the skill and experience that she brings to the Learning Support Department.

(5:26pm - Pella Perston left the meeting)

Inclusion and wellbeing - Education pathways

(5:26pm)

The purpose of this item was for the Board to receive information and analysis about the Auckland Secondary Schools Centre (ASSC) and alternative education pathways (including ACES).

The Board received a summary about ASSC and ACES from Anna Witten-Sage (Deputy Principal in charge).

[ASSC + ACES summary for the Board](#)

It was also noted that the 10-year property plan (10YPP) has been signed off for ASSC. Anna attends the ASSC Board meetings once a term.

Julie Debreceeny attends Managed Moves (MM) meetings every fortnight. MM is particularly full at present, and it is only dealing with the exclusion cluster at present (i.e. students aged under 16 years who have been removed from their school). Pressure within MM puts subsequent pressure on ASSC as well as schools. Both MM and ASSC have waiting lists. Students in alternative education rarely come back into schools. Manukau Institute of Technology has been successful for some senior students, particularly for emotional regulation, and working with families.

The MoE will manage exclusions now, rather than using the exclusion cluster.

POINTS TO CONSIDER

The Board needs to consider the longer-term solution on our campus when other pathways are full. This has been included into our new strategic plan. Our Waiora staff would like to contribute to this kōrero.

A visit to ASSC for Board members could be arranged.

ACTION

The Board will look at ASSC as a separate agenda item at a future meeting.

Policies - Health statement

(5:44pm)

The purpose of this item is to receive an update on the planning for the Health Statement consultation.

Anna Witten-Sage presented a Health statement report to the Board.

[Health statement consultation](#)

Anna noted that we would like to increase feedback from Pacifica whānau by targeting events such as the Futures Evening and Po Fiafia. The school would like to build on existing relationships with trusted staff (e.g. Tupe Tai, Jessica Sinclair, Anahera Simon).

Whānau can opt out of the “Relationship & Sexual Education” section of the Health course, but they need to be able to access the information first.

The Board thanked Anna for her mahi in this area.

(5:50pm - Anna Witten-Sage left the meeting)

STRATEGIC REVIEW

Draft Annual Plan for adoption

(5:51pm)

The purpose of this item is to review and adopt the draft annual plan. This would typically happen at the start of a school year but has been delayed so that the annual plan reflects the recently adopted Strategic Plan 2024-2025.

The Board received the draft Annual Plan for 2024 (summary + detailed versions).

[DRAFT Annual Plan \(detailed\)](#)

[DRAFT Annual Plan \(summary\)](#)

The Board owns the Strategic Plan, and WSC-NPoW Management owns the Annual Plan. The Annual Plan is the annual articulation of delivery of the Strategic Plan and must be aligned with it.. Aligning these plans is a big piece of mahi and the Board thanked Julie Debreceeny and other senior managers who have helped with this.

Tauira attendance was briefly discussed and this is overseen by HoHs and SLT. Everyone is trying to improve our attendance rates.

There have been changes in coding after the new coalition government came into power (e.g. reasons for justified absence versus explained absence); these can affect the statistics. More of the codes now become marked as truant (T). Coding for holidays (G) is now considered a T code.

The official reporting we do is based on the Annual Plan (i.e. the Analysis of Variance or AoV).

POINTS TO CONSIDER

The drop in attendance is noticeable after certain events and campaigns (e.g. Kapa Haka, Polyfest, after the School Ball, at the end of sporting seasons, etc). There may be valid reasons for NPoW ākongā that need to be considered based on the kura's kaupapa.

Julie Debreceeny would need to do more of a deep-dive to find out specific trends in attendance rates for the Board.

The Board could look at attendance specifically for the next meeting in Term 3 (12 August 2024; Mtg 5).

DECISION

The Board will be given time to read over the proposed Annual Plan 2024 and then Louise will ask members for feedback.

REGULAR REVIEW

Regular reports

(6:07pm)

Principal's Report

The Board received the Acting Principal's Report for May 2024. Taken as read.

[W May 2024 - Principal's report for Mtg 3 \(27 May 2024\).docx](#)

DISCUSSION POINTS:

- Julie noted that staffing is relatively stable at present. We currently have two teaching vacancies advertised. It is hard to secure teaching staff in schools at the moment; both WSC and NPoW have been working hard. We have a plan for the future of the Technology department and this will involve managing things in order to retain good teaching staff.
- Responses to our advertisements can vary and these can take a lot of administration time. Julie would like to acknowledge Asha Vaidya and Daisha Salanoa in their work on the large number of advertisements they have managed.
- We have a new NPoW kaiako starting soon. The Ngā Toi position has yet to be filled.
- Four teachers have applied for refreshment leave; this is contingent on finding staff to cover these positions (some areas are hard to cover).
- Our total student numbers have dropped to 1850, but new students are still being enrolled.
- Our Learning Support book launch for the Life Skills programme was successful; it was a great occasion to see the joy & pride of the whānau of these students.

- Our 2024 WSCW School Ball was extremely successful; no follow-up was required. Julie acknowledged the mahi of the DPs in charge (Gerry Victor & Anna Witten-Sage) for this success. The change in room made a huge difference, as did having more staff in attendance (40+) and more staffing of bathrooms across the night. We had over 650 students and staff in attendance on the night and there was only one behavioural issue to deal with.
- Julie travelled to Nelson for the Kapa Haka Nationals campaign on Tuesday 25 June 2024, along with Pā Chris Selwyn, Peter McIntyre and Thomas Murray. It was a long but great day and Julie was thankful for the invitation to attend this kaupapa.
- The MoE review (led by Chad Britton) for NPoW has been changed to term time, rather than in the school holidays. It was meant to be this week.
- Regarding the MoE proposal to establish a CASS satellite at WSCNPoW, the Board needs to ensure that we have the needs of current and future students and staff in mind. Our gym is being used more for events, which can impact teaching spaces. Ongoing costs also need to be considered. Staff are concerned about the potential impacts.
- Regarding the relocatables, we are still waiting for these to come onsite. Staff surveyed show the majority want these to have walls/sliding doors to offer flexibility. Options classes will not be hugely impacted by the relocatables.

Student reports

(6:22pm)

The Board received the written reports from Hugo Russell & Kyra TuiSamoa.

[Student Report \(Hugo\) for Mtg 4 \(1 Jul 2024\)](#)

[Taura report \(Kyra\) for Mtg 4 \(1 Jul 2024\)](#)

DISCUSSION POINTS:

- Hugo noted that walls in the relocatables would be beneficial for students (i.e. limit distractions). The feedback about the School Ball was positive and all the students loved it. The inter-house football competition was also a huge success, with lots of spectators and helped bring WSC and NPoW together.
- Kyra noted the lack of outdoor space for students to sit, particularly on rainy days; she asked if more seating spaces could be added.
- The main concern of NPoW ākonga was being marked late for WSC classes following karakia.
- Julie noted that there is a process and time by which NPoW ākonga should be in class. However, she is happy to review the structure. NPoW ākonga are marked late after 9:05am; this could be adjusted by NPoW SLT if deemed appropriate. Kaiako also need to be reminded.
- Teachers have to mark the roll at 9am; text messages go out to parents by 9:20am. Late slips now specify that students have 2 minutes to get to class after receiving their slip; this is achievable if students don't dawdle. NPoW ākonga can bypass the lates desk in KHCL. Whānau teachers should also be following up with students in their whānau classes.
- Kyra would like a Cultural Day to be considered, possibly as an annual event. We have many immigrant students. The student reps could liaise with Renae Liao-Marsden who has the Kāhui

Ako role to provide support for local students who come from non-English speaking backgrounds. The ideas could then be taken back to the Student Council and Events Leaders.

- NPoW's campaign at the Kapa Haka Nationals was amazing, with great support. NPoW placed 2nd in the country - ka rawe!

Health and Safety

(6:32pm)

The Board received the June H&S report. Taken as read.

[H&S Board Report - June 2024](#)

The Board thanked Gerry Victor for requesting the addition of the new column noting what (if anything) has changed as a result of the incident, hazard or near miss.

DISCUSSION POINTS:

- The categories/types noted in the report come from the Incident Reports that staff submit.
- The head clash in this report was labelled "not serious". Our School Nurses lodge, triage and label the incidents for the H&S report. **Any** injury must go to the nurse and they are mindful of where injuries are taking place (e.g. turf defects are highlighted).

(6:36pm) - Dinner Break

Karakia mo te kai - Tamati Patuwai

(6:41pm - Jackie Floyd joined the meeting via Google Meet)

(7:04pm) - Meeting resumed

REGULAR REVIEW (continued)

Board committee work

(7:04pm - after kai)

The Board received the following reports; taken as read.

Finance and Business Services Subcommittee - meeting was held on Wednesday 26th June 2024.

[DRAFT FINANCE COMMITTEE MINS - 26 June 2024](#)

[Finance Report - June 2024](#)

[May 2024 Monthly Management Summary](#)

[May 2024 Group Details Report](#)

Property Subcommittee - Jeff Maddren has provided updates via email; tracking sheet updated.

[WSCW Property Subcommittee Tracking Sheet \(update for 1 July mtg\)](#)

Master Plan Steering Group - there has been no meeting of the steering group since February 2024. A verbal update on the Master Plan was provided by Louise Gardiner during this hui.

(7:05pm)

DISCUSSION POINTS:

- The WSC-NPoW Property Subcommittee Tracking Sheet is updated by Joseph (Joe) McCready. It is difficult to get updates from the MoE and Joe has pushed for updates via email as a way to keep things progressing, but it's slow.
- The Master Plan Steering Group has members from WSC, NPoW and the MoE. There has been no meeting since February 2024. The plan is to resume regular meetings.
- The relocatables are modular units (for 4 teaching spaces) that are constructed off-site. The geotechnical work has been done, but we have not received any further updates. These relocatables were meant to be operational in Term 3, 2024.
- An email regarding CASS was sent to our network. A brief update was given for our new Board members.
- Julie has written to the MoE and asked it to provide a Statement of Intent before further conversation about locating a CASS satellite at WSCNPoW takes place.
- We do not know if the MoE could force the school to host CASS. The integration of CASS needs to work with the whole school; more work is required before this can progress.
- There are no more funded stages of development at the moment. We have not received any updated timeframes. Studio 5 from our Stage 1 development is still outstanding.
- Louise is in discussions with Joe McCready about establishing an Issues Register with all of the MoE-related items. Louise would like to discuss this with Ivan before starting work on this new register.
- This year's Year 12 cohort (i.e. born in 2007-2008) is the big cohort, with thousands more children born in this period. Some schools are now taking out-of-zone enrolments to prepare for the future roll decreases. Is a wait-and-see approach and there will be a large difference in student numbers. For 2024, we have 418 Year 12s and 330 Year 9s. The 2025 intake of Year 9s is likely to be similar.
- The MoE has many issues that it is dealing with at present, including court matters.

Policy Review Subcommittee - review and assurance schedule for term 2.

 PRC Board Report Term 2 2024 - July.pdf

(7:25pm)

DISCUSSION POINTS:

- There are a few outstanding queries with *SchoolDocs*, especially with the bespoke policies (including Te Tiriti). Jackie will hopefully have an update for our next Board hui.
- Core policies in *SchoolDocs* are not in te reo.
- **DECISION** - We can include both te reo Māori and English for our own bespoke policy. Refreshing our Te Tiriti policy can also be done in both languages. Some of this work will be scheduled for

Term 3, 2024.

ADMINISTRATION

Confirmation of minutes of meeting on 27 May 2024

(7:28pm)

[Draft Minutes - 27 May 2024 \(Mtg #3\)](#)

[OPEN Board Decisions & Actions Register](#) - (updated 29 June 2024)

The Board confirmed the minutes of the meeting held on 27 May 2024.

(Accepted by consensus)

There were no matters arising.

ACTION - Board members should check the Decisions & Actions register before each meeting, and amend if appropriate.

Correspondence

(7:29pm)

The Board received the correspondence sent to or from the Board since the last meeting (27 May 2024).

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 7.29pm and 7.35pm to discuss confidential matters. The resolution was passed by consensus.

Resumed public business - 7:35pm

Comments on meeting procedures and outcomes

- Were we effective?
- Was the information provided to the board for this meeting effective?
- Was my contribution effective?
- How could we improve?

(7:35pm)

ACTION - Louise will get feedback from Board members before implementing this section into our meetings.

A.O.B

(7:35pm)

DECISION - Correspondence from Josie Wall will be dealt with outside of this meeting.

Tamati noted that two sacred stars of the Matariki cluster are currently visible - **Pōhutukawa** (connects us to our loved ones who have passed on) and **Hiwa-i-te-Rangi** (the star to which our dreams and aspirations are connected to). During this special time, he asked the Board members to consider what their dreams and wishes were. Tamati thanked Louise, Julie and the team for all their mahi.

(7:40pm)

Karakia whakamutunga - Tamati Patuwai

CLOSE

Meeting closed - 7:40pm

Run time - approx. 2 hours 45 minutes

These minutes were confirmed by the Board at its meeting on Monday 12 August 2024 (Mtg 5).

These minutes are a true and accurate record of the meeting held on Monday 1 July 2024.

Louise Gardiner (Presiding Member)