

# CONFIRMED MINUTES

## SCHOOL BOARD



At the **School Board** on **24 Aug 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Wesley College
<b>Date:</b>	Thursday, 27 July 2023
<b>Time:</b>	5:00 pm to 8:35 pm (NZST)
<b>Location:</b>	Wesley College, 801 State Highway 22, Paerata, New Zealand
<b>Board Members:</b>	(Presiding member) David McGeorge (Chair), (Principal) Brian Evans, (Parent Representative) Carla Makiha, (Parent Representative) Fifita Viria, (Parent Representative) Frances Watson, (Proprietor's Representative) Patisepa Tala'imanu, (Limited Statutory Manager) Shane Edwards, (Student Representative) Lauraly Taia
<b>Attendees:</b>	(School Board Secretary) Barbara Ngataki, (NZSTA) Chris France, (Deputy Principal) Chris Wood
<b>Apologies:</b>	(Staff Representative) Jean-Paul Eason, (Parent Representative) Kuli Fisiiahi, (Proprietor's Representative) Gillian Laird, (Proprietor's Representative) Te Aroha Rountree, (Parent Representative) Sakeo Buke
<b>Guests/Notes:</b>	Mr Chris France, NZSTA Board Training and Mr Chris Wood, DP

## 1. CONSTITUTION OF MEETING

### 1.1 NZSTA Board Training



#### Board Roles and Responsibilities

Mr Chris France introduced himself to the board.

Mr France proceeded with the scheduled training for board members.

**Decision Date:** 27 Jul 2023

**Outcome:** Approved

### 1.2 Apologies



#### Receive Apologies

It was agreed to receive the apologies.

**Decision Date:** 27 Jul 2023

**Mover:** (Presiding member) David McGeorge

**Second:** (Principal) Brian Evans

**Outcome:** Approved

### 1.3 Interests Register



#### Receive Interest Register

It was agreed to receive the interest register.

**Decision Date:** 27 Jul 2023

**Outcome:** Approved

### 1.4 Acknowledgements



#### Receive acknowledgments

There were no acknowledgements for this meeting of the Board.

**Decision Date:** 27 Jul 2023

**Outcome:** Approved

### 1.5 Confirm Minutes

School Board 22 Jun 2023, the minutes were confirmed as presented.



#### Approve Minutes 22 June 2023

It was agreed to confirm the minutes of the meeting held 22 June 2023, as a correct record.

**Decision Date:** 27 Jul 2023

**Mover:** (Presiding member) David McGeorge

**Seconder:** (Limited Statutory Manager) Shane Edwards

**Outcome:** Approved

### 1.6 Action Sheet



#### Action Sheet 22 June 2023

It was agreed to receive the follow up to the Action sheet dated 22 June 2023.

**Decision Date:** 27 Jul 2023

**Mover:** (Presiding member) David McGeorge

**Seconder:** (Principal) Brian Evans

**Outcome:** Approved



#### Staff Survey

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

**Due Date:** 24 Aug 2023

**Owner:** (Deputy Principal) Charlotte Saunders



#### Strategic and Annual plan

It was agreed the review timeline of the strategic and annual plan be adjusted to the beginning of term 4; noting the term 3 priority focus is on attendance and achievement.

**Decision Date:** 27 Jul 2023

**Mover:** (Principal) Brian Evans

**Seconder:** (Limited Statutory Manager) Shane Edwards

**Outcome:** Approved



## Strategic and Annual Plan

A review of the strategic and annual plan will commence at the beginning of term 4.

**Due Date:** 26 Oct 2023  
**Owner:** (Presiding member) David McGeorge



## Complaints Officer

The Principal advised Mrs Charlotte Saunders has been appointed the schools Complaints Officer.

Staff are aware of the appointment and the Concerns and Complaints form is on the website.

**Decision Date:** 27 Jul 2023  
**Mover:** (Principal) Brian Evans  
**Seconders:** (Limited Statutory Manager) Shane Edwards  
**Outcome:** Approved

## 1.7 Correspondence



### Receive the correspondence

It was agreed to approve the outward and receive the inward correspondence.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconders:** (Proprietor's Representative) Patisepa Tala'imanu  
**Outcome:** Approved

## 2. Major Decisions and Discussions

### 2.1 ERO Action Plan Progress



#### ERO Action Plan

It was agreed to receive the report of the Presiding Member noting the NZSTA training for board members has commenced and the strategic and annual planning review timeline has been deferred to the beginning of term 4.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconders:** (Limited Statutory Manager) Shane Edwards  
**Outcome:** Approved

### 2.2 Mid-Year Achievement Progress Report



#### Receive the Mid-Year achievement report

Mr Wood reported on the presented Mid-Year achievement report.

Mr Wood advised the report summarises achievement at NCEA Level 1, 2, 3 and the junior school (Years 9 and 10) since the beginning of 2023.

Achievement targets are given in the strategic plan and are reported against . The report will review each NCEA level individually followed by achievement at the junior level.

Identified as on track are those with 100% achievement where students are like to pass all standards they have entered.

Students are entered for more credits than they need to pass.

There are many interventions for students which are tailored for individuals ie Learning Support Coordinator, Tutoring at Night School and ESOL.

### **Level 3**

- Currently, 79% of Level 3 have 100% achievement year to date.
- 24% (13) students have at least 1 Not Achieved grade. This is 11% behind the school target of 90% and is unlikely to be met at this stage.
- The level of achievement following the below interventions for end 2023 is now forecast at 88% (55)
- The 2023 target of 90% is unlikely to be met and estimated to be 2% below

### **Level 2**

- 70% (48) of Level 2 students have 100% achievement
- 30% (21) of Level 2 students have at least 1 Not Achieved grade, this is 20% behind the 2023 target of 90%
- The level of achievement following the below interventions forecast for end 2023 is 85% (59)
- The 2023 target of 90% is unlikely to be met and forecast to be 5% below for end 2023? Confirm

### **Level 1**

- 52% (37) of Level 1 students have 100% achievement
- 43% (34) of Level 1 have at least 1 Not Achieved grade
- The forecast level of achievement following the below interventions at the end of 2023 is 86% (61 students)
- The 2023 target of 95% is unlikely to be met at this stage and estimated to be 9% below

Dr Edwards acknowledged Mr Wood for the time and work put into the Mid-Year achievement report especially while he was away on medical leave.

Dr Edwards also advised that achievement is going well and management has put in some really good strategies over the last term. Working with the one or two students who the school knows is at risk to get across the line will significantly raise the performance.

Dr Edwards also advised the Health and Safety issues raised by ERO he is confident they are under control and moving forward.

There is concern at Level 2 as there is a bit of variation, at risk students need to be identified and supported. Maaori student achievement is negatively impacting on the school which management is aware of and there is some work to be done.

Mr Wood advised at Level 2 it is attendance.

Dr Edwards noted that Year 9 and 10 are enrolling significantly behind Year 9 level; there has to be a lot of catch up work done. Mr Wood is looking at their literacy needs and what is needed to accelerate that literacy gap.

Mr Wood advised students progress at the rate they are supposed to when they are here however, when they first enrol they are already in deficit.

Mrs Makiha enquired what the success rate was for the Reading Plus programme.

Mr Wood advised Reading Plus is generally reading comprehension, the intention for Reading Plus is to boost reading mileage. The aim is 100 reads and the top readers are the boys.

Mrs Makiha enquired is the success of the Reading Plus programme flowing into the classroom and is it improving the data. Is it a good working tool.

Mr Wood advised it is hard to extrapolate from all the interventions however if you compare it to when we didn't have Reading Plus; Reading Plus calculates all progress and how fast a student reads it also sets individual targets.

Mrs Makiha advised that looking at the presented data 63% of Year 10 are moving to Year 11 in 2024 at below.

The Principal advised the school is looking at literacy strategies including extra work at night school. 16 tutors are starting in the evenings the programme is tailored to target those at risk students.

Dr Edwards advised the opportunity for Year 9 and 10 to receive literacy support at night will be helpful.

Mr Wood also advised that all teachers should be teachers of literacy across the curriculum therefore we are looking at a timetable shift P1/2 across the board will be timetabled for foundation skills literacy, numeracy and digital fluency. The school will also move away from e-asTTle to PATs which provides better data in line with the Kahui Ako workstream.

Mr McGeorge also advised the attendance of day students arriving late is a risk to the school.

Mr McGeorge thanked Mr Wood for presenting his report to the board.

It was agreed to receive the report of Mr Chris Woods, Deputy Principal.

<b>Decision Date:</b>	27 Jul 2023
<b>Mover:</b>	(Presiding member) David McGeorge
<b>Seconder:</b>	(Principal) Brian Evans
<b>Outcome:</b>	Approved

### 3. Management Reports

#### 3.1 Principal's Report



##### Receive the Principal's Report

The Principal highlighted items from his presented report.

##### Attendance

The Principal advised historical data for attendance reflects attendance has never been very good in the past therefore rather than looking back its time we start moving forward and talking about attendance again with the community.

There is the obvious day students but there is also the boarders who are returning late to the hostels again. House parents are ringing home to ask why students haven't returned on time, Learning coaches and Deans are ringing home during the day and if they still don't get any responses the Principal also is making contact with homes.

Mrs Tala'imanu enquired if boarders returning on Monday morning on the bus or with the parents.

The Principal advised some will arrive for Chapel on Monday morning, some Monday night and some Tuesday morning. They are being dropped off by their parents. Its the parents who are keeping the students home. We need to find out what are the barriers to parents getting their children to school.

The Principal advised that Mrs Saunders has recommended actions which have been put in place like emailing all families/caregivers reminding them of the link between attendance and achievement, school expectations and how to check their child's attendance on School Point. August is also August Attendance Month and there is a plan to have guest speakers, prizes, lunchtime activities.

Mrs Tala'imanu enquired about the House competitions

The Principal agreed a House competition would be a good addition. The intermittent attendances are also a concern where students are here but they are walking around. The period by period attendance needs to be a focus asking students why did you miss my class, where were you and marking the rolls appropriately.

### **Complaints:**

There are no complaints report as they have been both resolved.

### **Health and Safety**

Dr Edwards advised there should be an open action list at the meetings ie Caretakers still needs to complete the pool treatment training.

The Principal advised that Mrs Denise Bellette, Business Manager and Mr Wayne Morrison, Senior Caretaker are the Health and Safety Officers.

### **Staff Wellbeing**

As part of an ongoing self-review cycle into student wellbeing, the NZCER W@S Intermediate-Secondary Staff Survey<sup>1</sup> was conducted in Term 2, Week 2. Teaching staff were emailed a link to the online survey. At the time of reporting, 18 responses had been received out of a teaching staff of 38, a 47% response rate. All responses were anonymous and data was collated via the NZCER website approximately 17 or 18 staff members submitted response.

The Principal advised that training on anti bullying was undertaken by all staff at the end of term 2.

Dr Edwards suggested that the next survey be undertaken at a staff meeting where all staff are asked to complete before leaving. Dr Edwards would also like to retain the data this time and compare it with the data of the next survey to view if there has been a shift.

The Principal advised the NZCER survey is completed annually.

### **Campus Security**

The Principal advised following the Holistic Safe Guarding meeting where policy, people and safety and the environment was discussed, the Principal has been reviewing and scoping out site security and lighting to deter harmful practices and behaviours.

A phone app can be used to view students evading physical security measures and electronic detection systems (reed switches on exterior doors) and leaving hostels/school grounds.

The Principal advised the Halo Smart Sensor is used for health and safety first and vape detection. Schools who are installing HALO are getting long-term benefits including Vape/THC/Marijuana/Cigarette Detection - Alerts to anyone vaping in location, Air Quality Monitoring/Airborne Sickness Prevention - alerts to unhealthy air conditions and those that are likely to spread airborne disease pathogens, vandalism/Fighting Audio and Gunshot Detection - alerts to abnormal loud noises like breaking items and yelling, emergency/bullying keyword alerting and panic button - person in distress says a keyword or pressed a panic button, alerting security and triggering a response to diffuse the situation and notify that help is on way.

### **Property**

The Principal advised he and Mr McGeorge has engaged a property management group to scope the school property and buildings. Looking at removing the Old Denton and replacing the space with astro turf, basketball hoops, shaded areas etc. The company will present a plan in due course which will be presented to both boards.

Dr Edwards advised it would be great to have student voice around what they want to have in those spaces.

### **Safe Guarding Officer**

The Principal is considering the employment of a safe guarding officer to drive the safe guarding programme. The role may not be a fulltime role yet but will include policies, practical and processes.

It was agreed to receive the report of the Principal.

<b>Decision Date:</b>	27 Jul 2023
<b>Mover:</b>	(Principal) Brian Evans
<b>Seconder:</b>	(Proprietor's Representative) Patisepa Tala'imanu
<b>Outcome:</b>	Approved

## **3.2 Student Representative**



### **Student Representative**

Miss Taia advised there was positive feedback from the students following the last meeting of the Board. Students are very appreciative of the current art room space and the senior ball assistance. Students are also excited that the Careers Advisor has arrived.

<b>Decision Date:</b>	27 Jul 2023
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**Mover:** (Presiding member) David McGeorge  
**Second:** (Parent Representative) Carla Makiha  
**Outcome:** Approved

### 3.3 Hostel Council Report



#### Mrs Tala'imanu advised the Hostel Council will await the School B...

Mrs Tala'imanu advised the Hostel Council will await the School Board Policy review before aligning their policies.

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

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Proprietor's Representative) Patisepa Tala'imanu  
**Outcome:** Approved

### 3.4 Finance Report



#### Finance Report

Mr McGeorge advised the sub-committee met earlier today. Unfortunately due to health Mrs Bellette was unable to meet earlier.

A set of accounts will be sent out to board members in the next few days.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Principal) Brian Evans  
**Outcome:** Approved



#### Finance Reports

Finance reports to be provided to the board.

**Due Date:** 4 Aug 2023  
**Owner:** (Presiding member) David McGeorge



#### July 1 MOE Return

It was agreed to receive the MOE July 1 Return, J1 and J3 tables as presented.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Parent Representative) Carla Makiha  
**Outcome:** Approved



#### Funding Applications

It was agreed to reaffirm the email funding approval to Four Winds Foundation, \$11,150.40 for Driver Education.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Parent Representative) Carla Makiha  
**Outcome:** Approved



### 3.5 Policy Sub-Committee (PSC) Report



#### Approve Policies

Dr Edwards advised when the policies are approved they will be updated on all school platforms and the school community directed to the website.

It was agreed to approve on block the Achievement Assessment Policy, Curriculum Delivery Policy, Internal Evaluation Policy and Pandemic Policy.

**Decision Date:** 27 Jul 2023  
**Mover:** (Proprietor's Representative) Patisepa Tala'imanu  
**Second:** (Parent Representative) Carla Makiha  
**Outcome:** Approved

### 3.6 Student Representative Election



#### It was agreed to appoint Mrs Ngataki as the returning officer for...

It was agreed to appoint Mrs Ngataki as the returning officer for the 2023-2024 Student Representative election.

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Proprietor's Representative) Patisepa Tala'imanu  
**Outcome:** Approved

## 4. Other Business

### 4.1 In-Committee



#### In-Committee

Mr Wood left the meeting at 7.01pm

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 7.03pm.

The Board returned to open meeting at 7.15pm

**Decision Date:** 27 Jul 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Proprietor's Representative) Patisepa Tala'imanu  
**Outcome:** Approved

## 5. Meeting closed

### 5.1 Close the meeting

**Next meeting:** School Board - 24 Aug 2023, 5:00 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
1.6	Staff Survey <b>Due Date:</b> 24 Aug 2023	(Deputy Principal) Charlotte Saunders
1.6	Strategic and Annual Plan <b>Due Date:</b> 26 Oct 2023	(Presiding member) David McGeorge
3.4	Finance Reports <b>Due Date:</b> 4 Aug 2023	(Presiding member) David McGeorge

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_