

CONFIRMED MINUTES

SCHOOL BOARD



At the **School Board** on **27 Jul 2023** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 22 June 2023
Time:	6:00 pm to 8:40 pm (NZST)
Location:	Wesley College, 801 State Highway 22, Paerata, New Zealand
Board Members:	(Presiding member) David McGeorge (Chair), (Parent Representative) Kuli Fisiiahi, (Staff Representative) Jean-Paul Eason, (Proprietor's Representative) Gillian Laird, (Limited Statutory Manager) Shane Edwards, (Proprietor's Representative) Te Aroha Rountree, (Parent Representative) Sakeo Buke, (Student Representative) Lauraly Taia
Attendees:	(School Board Secretary) Barbara Ngataki, (Deputy Principal) Charlotte Saunders
Apologies:	(Principal) Brian Evans, (Parent Representative) Carla Makiha, (Parent Representative) Fifita Viria, (Parent Representative) Frances Watson, (Proprietor's Representative) Patisepa Tala'imanu
Guests/Notes:	Mrs Charlotte Saunders, Deputy Principal to act as Principal

1. CONSTITUTION OF MEETING

1.1 Apologies



Apologies

It was agreed to accept the apologies.

Decision Date:	22 Jun 2023
Mover:	(Presiding member) David McGeorge
Seconder:	(Parent Representative) Kuli Fisiiahi
Outcome:	Approved

1.2 Interests Register



Declarations of interest received.

Declarations of interest received.

Decision Date:	22 Jun 2023
Mover:	(Presiding member) David McGeorge
Seconder:	(Parent Representative) Kuli Fisiiahi
Outcome:	Approved

1.3 Acknowledgements



Miss Fili Fono

Past student [2020-2021]: It was agreed to send a letter of acknowledgement to Miss Fono who has been holding sessions with female students regarding emotional and physical support to enhance their after school life and university pathways.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Kuli Fisiiahi
Outcome: Approved



Fili Fono

Letter of acknowledgement to be sent

Due Date: 30 Jun 2023
Owner: (School Board Secretary) Barbara Ngataki



Year 13 Students

It was agreed to send a letter of acknowledgement to Year 13 students who have shown resilience and leadership working together to make a positive change through the school. The letter is to be read in Chapel.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Deputy Principal) Charlotte Saunders
Outcome: Approved



Year 13 Students

Letter of acknowledgement to be read at Chapel.

Due Date: 26 Jun 2023
Owner: (School Board Secretary) Barbara Ngataki

1.4 Confirm Minutes



Approve Minutes 25 May 2023

It was agreed to confirm the minutes of the meeting held 25 May 2023, as a correct record.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Kuli Fisiiahi
Outcome: Approved

1.5 Action Sheet



Action Sheet

It was agreed to receive the completed actions from the meeting held 25 May 2023.

Two actions are still outstanding and remain as actions to complete.

Decision Date: 22 Jun 2023
Mover: (Limited Statutory Manager) Shane Edwards
Seconder: (Deputy Principal) Charlotte Saunders

Outcome: Approved



Staff Wellbeing Survey

Mrs Saunders advised an NZCER staff wellbeing survey was completed earlier in the year. Mrs Saunders is in the process of data analysis.

A timetable survey has already been completed and as soon as Mrs Saunders has compiled a further survey on staff wellbeing it will be shared for Board input.

Decision Date: 22 Jun 2023

Outcome: Approved



Staff Survey

Staff wellbeing survey to be shared with the Board for input.

Provide an update on the quality of teaching conditions, quality of classrooms and resources for learning

Due Date: 27 Jul 2023

Owner: (Deputy Principal) Charlotte Saunders



Finance Report

Mr McGeorge advised the board will receive a finance report and a full set of accounts at the July meeting of the board. The finance report will be to 30 June.

Decision Date: 22 Jun 2023

Outcome: Approved



Property Finance Meeting

Organise earlier zoom meetings for Property and Finance to enable full minutes and accounts to be included in Board packs.

Due Date: 14 Jul 2023

Owner: (Presiding member) David McGeorge

1.6 Correspondence



Correspondence

It was agreed to receive the inward correspondence.

Decision Date: 22 Jun 2023

Mover: (Presiding member) David McGeorge

Seconder: (Proprietor's Representative) Gillian Laird

Outcome: Approved

2. Major Decisions and Discussions

2.1 ERO update



ERO Action Plan Progress

Following the ERO special review report presented to the board it was agreed to setup an action plan from the recommendations.

Decision Date: 22 Jun 2023

Outcome: Approved



Strategic and Annual Plan

A review of the schools strategic and annual plan will begin in July.
Criteria and actions for regular reporting will be built in and will be managed.

Due Date: 27 Jul 2023
Owner: (Presiding member) David McGeorge



Governance Training

All board members will receive planned Governance training for School Leadership over 2023 and 2024.

Due Date: 27 Jul 2023
Owner: (Presiding member) David McGeorge

2.2 Delegation Request



Delegation to Act request

Approved in-committee

Decision Date: 22 Jun 2023
Outcome: Approved

2.3 2024 Board Meeting Dates



2024 Meeting Dates

It was agreed to approve the 2024 meeting dates.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Second: (Parent Representative) Sakeo Buke
Outcome: Approved

2.4 Board Code of Conduct



Code of Conduct

Mr McGeorge advised the code of conduct is issued by the Minister of Education therefore legally required.

It was agreed board members sign and return copies of the code of conduct.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Second: (Staff Representative) Jean-Paul Eason
Outcome: Approved

2.5 Board Casual Vacancy



Board Vacancy

It was **AGREED** to appoint Ms France Watson to the school board.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Second: (Parent Representative) Kuli Fisiiahi
Outcome: Approved

3. Board Annual Work Plan

3.1 NZSTA Training



NZSTA Training Schedule

It was agreed the 1st hour of meetings be dedicated to the NZSTA training as per the schedule.

Meetings will be working dinners.

Thursday 27/07 NZSTA Training: Board Roles and Responsibilities

Thursday 24/08 NZSTA Training: Legal Requirements, what gets the board in legal trouble.

Thursday 21/09 NZSTA Training: Reporting to the board

Thursday 23/11 Combined Boards/ NZSTA Training: What are the board obligations to curriculum and student achievement

Decision Date: 22 Jun 2023

Mover: (Presiding member) David McGeorge

Seconder: (Parent Representative) Kuli Fisiiahi

Outcome: Approved

4. Management Reports

4.1 Principal's Report



Attendance

Mrs Saunders reported on the Principal's report noting student attendance has been effected by the PPTA teachers rolling strike action especially where families have siblings whose year level are on strike on consecutive days.

Dr Edwards enquired if boarders went home.

Mrs Saunders advised no, boarders usually stayed in however when the strikes went to two year levels per day and, where a strike was held on a Monday boarders would go home which made it difficult especially if they had a sibling on strike the next day.

Dr Edwards enquired what communication went home to families advising that was unacceptable or what the schools expectations were before the event happened.

Mrs Saunders advised that text messages were sent home to families advising the strike action day, when school was open and they were expected to return to school the next day.

Dr Edwards enquired what follow up occurred, which families were not returning or frequently not returning, where did the school intervene.

Mrs Ngataki advised that contact with the families did happen as the families would contact the school and would be advised the absences are not acceptable; the preference is students are at school. The families were often not accepting of that advice so were advised the Principal may contact them which Mrs Ngataki is aware occurred in some cases.

Dr Edwards enquired when students enrol in the school do they sign an agreement for attendance.

Mrs Ngataki advised the hostels have a boarding agreement where families are advised they must return and sign in on Sunday.

Dr Edwards advised other boarding schools have agreements that state students must return on a Sunday if you continually miss it you forfeit your scholarship if you don't maintain 80% attendance you forfeit your scholarship.

Dr Edwards advised that one of the tools available to the school is to refer students with poor attendance to truancy services.

Mrs Saunders advised there is a major concern with Maaori attendance which reflects 25% of students have 70% or less attendance. One of the initiatives implemented to assist was the vertical whaanau group which was intended to strengthen and empower Maaori students however attendance and achievement data is not demonstrating this. The whaanau group has been operating for 6 months now therefore Mrs Saunders, the HOD Maaori and Pou Maanaki will undertake a self review looking at the data we have on Maaori students within the whaanau group and those who are not in the group. They will gather some student voice, whaanau voice and teaching staff voice to see how people are feeling and whether it is having the impact wanted. There may be changes needed to ensure we are not underserving students in the whaanau group or those who are not in the whaanau group.

Mr Eason advised not all Maaori students are in the whaanau group.

Mrs Saunders advised that is correct which is why it would be interesting to do a comparison.

Ms Rountree enquired if students had to sign up for the whaanau group.

Mrs Saunders advised they were invited.

Mr McGeorge advised that over the years during Maaori consultation is has come to his attention that approximately 50% of families want their children to learn Maaori and 50% do not want their children to learn Maaori.

Dr Edwards advised Maaori attendance is low therefore it can be reasonably expected that Maaori achievement is low the school needs to do something very quickly to turn it around for this year. Dr Edwards also advised good data, would be, to know which are boarders and which are day students and it is the Year 13s or Year 9s. What is the reason why they are not at school.

Ms Rountree enquired how the Maaori advisory group was going.

Mrs Ngataki advised the group has met twice and the report back is included with the Principal report.

Mrs Ngataki advised the Pou Manaaki in her pastoral support role has a special focus on Maaori students but in reality picks up all students who require her assistance not just Maaori. She does make time to be with the HOD Maaori during Academic Mentoring, Kapa Haka or at any other time he needs her support. There are approximately 25 students in the whaanau group and approximately 70 Maaori students across the school which is a lot of students for two people to cover. They could do with more resources.

Mr Eason felt attendance is a problem but it is a solvable problem as the students live on site.

Dr. Edwards advised he would prefer to ask the students why they aren't going to class.

Ms Rountree agreed she would like to know why they are not going to class, if teachers don't understand who you are as a Maaori it makes it difficult.

Dr. Edwards advised that is relational pedagogy.

Dr. Edwards requested school management present a student attendance management strategy at July meeting of the School Board.

Decision Date: 22 Jun 2023

Outcome: Approved



Attendance

Review whaanau vertical group and other Maaori student attendance, Seek student, whaanau and teacher voice.

Review to include by day/hostel, Year 13/9s and reasons why students are not attending class.

Due Date: 24 Aug 2023
Owner: (Deputy Principal) Charlotte Saunders



Attendance Strategy

Attendance strategy detailing how attendance will be managed and improved.

Due Date: 27 Jul 2023
Owner: (Principal) Brian Evans



Complaints

Mrs Saunders advised a lot of work has been done around the complaints process. There is now a complaints form which will go live on the website and is available on the staff hub that will be accessible to any members of the community who may wish to register a complaint. People can still write a letter, make a phone call and/or email.

All complaints will be recorded and feed into a spreadsheet as the main form of tracking. The complaint is then referred to the Complaints Officer who will triage and follow through to conclusion. Mrs Saunders advised with the advice and guidance of the LSM a lot of work has been done with how complaints are investigated, recorded and tracked i.e dates, times and level of detail in following a complaint through.

Mrs Saunders also advised the Year 11 student complaint from the May meeting of the board has been resolved at school level.

Mr McGeorge advised that somewhere in the Complaints process the Trust Board Chairperson and/or the Presiding Member needs to know if a complaint is likely to escalate to board level.

Mrs Saunders advised that would be in the Complaints Policy.

Dr Edwards advised if there is a complaint the Complaints Officer follows it through until it is resolved even if it is escalated to board level. The Complaints Officer then works with the Presiding Member. If it is referred to the Trust Board Chairperson the Complaints Officer works with the Trust Board Complaints Officer, if the incident involves both boards. The Complaints Officer works independent of the Principal. School management to confirm the appointment of a Complaints Officer.

Mrs Saunders advised there is another complaint being investigated today which resulted in a student being stood down.

Mrs Saunders emailed the complainant advising what action has been taken and enquired if she was happy with the resolution; Mrs Saunders has not had a response yet. If the complainant is happy with the actions it will be considered closed.

Decision Date: 22 Jun 2023
Outcome: Approved



Complaints

Complaints form to be upload to website.

Due Date: 29 Jun 2023
Owner: (Deputy Principal) Charlotte Saunders



Complaints Officer

A complaints officer to be appointed.

Due Date: 16 Jul 2023
Owner: (Principal) Brian Evans



Celebration Dinners

Mrs Saunders advised the informal dinners have been very successful.

Mr McGeorge advised the numbers equated to approximately 40% turnout of families.

Mrs Ngataki advised the dinners would have been an opportunity for the board to consult informally with its community, the board could have informal discussions with parents or provide a short quick survey to fill in and leave in a drop box.

Decision Date: 22 Jun 2023



Media Contact

Rev Fisiiahi advised he contacted the media to complain about a reporter who contacted his daughter without permission.

Mr McGeorge enquired if Rev Fisiiahi was making a complaint to the school or just sharing information.

Rev Fisiiahi advised he is just sharing information.

The reporter had responded and implied it was the students who contacted her to complain.

Mr McGeorge advised the Dr Edwards is here to help with responses to the media.

Dr Edwards advised families are welcome to contact him if they are concerned and he will formally contact the media advising that the school board has been approached by a parent of the school and they are to desist from approaching our students any further.

Decision Date: 22 Jun 2023



Achievement Report

Mr Eason advised there is a difference between a resubmission where student makes an error and gets to do one resubmit and a further assessment opportunity FAO being provided later in the year which is not always the case

Further assessment opportunity FAO is where a the teacher has to create a completely new standard and offer it to all the students in the class. In Mr Eason's department that is not manageable therefore a FAO is not offered.

Mrs Saunders advised Science is often able to offer a FAO as it may be an assessment students sit in one hour however, in History and Media Studies its 10 weeks of work. Its not possible to offer it at a later date as there is just not enough time.

Ms Rountree enquired do students track their own learning.

Mrs Saunders advised they can via Schoolpoint and learning coaches where they would have regular conversations.

Ms Rountree enquired if there are targeted groups who are on the cusp of the pass rate.

Dr Edwards enquired if learning coaches have achievement boards in their rooms where students can track their credits.

Mrs Saunders advised it has been discussed but it hasn't been implemented yet.

Dr Edwards advised the achievement data reported must be correct.

Dr Edwards noted the school is really starting to manage students who are behind and are purposely doing something to left them up.

Mr Buke advised the school held a meeting for all students at the beginning of the year. This may be a good time to raise the issues of attendance and returning to the hostels on a Sunday.

Decision Date: 22 Jun 2023

4.2 Finance Report



MOE June 1 Return

It was agreed to receive the June 1 Return.

Decision Date: 22 Jun 2023

Mover: (Proprietor's Representative) Gillian Laird

Second: (Staff Representative) Jean-Paul Eason

Outcome: Approved

4.3 Health & Safety



Health and Safety

No information for this meeting of the board.

Decision Date: 22 Jun 2023

4.4 Student Representative



School Ball

Miss Taia advised that students have been fundraising for the senior ball however, due to the PPTA strike days the students are struggling to meet their target. Miss Taia enquired if the board could assist with funding the event.

After further discussion it was agreed that Miss Taia work with the teacher in charge and should there be a shortfall the teacher in charge contact the Presiding member.

Decision Date: 22 Jun 2023

Mover: (Presiding member) David McGeorge

Second: (Proprietor's Representative) Gillian Laird

Outcome: Approved



School Ball

School ball fundraising.

Due Date: 28 Jun 2023

Owner: (Deputy Principal) Charlotte Saunders



Art Room

Miss Taia advised students have complained about the work on old art room taking too long.

Mr McGeorge advised the Art room is scheduled for maintenance during the Christmas holidays.

Mrs Saunders advised there is a lot of work required and contractor availability has been an issue, plans and designs are being drawn up so the school ends up with something fit for purpose, there is also an intention to get some consultation with other schools and thinking longer term whether we want a DBC facility.

Mrs Saunders advised there is a contractor booked to complete work over the Christmas period and probably won't be up to purpose until February 2024.

Mr McGeorge enquired about the Tech room, noting it is wet and damp.

Miss Taia advised the Tech room is just too small and students know its not the art room.

Mrs Saunders advised the Tech room was utilised as a temporary art space as the old art room wasn't fit for purpose in its current state.

Mrs Saunders advised the Tech room has been scheduled to be repaired.

Dr Edwards advised it needs to be repaired and better fitted out as an Art room for the next 6 months.

Mr McGeorge advised that he and the Chairperson of the Trust Board have professional in during the holidays and will be undertaking a site walk to view all the spaces in the school.

Decision Date: 22 Jun 2023



Art Room

Tech roof to be repaired and Art room to be better fitted out as an Art room space.

Due Date: 17 Jul 2023

Owner: (Presiding member) David McGeorge



Negative Public Reponses following Media Coverage - Instagram/Facebook Comments

Miss Taia advised students are being negatively targeted in public and via the schools Instagram and Facebook pages since the media coverage broke.

Strangers are approaching students in uniform and when the Kairangi awards were posted on Instagram as a positive it was followed by some very negative and demeaning comments from the public. Students don't want to wear their uniform for fear of being targeted.

Miss Taia enquired what support systems are in place for students who have been experiencing that negativity.

Dr Edwards advised we have prepared our staff and board for what is coming from the media but we haven't prepared our students. We need to prepare our students that there is more coming next week when the ERO report is released publicly and into the future there will be other news media. Students need to know if they are approached in the street they need to walk away and that there are people they can speak to here like the counsellor, SLT and other staff who will listen and support them. Have an open door.

Mr McGeorge advised when he was in Pukekohe he saw some Pukekohe High students so he approached them and asked how much interaction did they have with the students from Wesley College they advised it is sad because they no longer wear their uniform with pride. Even another school in our area knows what is happening.

Decision Date: 22 Jun 2023

Outcome: Approved



Media Coverage Response

Look into who is administrating the school Instagram and Facebook pages and take the negative comments down.

Prepare students for the upcoming coverage that is likely to happen following the release of the ERO report next week.

Due Date: 30 Jun 2023

Owner: (Deputy Principal) Charlotte Saunders



Acknowledgement

Miss Taia advised that Miss Fili Fono, past student has been holding sessions with female students regarding emotional and physical support to enhance life after school and moving forward to University.

It was agreed that a letter of acknowledgement be sent to Miss Fono.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Kuli Fisiiahi
Outcome: Approved



Year 13 Students

Mrs Saunders acknowledged the Year 13 group for their determination to turn things around at school and it has also been unfortunate they have had to bare the brunt of the media coverage. They have shown resilience and leadership throughout the school.

It was agreed that a letter of acknowledgement be sent to the Year 13 students to be read out in Chapel.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Deputy Principal) Charlotte Saunders
Outcome: Approved



Student Survey

Miss Taia reported on the survey undertaken with students male/female, year levels and hostel/day.

Decision Date: 22 Jun 2023
Outcome: Approved



Mr McGeorge acknowledged Miss Taia for her report the information...

Mr McGeorge acknowledged Miss Taia for her report the information which was well received by the board and congratulated her for providing a very informative report.

Decision Date: 22 Jun 2023
Outcome: Approved

4.5 Hostel Council Report



It was agreed to receive the April minutes of the Hostel Council

It was agreed to receive the April minutes of the Hostel Council

Decision Date: 22 Jun 2023
Outcome: Approved

4.6 Policy Sub-Committee (PSC)



It was agreed to approve on block the Policy on Policy, Complaint...

It was agreed to approve on block the Policy on Policy, Complaints Policy and the Child Protection Policy

Decision Date: 22 Jun 2023
Mover: (Staff Representative) Jean-Paul Eason

Seconded: (Parent Representative) Kuli Fisiiahi
Outcome: Approved



Approved Policies

Approved policies to be sent to school community and updated on all platforms

Due Date: 7 Jul 2023
Owner: (School Board Secretary) Barbara Ngataki

5. Other Business

5.1 BoardPro



BoardPro Approval

Mr McGeorge advised that both he and Mrs Ngataki had met with BoardPro following which Mrs Ngataki was sent a link for a 30 day free trial. Mrs Ngataki used tonights meeting as a trial template and found the platform extremely easy to use.

The platform will cost \$2,000 per annum and if we register now we will receive a discount on the cost.

It was agreed to secure BoardPro.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconded: (Proprietor's Representative) Gillian Laird
Outcome: Approved



BoardPro

Contact BoardPro and approve.

Due Date: 27 Jun 2023
Owner: (Presiding member) David McGeorge

5.2 Combined Boards



Combined Boards

Due to the NZSTA workshop it was agreed to cancel the combined boards meeting in November.

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconded: (Proprietor's Representative) Gillian Laird
Outcome: Approved



Combined Boards Meeting

Contact Mr Johnston to advise the Board is not available to meet in November.

Due Date: 27 Jul 2023
Owner: (School Board Secretary) Barbara Ngataki

5.3 Mr Eason and Miss Taia left the meeting at 8.15pm

5.4 In-Committee Meeting



In-Committee

It was agreed the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989. The Board moved in-committee at 8.20pm.

The Board returned to open meeting at 8.35pm

Decision Date: 22 Jun 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Kuli Fisiiahi
Outcome: Approved

6. Meeting closed 8.40pm

6.1 Close the meeting

Next meeting: School Board - 27 Jul 2023, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.3	Fili Fono Due Date: 30 Jun 2023	(School Board Secretary) Barbara Ngataki
1.3	Year 13 Students Due Date: 26 Jun 2023	(School Board Secretary) Barbara Ngataki
1.5	Staff Survey Due Date: 27 Jul 2023	(Deputy Principal) Charlotte Saunders
1.5	Property Finance Meeting Due Date: 14 Jul 2023	(Presiding member) David McGeorge
2.1	Strategic and Annual Plan Due Date: 27 Jul 2023	(Presiding member) David McGeorge
2.1	Governance Training Due Date: 27 Jul 2023	(Presiding member) David McGeorge
4.1	Attendance Due Date: 24 Aug 2023	(Deputy Principal) Charlotte Saunders
4.1	Attendance Strategy Due Date: 27 Jul 2023	(Principal) Brian Evans
4.1	Complaints Due Date: 29 Jun 2023	(Deputy Principal) Charlotte Saunders
4.1	Complaints Officer Due Date: 16 Jul 2023	(Principal) Brian Evans
4.4	School Ball Due Date: 28 Jun 2023	(Deputy Principal) Charlotte Saunders
4.4	Art Room Due Date: 17 Jul 2023	(Presiding member) David McGeorge
4.4	Media Coverage Response Due Date: 30 Jun 2023	(Deputy Principal) Charlotte Saunders
4.6	Approved Policies Due Date: 7 Jul 2023	(School Board Secretary) Barbara Ngataki
5.1	BoardPro Due Date: 27 Jun 2023	(Presiding member) David McGeorge

Item	Action Title	Owner
5.2	Combined Boards Meeting Due Date: 27 Jul 2023	(School Board Secretary) Barbara Ngataki

Signature: _____

Date: _____