



Western Springs College-Ngā Puna O Waiōrea Board Hui Minutes, 20 October 2025 in WSC Staffroom

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

Item
The hui commenced at 5.07pm Karakia tīmatanga & mihi - Tamati Patuwai
Present (Board Members): Louise Gardiner (Presiding Member, Co-Chair, WSC parent-elected member) Ivan Davis (Principal) Bryony West (WSC staff-elected member) Andrew Beuth (WSC parent-elected member) Gordon Harcourt (WSC parent-elected member) Richard Anderson (NPoW kaimahi tautoko-selected member) Milan Moala (NPoW tauira-selected member) Alicia Murray (WSC parent-elected member) Daniel Haines (WSC parent-elected member) - <i>arrived 5:36pm</i> Brent Reihana (NPoW whānau-selected member) - <i>joined via Google Meet at 5:24pm</i>
Present (non-Board members): Asha Vaidya (Board Secretary) Sonya Havill (WSC parent; speaking rights granted) Darna Appleyard (NPoW whānau member) - <i>arrived 6:20pm, left 8:16pm</i>
Apologies: Pā Chris Selwyn (Tumuaki) Tamati Patuwai (Co-Chair; co-opted Board member) Josie Wall (NPoW whānau-selected member) Jojo Lewis (WSC tauira-elected member)
Declaration of interests: None
REQUEST TO SPEAK
<i>(5:10pm)</i> Sonya Havill spoke to the Board about proposals for the WSCW football programme in 2026.

Main Discussion Points:

- The current Football Programme is parent-led, and Matt Parker has been running the programme for the last 8 years with support from Peter McIntyre (Director of Sport). The school has outgrown this parent-led model.
- We currently have 7 teams; numbers are expected to increase due to the popularity of football.
- A proposal was put forward for the school to employ a Director of Football who will also be the Head Coach of the First XI Boys Football Team, as well as providing leadership & mentoring for all other teams (including Girls Football). This role is estimated to take approximately 25 hours per week for 6 months; an approximate cost was also offered to the Board. Accountability is critically important for this role and we will want to see results from this potential investment. We have a professional candidate in mind from a local club.
- The school knows that we are going to be new students from our feeder schools who play football.
- If we can successfully establish this model for WSCW Football, then we can grow the model into other sporting codes.
- Clubs stopping our students playing for school has been detrimental to our school teams in the recent past & including this year. Our local football club has assured the school that this will not happen going forward.
- Our current First XI Boys Football team has a relegation game versus Mount Roskill Grammar School in early 2026. If appointed in the near future, then the new Director of Football will take over planning & training for this fixture.
- Sonya was thanked for her voluntary service to our school's football programme.

(5:31pm - Sonya left the meeting)

STRATEGIC REVIEW**Strategic Plan development**

(5:31pm)

The Board discussed its approach to engaging the Springs Waiōrea community, including whānau and kaimahi in the development of our next strategic plan.

It was also noted that the deadline for new strategic plans is likely to change from 1 January 2026 to 1 January 2027 (i.e. half way through a Board's term), following a recommendation from the Education and Workforce Select Committee in its report back on the Education and Training Amendment Bill (No. 2).

Main Discussion Points:

- Despite periodic attempts, we have not undertaken any extensive consultation with our Springs Waiōrea community for a considerable period of time.
- We need to develop a new 3-year Strategic Plan, and we need to consult with our community.
- An Annual Implementation Plan (formerly called Annual Plan) is also required.

- The Board established the Strategic Plan Subcommittee, with current membership of Louise Gardiner, Gordon Harcourt and Ivan Davis. The subcommittee will be responsible on behalf of the Board for the plan to develop our next strategic plan, and to drive the delivery of that plan.
- **ACTION - Te Ohonga Ake (TOA)** to nominate up to 3 Board members to join the subcommittee.
- **ACTION - Strategic Plan Subcommittee** to draft proposed terms of reference for Board consideration and adoption at meeting on 1 December.

POINTS TO CONSIDER

- We have a complex campus, and there are differences between the two kura in how we engage with our communities - we need strong voices from all parts of our campus.
- The Board needs to do some initial planning and hopefully draw on the skills of our new members. The Board subcommittee would need to create an engagement plan. A working group could be created at a later stage. A Board workshop might also be required.

Budget 2026 development

(5:52pm)

[DRAFT Budget 2026 drivers report](#)

The Board received and discussed the draft budget drivers for 2026 and provided guidance to senior leaders for the preparation of the more detailed draft Budget 2026, to be received at the final board meeting of this year on 1 December.

The draft Budget 2026 drivers report has four priorities, but it should also be read alongside the Tumuaki report that mentions drivers for NPoW.

Main Discussion Points:

- Ivan noted that the government has partly funded the school (\$20k combined for WSC-NPoW; this was split 50:50) to address attendance & engagement. The Board agreed to fund one Attendance Officer role in both WSC and NPoW. Management would like to continue this for 2026. We are unsure if the government will fund this again. Funding for Attendance Officers will need to come out of our Operations Grant, which gets paid in four instalments.
- The Board has scope to increase donations (referred to as “locally raised funds”).
- The WSC Development Trust would also like to engage with the Board. Our school’s Development Manager also helps us identify funding streams.
- Priority #2 - literacy and numeracy - this is the most important from SLT’s point of view. If students don’t have their literacy/numeracy, then they can’t get their NCEA qualification. Literacy and numeracy can be gained from all subjects, not just Mathematics and English. CAAs (Common Assessment Activities) are required to achieve NCEA. Students can have multiple attempts to achieve their CAAs, but they can get despondent if they miss out after a number of attempts. Literacy and Numeracy Coordinators can help with this.
- A Foundation Award or Certificate would be given to students who do not achieve their CAAs

before leaving school.

- The school is expected to be funded with 1 FTTE for a Learning Support Coordinator, but we haven't seen any funding for this yet.
- Budget 2026 is likely to be a deficit budget. This has continued primarily from the Covid years when we lost many of our International students. There was discussion about whether or not a deficit budget was appropriate, and the board requested further information to justify this position going forwards, as it cannot be the default position.
- Our School Business Manager has been rigorous with our depreciation. We have financial reserves.
- We currently have 130 International students - this is the most we've ever had. Some SLT members have travelled with International Department staff for some conferences/meetings abroad this year (including China and Vietnam).
- Priority #3 - HODs of major subjects (i.e. English, Mathematics, Science). SLT has added this as we are in danger of losing current HODs because of what other schools are offering. Each of these three departments manages between 17-20 staff each, which is a huge job. Our HODs are exhausted and frustrated. Curriculum changes are also coming while the new curriculum is being embedded, so this needs to be factored in.
- Priority #4 - extra-curricular/co-curricular activities - this links into today's discussion and proposal from Sonya Havill. We have existing synergies with the Western Springs Association Football Club (WSAFC); the Principal should continue discussions with WSAFC until a formal agreement can be reached. Other clubs will likely wish to collaborate with the school.
- The Board would want to see reasons why we would consider rolling out funding models for smaller sporting codes.
- There are less staff/teachers being involved with sport in our school, especially coaching. We can't pay our staff, but we can offer things like Prezy Cards, etc. The management structure of sports in our school could be enhanced with teacher involvement.
- We could get the School Business Manager and Director of Sport to provide some more detail for the Board about the return on investment that the school gets, as well as any trade-offs. The Board would like to see more detail in the draft Budget 2026.
- Waiōrea Budget Drivers - an ex-Associate Principal and mentor is working with NPoW SLT on these. Some leadership priorities for NPoW have been identified.
- The Board would like to see a balanced budget, but it is open to considering a deficit budget. The Board should also consider what can be done to uplift donations, rather than relying on income from International students.

Alternative Constitution review

(6:54pm)

The Board discussed the establishment of a subcommittee with appropriate terms of reference to advance the review of our alternative constitution, as discussed at the last board hui on 15 September

2025.

Main Discussion Points:

- The Board established the subcommittee, with current membership of Alicia Murray and Daniel Haines. The subcommittee will be responsible on behalf of the Board for the plan to review our constitution, and to drive the delivery of that plan.
- Our WSC-NPoW is a big board, with 15 members. A change to our constitution would require an application to the Ministry of Education.
- **ACTION - Alternative Constitution review subcommittee** to ask Margie Tokerangi (Ngāti Whātua Te Kaipara) to join this subcommittee.
- **ACTION - TOA** to nominate up to 3 Board members to join the Alternative Constitution review subcommittee.
- **ACTION - Alicia** to convene the Alternative Constitution review subcommittee to discuss the draft terms of reference.
- **ACTION - Alternative Constitution review subcommittee** to draft proposed terms of reference for Board consideration and adoption at meeting on 1 December 2025.

(7:03pm) - Dinner break

Karakia mō te kai - Milan Moala

(7:31pm) - Meeting resumed

REGULAR REVIEW

Regular reports

(7:31pm)

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

Management Report

[FINAL Management Report - Oct 2025](#)

Tumuaki Report

[Tumuaki Report - Oct 2025](#)

Student reports

Jojo Lewis - [Student report - Oct 2025](#)

Main Discussion Points:

- Ivan highlighted some points from the Management Report.
- Our student numbers are holding up consistently.

- We are currently only 0.53 FTTE¹ over-staffed under the banked staffing model that we operate with. Our Pay Clerk is a “master” at managing this. In previous years, we have been 8 or 9 FTTE over our entitlement; in these cases, the school would pay back the funds to the Ministry of Education.
- The school’s 2025 results will come out in March 2026.

REGULAR REVIEW

Board committee work

(8:07pm)

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 - No meeting held since last board meeting.

Property Subcommittee - No meeting held since last board meeting.

[Link to WSCW Property Subcommittee Tracking Sheet \(live doc\)](#) - updated 30 July 2025

Policy Review Subcommittee - No meeting held since last board meeting.

H&S Committee - no meeting held since the last board meeting. October H&S report attached.

[H&S report - Oct 2025](#)

Main Discussion Points:

- The Board could consider creating a skills matrix to assist with creation of the subcommittees. The Terms of Reference for each subcommittee should also be considered.
- Standing committees include: Finance, Property, H&S, Policy Review, EOTC approvals, and Student Behaviour Management.
- **ACTION** - **All Board members (including kaimahi and taura members) to be a member of at least one committee.** Please review the committee list and add your name to the one(s) you are interested in. If you would like to be the convener of the committee, please note that too.

Refer to the current 2026 Board subcommittee membership document [here](#).

ADMINISTRATION

Confirmation of minutes of meetings on 4 August 2025 (Mtg 5) and 15 September 2025 (Mtg 6)

(8:24pm)

[Draft minutes Mtg 5 - 4 August 2025](#)

[Draft minutes - Mtg 6 - 15 Sept 2025](#)

[Board Decisions & Actions Register](#) - Last updated 21 September 2025

¹ FTTE = full-time teacher equivalent

Louise noted that the minutes were not accepted at the 15 September 2025 meeting (Mtg 6) as the agenda link to the drafts was incorrect and Board members were unable to review the drafts. The Board members present at these two meetings were happy with these minutes.

The Board adopted the minutes of the meetings on 4 August 2025 (Mtg 5) and 15 September 2025 (Mtg 6). There were no matters arising from these minutes.

(Accepted by consensus)

Board members' Declaration of Interests and Code of Conduct

(8:25pm)

- **ACTION - All Board members** should fill out the 2025 WSC-NPoW declaration of interests register (linked in agenda).
- The Code of Conduct is an individual decision.
ACTION - Asha will send the version that all Board members can sign.

Correspondence

(8:28pm)

[Correspondence folder for 20251020 \(Mtg 7\)](#)

The Board received the correspondence sent to, or from, the Board since the last meeting on Monday 15 September 2025 (Mtg 6). Taken as read.

(Accepted 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 8.28pm and 9.02pm to discuss confidential matters. The resolution was passed by consensus.

Resumed public business - 9:02pm

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?

(9:02pm)

Main Discussion Point:

As a new member, one Board member found that the format of papers was inconsistent. Louise noted that the cover report currently being used is a work in progress, and she's happy to receive suggestions from other members.

(9:04pm)

Karakia whakamutunga - Ivan Davis

CLOSE

Meeting closed - 9:05pm

These minutes were confirmed by the Board at its meeting on Monday 1 December 2025 (Mtg 8, 2025).

These minutes are a true and accurate record of the meeting held on Monday 20 October 2025.

Louise Gardiner (Presiding Member)