



## Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 31 March 2025 in WSC Staffroom

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

Item
<b>The hui commenced at 5.03pm</b> Karakia tīmatanga & mihi - Tamati Patuwai
<b>Present (Board Members):</b> Louise Gardiner (Presiding Member, Co-Chair, WSC parent-elected member) Tamati Patuwai (Co-Chair; co-opted Board member) Ivan Davis (Principal) Sarah Tizard (WSC parent-elected member) Jackie Floyd (WSC parent-elected member) Robert Pollock (WSC kaiako/kaimahi tautoko-elected member) Jojo Lewis (WSC taura-elected member) Rewa Worley (NPoW kaimahi tautoko-selected member) - <i>left the meeting at 6:36pm</i> Brent Reihana (NPoW whānau-selected member) Kat Poi (NPoW whānau-selected member) Josie Wall (NPoW whānau-selected member) - <i>arrived 5:05pm</i> Joseph McCready (WSC parent-elected member) - <i>arrived 5:10pm</i> Pā Chris Selwyn (Tumuaki) - <i>arrived 6:24pm, left the meeting at 7:14pm</i>
<b>Present (non-Board members):</b> Asha Vaidya (Board Secretary) Julie Debreceeny (Associate Principal) Anna Witten-Sage (Deputy Principal) Tupe Tai (Pasifika kaiako; Kāhui Ako o Waitematā - Across School Leader) Naomi Cusack (Tumuaki Tuarua; NPoW) Jessica Sinclair (HOD - Learning Centre; presenting tonight for MEM)
<b>Apologies:</b> Kyra TuiSamoa (NPoW taura-selected member) Alicia Murray (WSC parent-elected member)
<b>Declaration of interests:</b> None

REQUEST TO SPEAK
None received
STRATEGIC REVIEW
<p><b>Student progress and achievement</b> (5:12pm)</p> <p>The Board received and discussed final 2024 NCEA results with analysis breakdown for priority learners, and literacy &amp; numeracy achievement data and analysis.</p> <p>Whaea Naomi Cusack presented the NPoW report. <a href="#">NPoW 2024 Report</a></p> <p><b>Main Discussion Points for NPoW student achievement (NCEA):</b></p> <ul style="list-style-type: none"> <li>• The attendance challenges for both staff and students during 2024 were acknowledged. Senior ākonga were the hardest to engage. Having a stable, consolidated group of NPoW kaiako over the last 3 years has been difficult, to be present, and to be able to follow-up with ākonga. NPoW is now pretty stable in terms of staff.</li> <li>• An attendance rate of at least 80% is required to compete in the Kapa Haka campaigns. The influence of kapa haka on attendance should never be underestimated. Kapa haka credits are offered from Y10, and these can be weighted through to Y13.</li> <li>• NPoW endorsement rates are okay. Nationally, we are tracking with most other kura - and slightly above in some cases.</li> <li>• Scholarships were achieved in Dance (x1), Te Reo Māori (x5) and Te Reo Rangatira (x1).</li> <li>• 63% of students achieved their literacy credits, and 37% achieved their numeracy credits. Ākonga tend to achieve these credits more via Te Reo Māori, versus Te Reo Rangatira; this is a possible pathway for our NPoW ākonga.</li> <li>• The Literacy and/or Numeracy Common Assessment Activities (CAAs) will take place early next term (May 2025). Kaiako will be targeting the Y12s + Y13s (plus any outliers) who don't have their literacy/numeracy credits to get them over the line.</li> <li>• One of NPoW's 2025 goals was to hire an Attendance Officer (Keri Gardner) who has been phenomenal. Our HOHs have been working consistently, and a more stable group of kaiako has had an effect on our attendance rates.</li> <li>• In terms of staffing, NPoW has been resourced with a Head of Te Reo Māori and Head of Faculty (Matua Tom Alesana), and we have advertised for a NPoW Y12 + Y13 Academic Director.</li> <li>• NPoW's focus for Term 2 is to work with HODs to raise grade quality. NCEA Level 1 is beneficial to NPoW.</li> <li>• Having Linda Dillon as a mentor for NPoW SLT has been phenomenal - she encourages the team but also challenges them.</li> <li>• Attendance support has made a huge difference this year. We need to look at ways to sustain attendance after kapa haka campaigns. The school Ball will help for a while (high attendance rates</li> </ul>

are a requirement this year).

- The Waka Ama campaign was successful this year. Getting students involved in various activities (especially for the House Cup) can keep them engaged and attending school - which hopefully translates into success in their learning.

The Board thanked Whaea Naomi for her report.

*(5:31pm - Naomi Cusack left the meeting)*

*(5:32pm)*

Tupe Tai thanked the Board and Tamati for the warm welcome, and for creating a safe space for kōrero.

Tupe then presented the Pasifika report.

[Pasifika report for BOT - Mar 2025](#)

**Main Discussion Points for WSC Pasifika student achievement (NCEA):**

- The Pasifika cohort is awesome, and the thirty Y13 students are amazing! The Y13s are leaders and passionate; we want to keep encouraging them.
- Some students in this cohort find it difficult to attend school consistently. Attendance is important for us, and we want to increase the percentage of students with high attendance.
- Many Pasifika students are achieving Merit & Excellence endorsements.
- A NCEA Parent Information Evening was held recently, with a focus on the CAAs. Almost half the parents wanted to stay behind and discuss. We have a huge cohort of Māori in English Medium (MEM) and Pasifika students. We need to try to engage them more in the process. We have a significant number of students not achieving NCEA L1. We want to encourage them and let them know the importance.
- Simon from the Learning Centre comes into the Pasifika TAK whānau class and identifies and works with students for additional learning support.
- We're planning a Pasifika whānau meeting in Term 2.
- Tupe thanked Anna Witten-Sage (DP in charge of Pasifika), and acknowledged the huge loss of Tetoki Tepaki (who couldn't be here tonight) and will be irreplaceable.
- The TAK whānau class has 75 students, and is growing. Is a lot of administration to get through in whānau time. We're growing whakawhanaungatanga; the TAK whānau class went to Pt Erin Pools recently.
- While the Wero and Tinana classrooms have been good for TAK, space is now becoming an issue as their numbers increase.
- Our Pasifika Y11 + Y12 cohorts are mostly young males. Attendance is a concern, and achievement is linked to lack of attendance. We don't want them to be disengaged.
- We used to run a Y11 mentoring programme. We also use kaiako & reach out to ex-students, and engage via the homework centre.
- Laurayne Tafa's work with culturally responsive pedagogies has influenced Tupe's teaching practice. Laurayne works closely with Russell Bishop. Anna also noted that this teaching method shifts the problem solving from the student to the teacher's model. There is lots of evidence

about what pedagogies work.

Tupe thanked the Board for their support.

### **POINTS TO CONSIDER**

- A dedicated space for the Pasifika students and whānau is a clear part of the Annual Plan.
- Mentoring programmes for these students may need to be reconsidered; these students need direct support.

*(5:53pm - Tupe Tai and Anna Witten-Sage left the meeting)*

### **Attendance**

*(5:53pm)*

The purpose of this item is to review attendance for Term 1 2025 and the early impacts of the new Attendance Officer roles.

[Attendance item to go in this week's newsletter - March 2025](#)

Julie Debreceeny provided a verbal update. See also attendance data in the Principal's report.

#### **Main Discussion Points:**

- Attendance continues to be a focus, and consistency across all subjects needs to occur. If attendance drops off in two or more subjects, it can be difficult to change.
- In 2022, the Y11-Y13 cohorts had access to the Covid credits. Our Y10s had learning recognition credits that were used in 2023.
- For the cohorts coming through, some students have been out of school since 2021/2022 - these Covid-affected students were of primary age. We'll experience this effect.
- In 2020, we had 15 students enrolled in Northern Health School (NHS). In 2025, we have 40-60 such students enrolled in WSCW - most of which are anxiety-related. These NHS students are only at school part-time, and we are mindful of this when it comes to our attendance rates.
- We are starting to make some in-roads into the 85-90% attendance rate bracket. Thursdays are the most common non-attendance day.
- Students get sent a weekly summary of their attendance. NPoW has started to send these attendance summaries to their whānau. We can do this for certain groups. This needs to be considered further before sending out to the whole WSC community.
- Our Attendance Officers - Jordan Leota and Whaea Keri Gardner - have been amazing! They are getting good results with our chronic non-attenders.
- Attendance Services has now hired someone; they do home visits and are more social worker-trained. We still need to build some more protocols before we send our Attendance Officers out to homes

**(6:06pm) - Dinner break**

Karakia mō te kai - Tamati Patuwai

(6:24pm - Pā Chris Selwyn arrived)

(6:36pm - Rewa Worley offered apologies; went home due to sickness)

**(6:38pm) - Meeting resumed****STRATEGIC REVIEW - (continued)****Student progress and achievement - (continued)**

(6:38pm)

Jessica (Jess) Sinclair presented the Māori in English Medium (MEM) report.

[2025 MEM Board Report/Action Plan \(from Jess Sinclair\)](#)

**Main Discussion Points:**

- The attendance rates are low.
- We'll be tracking the impact of the WSC Attendance Officer and if the Principal's Nominee's spreadsheet helps.
- The biggest issue for the MEM cohort is achieving their literacy/numeracy (lit/num) credits (CAAs). 50% of the Y12 cohort have yet to achieve this. Under the old system, the MEM cohort would have had 100% by the end of Y11. CAAs are hard for our whānau.
- We are encouraging students to attend workshops, but the turnout is still poor. Workshops are run very well, and students are receiving quality help. We have 70 seniors signed up to the PALS programme this year. Jess has discussed the issues with Pā Chris, and their focus is on getting students to pass or with University Entrance (UE).
- For seniors who don't get their CAAs, they will then lose up to 20 of their NCEA L2 credits - this could have a huge impact on L2 achievement rates.
- The Maths HOD thought that some of the L2 standards were easier than the L1 standards. There is lots of maths-anxiety. Some students have refused to take the L2 Maths standards and are relying on their CAAs. The more often students sit the CAAs, then the less likely they are to pass. This might need to be made clearer in the Course Books on the school website.
- The current group is at risk of not achieving their CAAs. Explicit teaching will make a difference.
- Literacy lessons at Y9 + Y10 are being looked at by the English Department. This is a whole-school issue, but it helps when some departments are doing their part (such as Social Studies). Lit/Num is not just the responsibility of the English and Maths Departments. Achieving CAAs is an adaptation of the 2-year NCEA journey.
- There was a big turnout for the NCEA Māori and Pasifika evening on 17 March, with great engagement. The workshop of lit/num CAAs was also well received.
- The establishment of the MEM whānau class has been successful. Jess thanked Pā Chris, Julie, Ivan, SLT and two amazing mums for their support of this. The MEM whānau class has approximately 30+ students, and Amanda Asher and Ian Whaley are running it.

- Gifted devices (14 in 2024, 11 in 2025 so far) have been well received and cared for. A newsletter appeal has brought in \$1200 in donations.
- Under the current government, we are likely to see some major changes to the NCEA system. NCEA Level 1 is likely to be abandoned and replaced with a foundation certificate. This could have major implications, particularly for our priority learners.
- The timing of the CAAs has been changed for 2025 (now Period 2 to allow students to be more organised). The no-show rates were high in 2024. There is no limit for the CAAs - students take as long as they need.

The Board thanked Jess for her report.

*(7:07pm - Jessica Sinclair left the meeting)*

### **Annual Plan 2025**

The purpose of this item is for the board to adopt the Annual Plan for 2025.

The Annual Plan is the management plan that sets out how our Strategic Plan will be delivered in 2025.

*(7:07pm)*

The Board received the draft 2025 Annual Implementation Plan & an additional paper on this topic from the Principal.

[Board Copy - DRAFT Annual Implementation Plan 2025](#)

[Additional paper from Ivan re: Annual Implementation Plan](#)

#### **Main Discussion Points:**

- Changes have been made following the Board's request for the success measures to be stretch targets, rather than aspirational. This could be made clear in a footnote.

**DECISION** - The Board adopted the 2025 Annual Implementation Plan.

## **REGULAR REVIEW**

### **Regular reports**

*(7:10pm)*

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 - March 2025](#)

#### **Tumuaki Report** *(received by email on 31/03/25 at 5:38pm)*

[March 2025 Tumuaki report for BOT](#)

*(7:14pm - Pā Chris Selwyn asked to be excused to be with the kapa haka groups & left the meeting)*

#### **Student reports**

[Jojo Lewis Board report - Mar 2025](#)

- The recent passing of one of our students has had a big impact on students.
- Students are excited about the upcoming Ball.
- Y12s have found the step-up in workload challenging; this is part of understanding how to manage their workload. Many assessments tend to pile up at the end of Term 1.

#### **Staff reports**

- Robert highlighted the health and wellbeing of our staff; 11-week terms always feel hard and lots of things happen during this time.
- Biggest change for teachers/kaiako is the change to the meeting cycle. Jess has discussed with Carmel about putting a survey together to assess if changes need to be made.

#### **Health and Safety**

(7:23pm)

The Board received the H&S report for March 2025. Taken as read.

[H&S Board report - March 2025](#)

#### **REGULAR REVIEW**

#### **Board committee work**

(7:23pm)

The Board **received** and **noted** the minutes of Board committee hui that have taken place since our last board meeting. Taken as read.

**Finance and Business Services Subcommittee** - meeting on 25 Mar 2025.

[Feb 2025 report for the Board](#)

[Feb 2025 Summarised Finance Report](#)

[Feb 2025 Detailed Finance Report](#)

[Draft Finance Committee minutes - 25 March 2025](#)

**Policy Review Subcommittee** - meeting on 24 Mar 2025.

[PRC Report, T1 2025](#)

**Property Subcommittee** - meeting on 27 Mar 2025.

[Draft Property Committee minutes - 27 March 2025](#)

[Link to WSCW Property Subcommittee Tracking Sheet \(live doc\)](#) - updated 28/03/25

Louise thanked all of the members who convened the above subcommittees.

## POINTS TO CONSIDER

- Board members should look at the policies in the review cycle. This term, Health & Safety (H&S) is up for review - this is an important assurance role collectively for the Board. The Board should consider devoting some time into its H&S responsibilities on the back of the policy review. There are some governance-level changes that were suggested.
- The EOTC Committee is a heavy load in the first half of the year; Louise and Josie are the only two dealing with these, but more members to come on and learn the review process would be good. High-risk, overnight trips, day trips with water activity, etc. WorkSafe reviews have focussed on the Board's responsibility. Board members should also be involved when the H&S committees take place.

**ACTION** - Louise will send an email to the Board re: joining the EOTC Subcommittee.

- Police-vetting of parent helpers was discussed. Is there an element of risk that needs to be considered when we have many whānau onsite with our students who may not have been police vetted? This could be discussed further with Gerry Victor (SLT in charge of EOTC). Board members do not need to be police vetted.
- Ivan would like the Board to formally acknowledge the work that Gerry puts in the EOTC mahi.

## ADMINISTRATION

**Confirmation of minutes of meeting on 9 December 2024 (Mtg 8) + 24 February 2025 (Mtg 1)**  
(7:37pm)

[W DRAFT Public 20241209 \(Mtg 8\) WSC-NPoW Board meeting minutes.docx](#)

[W DRAFT Public 20250224 \(Mtg 1\) WSC-NPoW Board meeting minutes.docx](#)

[Board Decisions & Actions Register](#) - (updated 30 Mar 2025)

There were no matters arising from these minutes. Louise noted that the minutes were not accepted at the previous meeting as she had not reviewed them before they were linked into the agenda.

**DECISION** - The Board adopted the minutes of the meetings on 9 Dec 2024 and 24 February 2025.

## Correspondence

(7:38pm)

[Correspondence folder for 2025/02/24 \(Mtg 1\)](#)

The Board received the correspondence sent to, or from, the Board since the last meeting (24 February 2025; Mtg 1).

## 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 7.39pm and 7.40pm to discuss confidential matters. The resolution was passed by consensus.**



<b>Resumed public business - 7:40pm</b>
<p>Comments on meeting procedures and outcomes</p> <ul style="list-style-type: none"> <li>• Were we effective?</li> <li>• Was the information provided to the board for this meeting effective?</li> <li>• Was my contribution effective?</li> <li>• How could we improve?</li> </ul> <p>(7:40pm)</p> <p><b>Main Discussion Points:</b></p> <ul style="list-style-type: none"> <li>• Ivan praised our representative experts from NPoW, Pasifika &amp; MEM - it's valuable to get what is happening at the cold face. We saw their passion, concerns, agonies, and challenges. Every person was solid gold - Jess, Tupe, Anna - we are lucky to have such experts. It's a good model to follow.</li> <li>• There is a strong Māori community within WSC. TOA would look at both WSC and NPoW. Is there a way to contact MEM whānau (approx 200 students) and how do we make this work? Tamati is available to facilitate this.</li> <li>• We need to think about the upcoming Board elections/selections for 2025. We could do some succession planning, and have some targeted skills. NPoW has started this kōrero with whānau, and with TOA. Is it possible for WSC Board members to attend whānau hui? This might help to break down any barriers between whānau and the Board.</li> </ul>
<p>(7:49pm)</p> <p>Karakia whakamutunga - Tamati Patuwai</p>
<b>CLOSE</b>
<b>Meeting closed - 7:49pm</b>

**These minutes were confirmed by the Board at its meeting on Monday 26 May 2025 (Mtg 3, 2025).**

***These minutes are a true and accurate record of the meeting held on Monday 31 March 2025.***

\_\_\_\_\_ Louise Gardiner (Presiding Member)