



Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 09 December 2024 in WSC Staffroom

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

Item
The hui commenced at 4.04pm Welcome & waiata (Tūtira Mai Ngā Iwi) - Tamati Patuwai Karakia tīmatanga - Ivan Davis
Present (Board Members): Louise Gardiner (Presiding Member, Co-Chair, WSC parent-elected member) Tamati Patuwai (Co-Chair; co-opted Board member) Ivan Davis (Principal) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Sarah Tizard (WSC parent-elected member) Jackie Floyd (WSC parent-elected member) Jojo Lewis (WSC tauira-elected member) Josie Wall (NPoW whānau-selected member) Kat Poi (NPoW whānau-selected member) Kyra TuiSamoa (NPoW tauira-selected member) Brent Reihana (NPoW whānau-selected member) Pā Chris Selwyn (Tumuaki) Joseph McCready (WSC parent-elected member) - <i>joined the meeting at 5:03pm</i> Alicia Murray (WSC parent-elected member) - <i>joined the meeting at 5:10pm</i> Present (non-Board members): Asha Vaidya (Board Secretary) Julie Debreceeny (Associate Principal) Apologies: Joseph McCready - will be late Alicia Murray - will be late (work commitments) Rewa Worley (NPoW kaimahi tautoko-selected member) - NPoW Junior camp (Mangawhai) Declaration of interests: None
REQUEST TO SPEAK
None received

CURRICULUM

Physical Education and Outdoor Education

(4:06pm)

The Board received a presentation on this curriculum area from the Head of Physical Education (Oliver Thorpe) and the Head of Sports Academy/Outdoor Education from 2025 (Greg Uhlmann).

[PE Dept presentation to Board - Dec 2024](#)

[SPO/OED Dept - Board report Dec 2024](#)

Main Discussion points:

- Staffing the department has been difficult. Senior classes are growing.
- Purchase of 40 skateboards was a good purchase, which are used to teach biomechanics.
- A change to the NCEA PE programme is coming in 2026/2027, but the department is modifying this programme. Is still some engagement to undertake with the Year 12 programme.
- Going on the recent trip with Ivan to Rototuna High School was valuable.
- Sports Science is a UE-approved subject. Keeping students in physical activity is a driver.
- Our rate of Not Achieved (NA) grades is in line with national data - most is due to incomplete assessment.
- In 2025, Sports Academy will no longer be offered and it will change to Outdoor Education (OED), which will be new & different. We will be working with local outdoor education providers.
- Greg has been HOD for SPO since 2021. Numbers in SPO have grown since he's been here, with currently 230 students enrolled in the course. The department has opened the course up to more students. Mixing the student groups up has been positive for SPO.
- Relationships and connecting with students is important. The staff treat students like their peers & can become their friend & mentor. There is also a great connection between WSC and NPoW.
- There is more alignment of SPO and PE using the PE standards, but they can be taught in different contexts. The national data was positive.
- Staff turnover has been detrimental to the student work. We are identifying at-risk students early.
- We've hired staff with OED experience, which will be a positive addition to the department.
- The possibility of growing the Hākinakina (HAK) programme in NPoW was discussed, and Pā Chris is keen to build the HAK programme as and when we can. Oliver is willing to consider this if we can get HAK staff to work with the PE staff. Combining WSC and NPoW ākonga creates great experiences. The department is trying to bring many contexts into the course, including Waka Ama and Ki-o-Rahi. The PE course is still beneficial to students from both kura.
- The school has good relationships with the University of Auckland, and we are tapping into some good students.
- Kat commended Oliver and Greg for working with universities. Sports is a growing industry. AUT

has a new Head of Sport & Recreation. Kat noted that the SPO report should communicate that WSC and NPoW are integrated together, rather than using words such as “integration” and “assimilation”. Greg thanked Kat for her feedback, and also thanked SLT for their support.

(4:34pm - Oliver Thorpe and Greg Uhlmann left the meeting)

STRATEGIC REVIEW

Draft Annual Implementation Plan 2025

(4:34pm)

The Board received the Draft Annual Implementation Plan for 2025.

[DRAFT Annual Implementation Plan 2025](#)

Main Discussion points:

- **DECISION** - The Board will look at the Draft Annual Implementation Plan 2025 document again early next year, once members have had sufficient time to review the document.
- TOA hui was held last week. The Strategic Plan should be more explicit in relation to incorporating New Zealand Histories into the curriculum. There is a desire from NPoW whānau to delve deeper into the Strategic Plan; this could be presented first at a whānau hui.

POINTS TO CONSIDER

- Could WSC and NPoW come together to workshop on the best ways to get community engagement on the Strategic Plan? This is a living document and we can make adjustments as we go. Julie welcomes the Board to make comments, if they wish. Louise noted that there is some work for the Board to do, rather than SLT.
ACTION - Asha to send Board members a meeting invite for a Board workshop before the first meeting of 2025.
- There can be other opportunities in the future to bring in other whānau interested in helping, such as for the annual actions. If the Board is aware of the whānau hui dates, then we can work around these dates.
- Strategic Plans are 3-year plans; they will eventually line up with Board election cycles.
- The Board thanked Julie for the effort that has gone into the Draft Annual Implementation Plan 2025 document.

Draft Budget 2025

(4:47pm)

The Board received and discussed the draft 2025 budget.

[DRAFT Budget 2025 Presentation](#)

[2025 Annual Budget P&L](#)

Main Discussion points:

- We are forecasting a deficit/loss of \$81k after this financial year. There have been lots of property-related costs (e.g. building washes, 2m high+ cleaning, etc).

- The P&L shows a big driver is International Student funding, which has returned to pre-Covid lockdown levels. The International Department has undergone a restructure recently; their staffing has decreased by one person.
- Curriculum costs - there is a difference of \$170k between the budgeted and actuals that is mostly related to relief costs. There is funding for this (approximately \$200k extra budgeted).
- Employee Salaries have increased due to annualised positions. Have also been increases due to NPoW Kai Urungi and NPoW Sports Coordinator positions, but they have only been part-time.
- Our depreciation is quite high (\$700k). There are high costs for furniture and fittings; if we take these things out, then we would be in surplus. There is a depreciation plan for when we look to replace things. The Board also has an assurance role to ensure that the funds we are setting aside have an appropriate management plan.
- We're generating funds regularly through term deposits.
- We have a buffer invested, which could be used to update the IT system. We might need to buy another suite of screens -soon. Is about 6 yrs old. We do have a plan for ICT. We buy things when we need, or for roll growth.
- Is there a measurement tool that we can use to compare ourselves with other schools in terms of technology?

(5:03pm - Joseph McCready joined the meeting)

ACTION - Board to look at the school's replacement plan (including IT equipment) in its 2025 Work Plan, possibly at the beginning of 2025 to align with depreciation assurance. We can look at how much we have invested, and what is an appropriate amount of investment.

Discussion points (continued):

- Stocktake audits in our ILE can be difficult. Items over \$500 are included on the asset register.
- Our 2021 audit is still outstanding. The issue is at the auditor level, rather than a delay from the school. We are changing auditors from BDO to Audit New Zealand.
- It is important for NPoW whānau to be able to see where their SRG and MLP funding is being used. Whānau have expressed their confusion and frustration over a long period of time.

(5:10pm - Alicia Murray joined the meeting)

- The MoE is helping us with the funding model for NPoW.
- Pā Chris noted the above concerns are visible in the complaint from Whaea Linda.

ACTION - A placeholder statement should be added to the WSCW websites to indicate that the 2021 -2023 financial accounts are currently being audited.

REGULAR REVIEW

Regular reports

(5:14pm)

The Board received management reports, and optional updates from kaimahi and ākonga members. The reports were taken as read.

Principal's Report

[Principal's Report - Dec 2024](#)

[Additional Board Paper #1 \(Ivan\) - Returning to a later start on Wednesday mornings for staff PLD](#)

Main Discussion Points:

- Attendance continues to be a focus for us. The MoE has given some funds for next year to address attendance - specifically to hire an Attendance Officer(s).
- The proposed late start on Wednesdays was a management decision, but Ivan would like feedback from the Board. PLD is valued and having this time (albeit 45 minutes) would help to embed this every week. Culturally Responsive Pedagogies (CRP) related to our priority learners are included. It would mean an extension of the school day on Wednesdays to a 3:30pm finish (rather than 3:10pm). Was done many years ago. Staff prefer morning PD - research supports that. Tuesdays were initially considered, but SLT didn't want to lose whānau time and compromise the gains from the programme. Curriculum time would not be lost.
- Pā Chris was not happy with the proposal. Wednesdays are the NPoW Kapa Haka days, which would make it a 12-hour day for NPoW. Although PPTA has approved, the Change Management Committee has not had a chance to consider the new proposal. Pā Chris suggested switching to Thursdays (also a whānau time day), or if HODs had considered PLD in their timeslot? HODs preferred not to cut into their curriculum-related time for PD.
- How does this proposal fit in with the government's directive? This could have implications for parents of Y9s and Y10s if they would need to stay home for longer to mind their children. What is the potential impact on lateness?
- Josie noted that the seven schools that she works with use this model. Can we get some whakaaro from schools who are using this? Staff has asked for PLD. Could a creative solution be that homework centre happens in the morning?

DECISION - Further discussion/consultation with kaiako should be undertaken regarding regular morning PLD sessions. A change of day might need to be considered. Ivan and Pā Chris need to be in agreement on the final decision.

[Additional Board Paper #2 \(Ivan\) - Locating CASS satellite](#)

Main Discussion Points:

- Ivan noted that there is not much of a Master Plan anymore. This paper is another proposal for the Board to consider. The MoE assures Ivan that there is no link between the CASS decision and WSCW receiving our allocated relocatables. The MoE is now looking at efficiency benefits.
- Although CASS is mentioned in our Strategic Plan, it states "*if and when the satellite is established onsite*" - it does not state that we will have CASS at WSCW. However, CASS still mentions being part of WSCW on its website. We have advised CASS that things have changed.
- Does the Board endorse the new location of CASS onsite? If so, does the Board delegate this to a subcommittee? What has happened to the staff concerns raised by Robert? We need answers to the concerns raised before we can consider the new proposal. Times have changed. Has the MoE considered the future works with Ngāti Whātua Orakei?

ACTION - Ivan to summarise in one document the questions/concerns relating to CASS that have been raised to date (including staff sentiments), and have answers to them. The Board also needs to

understand what discussions Ivan has had with the MoE.

- The Board should be circulating the new plan for CASS with staff, rather than it being circulated by our staff/kaiako representatives.

Tumuaki report

[2024 Tumaki Report - emailed to the Board on 9 Dec 2024.](#)

Main Discussion Points:

- As of last Friday, NPoW has had another kaiako resignation.
- Ahi Kā - NPoW has been through the process of interviews and offered the position to Diane McIntyre (long-standing NPoW whānau) - she has accepted. The Board applauded & offered its congratulations.
- Apii Samuel (NPoW School Administrator) and Katie Tahana (NPoW Sports Coordinator) are amazing in their new roles. NPoW is still working with TOA on the Kai Urungi role.
- Pā Chris noted his note taking error and that "Trustees to TOA" should be added to page 1 of his report.

Student reports

[Jojo Lewis Board report - Dec 2024](#)

[Kyra TuiSamoa Board report - Dec 2024](#)

Staff reports

- Robert offered a verbal report. Issues for next year include discussing the Y11 changes at HOD meetings. There have been mixed results across various departments. Drama didn't do well - we are not going to pursue the Level 2 standard next year.
- Level 1 Literacy and Numeracy results were presented by Damon King (Principal's Nominee) and Renae Liao Marsden (Within School Leader - Literacy Coordinator) - more work needs to be done.
- We need to keep co-governance front and centre with our staff. Tautoko from Kat - she noted a PhD thesis by Alex Barnes is available online that is a good resource on co-governance [[link here](#)]. Alex has offered to come and speak to the Board - all are in favour.

ACTION - Arrange a time for Alex Barnes to come in and speak to the Board about his thesis findings.

Health and Safety

(6:02pm)

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

The Board received the H&S report for December 2024. Taken as read.

ACTION - Louise will share with the Board the communications about the changes to Surrey Crescent and Old Mill Road.

Board committee work

(6:04pm)

Finance and Business Services Subcommittee - No meeting held since last Board hui.

Policy Review Subcommittee - Review and assurance schedule for term 4 - PRC met last week & the Term 4 schedule is linked in the December Principal's Report.

Property Subcommittee - No meeting held since last Board hui.

- The live tracking sheet is available to all Board members to view.
- Regarding the smells issue, the vent extension has been done. We need to check if the issue has been resolved.

ADMINISTRATION

Confirmation of minutes of meeting on 11 November 2024

(6:05pm)

[DRAFT Public minutes for 11 Nov 2024 \(Mtg 7\)](#)

[Board Decisions & Actions Register](#) - (updated 8 Dec 2024)

The Board adopted the minutes of the meeting held on 11 Nov 2024; passed by consensus.
There were no matters arising.

Board member honoraria for 2024

(6:07pm)

DECISION - The Board approved the recommendation to approve the proposed Board member honoraria for 2024. The Board also approved the recommendation that the Board sets the honoraria for Board members for 2025 using the same method.

ACTION - Sailesh will email new Board members for their bank account details.

Co-option of Tamati Patuwai

(6:09pm)

The purpose of this item was to discuss and if in agreement confirm the ongoing co-option of Tamati Patuwai to the Western Springs College Ngā Puna o Waiōrea School Board.

Main Discussion Points:

- Louise proposed that the Board postpones this co-option discussion until 2025 (members were referred to an email that Louise sent today). She wants to offer the Board time to consider this. She places a lot of value in her relationship with Tamati as Co-Chair - it has been constructive, robust & highly collaborative.
- We have a long-standing relationship with Ngāti Whātua & we want to formalise our relationship with Ngāti Whātua as mana whenua. The email needs to be tabled officially before further

discussions can take place. Sometimes things can be ambiguous around the board table, and tikanga can't always be written on paper.

- We are a large board of 15 members, and co-governance is the responsibility of the whole Board.
- Pā Chris requested an extension be allowed for the Board to carry out its due diligence for a mana whenua representative. This matter needs to be discussed with NPoW whānau, and there could be a different decision. The first whānau hui is in February 2025.

DECISION - The Board co-opted Tamati Patuwai for a further year.

Election of Presiding Member

(6:40pm)

[20230728 Co-chair proposal.pdf](#)

[Role of the Co-Chairs Policy 20230918.pdf](#)

Ivan ran the process of electing a Presiding Member and asked for nominations. Jackie Floyd nominated Louise Gardiner; seconded by Tamati Patuwai.

DECISION - Louise Gardiner was re-elected as the Presiding Member for 2025.

Pā Chris registered his abstention.

Retention and destruction of school records

(6:44pm)

The School Board is responsible for the appropriate retention and destruction of school records. Julie Debreceeny is the school's Privacy Officer.

Main Discussion Points:

- The recommendation that the Board delegates authority to action the destruction of records according to the schedule [\[School-Records-Retention-and-Disposal-Schedule-All.pdf\]](#) to the Business Manager was discussed.
- Pā Chris is saying no at this point in time, particularly given the time that it has taken recently to find documents for the MOE Financial Review and information relating to Ahi Kā. Alicia agreed that this needs care and oversight, and asked for a schedule to be prepared in advance of what can be deleted. The Board can decide not to destroy certain documents if these are required for historical purposes. Data sovereignty for NPoW should be considered, even though the MoE might say otherwise.

ACTION - A list of items that are intended for destruction should be prepared in advance for the Board's approval.

- Staff can request for their records to be destroyed, but this needs to be balanced with Board obligations.

Correspondence

(6:54pm)

[Correspondence for 2024/12/09 Board Mtg 8](#)

The Board received the correspondence sent to or from the Board since the last meeting (11 November 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 6.56pm and 7.27pm to discuss confidential matters. The resolution was passed by consensus.

Resumed public business - 7:27pm

Tamati asked the Board members to comment on how they were feeling as we come to the end of this hui & the year.

(7:33pm)

Karakia whakamutunga - Kyra TuiSamoa

CLOSE

Meeting closed - 7:33pm

These minutes were confirmed by the Board at its meeting on Monday 31 March 2025 (Mtg 2, 2025).

These minutes are a true and accurate record of the meeting held on Monday 09 December 2024.

Louise Gardiner (Presiding Member)