

KEI KONEI TĀTOU E TU ANA. HERE WE STAND.



BOARD OF TRUSTEES MINUTES

Monday, 25th March, 2024.

Previous hui: February, 2024

Opening 6:00pm

Present: Briar Carden Scott, Tineke Douglas, Scott Spicer, Logan Phillips, Matthew Carden-Scott, Catherine Sole, Dot Carter, Ana Whatarau

Welcome to Manuhiri (Guests) Mary-anne Murphy, Momentum Learning

Apologies: Nil

Visitors: Nil

Quorum: Yes

Agenda Additions: as listed below - Tabled

Minutes Secretary: Dorette Hartely

Staff Representative: Dot Carter

Declaration of interests: NA

Administration:

Board Education 26th March, online.

APPROVAL OF MINUTES

Term 1, February 2024, Meeting Minutes be accepted as true and correct.

Amendment: Cat taking on

Moved by: Matthew Carden-Scott

Seconded by: Scott Spicer

Tabling

- NA

Actions from Previous Meeting

1. Annual Plan update - Strategic

This document is being updated and worked on at this hui.

Up to this point input into strat plan includes:

Values & goals, our "why", ERO feedback, students voice, principal appointment process feedback, KA community consultation feedback, localised curriculum voice feedback 2023, principal entry interviews around impact & what we can't leave to chance, AOV, external agency feedback.

MoE - new direction for Strategic Plans (previously Charter).

- Now 2 year cycle (2024, 2025), then into 3-year cycle
- Values key part of strat plan for WC
- 3 Main levers (goals) with values running underneath continually with key initiatives underneath each
- Some topics occur several times as they
- To be done in Yr 1 = in red (what comes first & would go into Annual Plan). Some endeavours & changes take time & require consultation, so will feature in 2025 Annual Plan.

Discussion around how do people recognise themselves in the strat plan (within their specific role) - various stakeholders. How can people be involved meaningfully - future thinking for a next strat plan: how can we incorporate this?

Communication, Whanau & Community

Transparency, sharing with whanau what is possible for students, communication

Discussion around ease of use & accessibility

Learner Agency

Pathways for each year level

KA Roadshow initiative

Student & teacher accountability

Culture - inclusivity & connection

How we would like to be in this space? Communicate, celebrate, Ti Tiriti, know your students & their whanau

Discussion around the place & role of Whare Maia and culture in sport - Example: New Sports committee - how do we function under umbrella of identified elements of strat plan

Under the radar areas like art & kapa haka to have equity under this

Ti Tiriti

Discussion around building champions in the critical mass (Marigolds) - personal & collective accountability & high expectations.

Drop in whanau engagement after Year 7 & 8

Connections with Hauraki Iwi and those further afield

Maori gains framework (a rubric system) - MAC will use this

Discussion about Mana motuhake for students here - how can we gather student voice & ways to engage in a way they identify with & choices about what that looks like.

Discussion about filtering goals to manageable amount of initiatives. What is do-able vs what can be done well?

Can we use success statements for initiatives specific to different stakeholders in understandable language - could this add buy-in.

Mary-anne departed at 6:47pm

2. National Education and Learning Priorities (NELPS) and Ka Hikitia Outcome Domains

| Objectives | Student Progress, Achievement and Wellbeing |
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| <p>1. Learners at the Centre Learners with their whānau are at the centre of education</p> <p>Te Whānau Education provision responds to learners within the context of their whānau</p> | <p>Moved that NELP 1 is accepted Moved by: Briar Carden-Scott Seconded: Cat Sole-Hall</p> <p>Spotlight on English department, HPE department</p> |
| <p>2. Barrier free access Great education opportunities and outcomes are within reach for every learner</p> <p>Te Tangata Māori are free from racism, discrimination and stigma in education</p> | <p>Moved that NELP 2 is accepted Moved by: Briar Carden-Scott Seconded: Logan Phillips</p> <p>Spotlight on Science - excitement of Tangaroa Days - learning, hands-on, Fisheries Minister etc. Can we verify where Geography funding came from. How do we prioritise funding applications? Strategy being developed at present. School lunches - several meetings. 79% uptake Assemblies, nurse, student wellbeing group</p> |
| <p>3. Quality Teaching and Leadership Quality teaching and leadership make the difference for learners and their whānau</p> <p>Te Kanorautanga Māori are diverse and need to be understood in the context of their diverse aspirations and lived experiences.</p> | <p>Moved that NELP 3 is accepted Moved by: Briar Carden-Scott Seconded: Ana Whatarau</p> <p>MAC has started. Applaud Gateway team with their constant initiatives to find ways for students to learn.</p> |
| <p>4. Future of Learning and Work Learning that is relevant to the lives of New Zealanders today and</p> | <p>Moved that NELP 4 is accepted Moved by: Briar Carden-Scott Seconded: Ana Whatarau</p> <p><i>Discussion: Is there a way to celebrate our successes around trades, gateway etc?</i></p> |

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| <p>throughout their lives</p> <p>Te Tuakiritanga Identity, language and culture matter for Māori learners</p> | <p><i>Could be great data for leverage in terms of future opportunities & partnerships. Incentives for local students into local businesses - retention for businesses.</i></p> <p><i>Discussion around funding for a teacher last year for learning hub -</i> Request: can we ask for an update on how this is going given the amount of money pumped into it. Briar to investigate & report back.</p> <p><i>Discussion: Learning support space accommodates a variety of activities including sensory area, small space. Many programs run out of that space in different areas of school. Lots of cross-over between that and vocational pathways, gateway etc. How could we support this better in future? Data gathering is helpful to plan future changes.</i></p> |
| <p>5. WORLD CLASS INCLUSIVE PUBLIC EDUCATION New Zealand education is trusted and sustainable. Enhance the contribution of research and mātauranga Māori in addressing local and global challenges (TES ONLY)</p> | <p>Moved that NELP is accepted Moved by: x Seconded: x</p> |

| School Business as usual : Updates from the Principal | |
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| Area | Commentary |
| Kahui Ako | <ul style="list-style-type: none"> Update as per report. SLT took umbrage to meet around KA with the principal. Expected it to be a letter from the board asking for it. Communication from the Board should be better - in the form of a letter that tells them to collaborate to come up with a joint decision. Looks like what is working, what is not working - end of term. |
| Personnel & employment matters | <p>Update as per report. Briar in contact with NZSTA around fixed term contracts. Feedback to come. Property manager portfolio huge. Steve Graveson is happy to walk alongside any new appointment from a mentor/support point of view.</p> |
| Finance | <p>Moved that Finance report for January is accepted: Moved by: Tineke Douglas Seconded: Scott Spicer</p> <p>Move that Finance report for February is accepted: Moved by: Tineke Douglas Seconded Scott Spicer</p> <p>What is Principal's Accounts? PD etc all in one place. Working on an "actuals" version Question: Mitre10 Tauranga expenses - why not Waihi? Ask Debbie</p> |

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| | <p>Moved by: Tineke Douglas Seconded: Scott Spicer</p> |
| Advertising & community communication | <p>Moved by: Tineke Douglas Seconded: Scott Spicer</p> |
| Property | <p>Feedback as per report</p> <p><i>Discussion around air conditioner options for services. Scott Spicer to investigate exactly what it entails, what it will cost etc. How does doing it ourselves effect insurances? No money budgeted for it but there should be. Look into a maintenance plan and conditions around who & how it is done in future.</i></p> <p><i>Pool discussion around high level of use Letter from Jo Howell re: grant application for computers- Board happy for it to go ahead. Technology audit scheduled for holidays, also security audit. Playground discussion. Carving update: ready to go back up - discussions happening about how this will work. Secure slab for carving new emblem. Discussion about photos going back up in hall. Many options plus digitising in addition Discussion required to decide on how this project will happen. Scott happy to be involved. Solution based forum: Briar, Scott, Brent Willowby</i></p> <p>Moved by: Tineke Douglas Seconded: Cat Sole-Hall</p> |
| Health & Safety | <p>Updates as per report. Meeting on Wednesday - 4 members available Libelle paperwork signed by Tineke</p> <ul style="list-style-type: none"> ● Moved that Principal will investigate security measures. ● Moved by: Briar Carden-Scott ● Seconded: Logan Phillips |
| Legislation & Compliance | <p>Updates as per report. Some teacher autonomy to implement the rules, around phones and student learning needs.</p> <ul style="list-style-type: none"> ● Moved by: Briar Carden Scott ● Seconded: Matthew Carden Scott |
| Policy Reviews and assurances | <ul style="list-style-type: none"> ● Reviews this term are on: |

The review opens **Monday 5 February**: to start reviewing, click on a topic name below, then click the **Start your review** button. If a link is inactive, your school doesn't have the topic.
 Note that if you'd like to provide feedback on a topic that's not listed below, you can still do so if it has a review button.

Term 1 review topics

- **Te Tiriti o Waitangi** Board review
- **Board Responsibility** Board review
- **Parent Involvement**
- **Communicating with Parents**
- **Community Conduct Expectations**
- **School Character/Special Character*** Board review
- **Documentation and Self-Review Policy** Board review
- **School Planning and Reporting**
- **Reporting to Parents on Student Progress and Achievement**

*Not all schools have this topic

Anyone who can't use the online review tool, can use this [Policy Review form](#)

Moved that Policy Assurances are accepted:

Moved by: Scott Spicer

Seconded: Tineke Douglas

Board Assurances:

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| School planning and reporting | Our Strategic plan will be submitted late this year, due to us working on this currently - the MOE are aware of this. Annual financial statements are on track for the deadline, along with the Annual report. |
| Learning Support | Teachers with students that have learning support needs, have an understanding of how to support, along with systems in place. |
| Health Education | Community consultation is conducted bi annually, due in 2025. |
| Safety Management System and work engagement, participation, and representation | The school safety management system aligns with board duties under the Health and Safety at Work Act, minimizing risks to health and safety. Workers have the opportunity to participate in improving workplace health and safety. |
| Healthcare | Policy and procedures relating to first aid, recording and notification of accidents are implemented correctly. We are looking into record keeping for administering parent supplied medication on school grounds. |
| Digital technology and online safety | Our policies promote internet safety and prevention of online bullying. |
| Boarding house/Hostel Policies* | NA |

Moved that School Business is accepted:

Moved by: Briar Carden-Scott

Seconded: Tineke Douglas

Meeting Closed: 8:10pm
Next Meeting: 29th April at 6pm

A handwritten signature in blue ink, appearing to read 'A. Dwyer', is positioned to the right of the meeting information.