

# CONFIRMED MINUTES

## SCHOOL BOARD



At the **School Board** on **21 Sept 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Wesley College
<b>Date:</b>	Thursday, 24 August 2023
<b>Time:</b>	5:00 pm to 6:51 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, (Proprietor's Representative) Gillian Laird, (Staff Representative) Jean-Paul Eason, (Parent Representative) Kuli Fisiiahi, (Parent Representative) Sakeo Buke
<b>Attendees:</b>	Chris France, (School Board Secretary) Barbara Ngataki
<b>Apologies:</b>	(Limited Statutory Manager) Shane Edwards, (Proprietor's Representative) Patisepa Tala'imanu, (Proprietor's Representative) Te Aroha Rountree, (Student Representative) Lauraly Taia

## 1. CONSTITUTION OF MEETING

### 1.1 NZSTA Board Training



#### Legal Requirements, what gets the board in legal trouble.

Mr Chris France proceeded with the scheduled training for board members.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved

### 1.2 Apologies



#### Receive the apologies

It was agreed to receive the apologies.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved

### 1.3 Interests Register

## 1.4 Board Delegations and Subcommittees



### Approve Delegations

It was agreed to approve the 2023-2024 Delegations with amendments.

**Decision Date:** 24 Aug 2023  
**Mover:** (Proprietor's Representative) Gillian Laird  
**Seconder:** (Parent Representative) Sakeo Buke  
**Outcome:** Approved



### Receive Sub-Committees

It was agreed to receive the Sub-committees.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved

## 1.5 Acknowledgements



### Student Representative

2022-2023 Student Representative: The board acknowledged the service of Miss Lauraly Taia.

**Decision Date:** 24 Aug 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconder:** (Parent Representative) Carla Makiha  
**Outcome:** Approved



### Koroneihana

Koroneihana 2023: Mrs Ngataki acknowledged the students who attended Koroneihana over the past week. The Kapa Haka group performed Friday, 18 August with te Maramara o te Puaha o Waikato combined schools and a group of Year 9 students provided 'Service to our Community' 20 August 2023. Marae whaanau acknowledged their attendance as did others who saw them there.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved

## 1.6 Confirm Minutes

School Board 27 Jul 2023, the minutes were confirmed as presented.



### Confirm the Minutes of the meeting held 27 July 2023

It was agreed to confirm the minutes of the meeting held 27 July 2023 as a correct record.

**Decision Date:** 24 Aug 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconder:** (Parent Representative) Carla Makiha  
**Outcome:** Approved

## 1.7 Action Sheet



### Receive the Action Sheet

It was agreed to receive the Action sheet noting the status of the outstanding actions.

**Decision Date:** 24 Aug 2023

**Outcome:** Approved



### ERO Action Strategic and Annual Plan Review

Review the Strategic and Annual Plan.

**Due Date:** 26 Oct 2023

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

## 1.8 Correspondence



### Year 13 EOTC Request

It was agreed to approve in principle the proposed Year 13 EOTC trip to allow planning to commence.

All EOTC documentation is to be completed in full.

**Decision Date:** 24 Aug 2023

**Mover:** (Parent Representative) Carla Makiha

**Seconder:** (Parent Representative) Kuli Fisiiahi

**Outcome:** Approved



### Receive the Correspondence

It was agreed to receive the inward correspondence.

**Decision Date:** 24 Aug 2023

**Outcome:** Approved

## 2. Major Decisions and Discussions

### 2.1 ERO Action Plan



#### Receive the ERO Action Plan Progress

It was agreed to remove this item from the agenda as the outstanding Strategic and Annual plan review is already recorded within the boards actions to complete.

**Decision Date:** 24 Aug 2023

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

**Seconder:** (Principal) Brian Evans

**Outcome:** Approved

### 3. Management Reports

#### 3.1 Principal's Report



##### Receive the Principal's Report

It was agreed to receive the report of the Principal.

**Decision Date:** 24 Aug 2023

**Outcome:** Approved



##### Principal's Report

The Principal highlighted items from his presented report.

Its the first term since 2019 where there has been no interruptions.

The night school programme which is the new version of the old Prep study time is going well. There are approximately 18 tutors onboard, teachers from Wesley and other schools who are teaching/tutoring small groups of students focusing on NCEA; next year we are planning to have literacy and numeracy programmes running for Year 9 and 10. Night school is funded by the Trust Board.

The school roll will drop next year, Year 9 is looking very low but are still hopeful to reach 70 students which is approximately a drop of 20 Year 9 students. This is impart due to ERO and the poor media coverage following the Royal Commission hearings hopefully the school will recover quickly but it will have consequences for the board in relation to staffing and funding.

Mr Buke enquired if the Year 9 roll was closed.

Mr McGeorge advised the roll is not closed but it is struggling to make the numbers up.

The Principal advised there is a plan to hold a few open morning tours to encourage interest, looking at inviting the local schools, go into Chapel, show the families and students around the site. The Principal also advised the Royal Commission report is due the middle of next year which has the potential to have an ongoing effect on the roll.

Policy training on the Child Protection and, Concerns and Complaints was undertaken by some staff last week. There is another training scheduled for tomorrow.

There were 3 stand-downs for theft since the last meeting of the Board, no suspensions this year.

NCEA is tracking well this year looking at level 1, 2 and 3 results around the mid 80%.

Attendance is tracking upward from 83% to 87 - 88%, a lot of work is going on following up with students and families.

There are two complaints in the complaints register, one is closed and the other one Mrs Saunders has responded to.

The Principal noted the CERP as contained in the information.

The staff survey is available for board input.

Mrs Ngataki advised as the board had requested input into the staff survey it would be appreciated if any comments could be forwarded to Mrs Ngataki by Wednesday, 30 August at which time it will be sent on to Mrs Saunders.

Mrs Makiha requested that the personal digital devices be placed on the September agenda for further discussion. Mrs Makiha felt that students who are 18 years and over are entitled as adults to have access to their personal digital devices.

The Principal advised that staff requested that the ban be considered therefore it is open to discussion. Its not going to be implemented until the start of 2024. The Principal also agreed it is worth having further discussions and placing it on the September agenda for the board.

Mrs Makiha felt that there is the blanket no, but for the boarders they can leave their devices in the hostel, for day students it becomes a safety risk for them after school, maybe a lock box could be considered.

Mr Eason advised that 99% of staff do not want the personal devices in the classroom.

Rev Kuli advised that his daughter will be 18 this year and if it is the school rules then the family should support the school rules. The family should talk to their children.

It was agreed to place personal digital devices on the September agenda.

**Decision Date:** 24 Aug 2023



### **Personal Digital Devices**

Personal Digital Devices to September Agenda.

**Due Date:** 21 Sept 2023

**Owner:** (School Board Secretary) Barbara Ngataki

## **3.2 Student Representative**



### **Receive the Student Representative's Report**

There was no report for this meeting of the board.

**Decision Date:** 24 Aug 2023

**Outcome:** Approved

## **3.3 Hostel Council Report**



### **Receive the Hostel Council Report**

Mr McGeorge advised the Hostel Council has not met since the last meeting of the board.

**Decision Date:** 24 Aug 2023

**Outcome:** Approved

## **3.4 Finance Report**



### **Receive/approve the Finance Report**

Mr McGeorge reported on the tabled minutes of the Finance sub-committee.

Mr McGeorge noted the Finance Accounts for June were sent out via email to the board.

Mr McGeorge advised the board has a deficit of \$71,125 which relates to the payment for LSM, OIA media request and legal costs.

The Ministry of Education will not cover the LSM cost but will consider paying a portion of the OIA request and legal costs.

The school is solvent and has a working capital of funds.

The principal's credit card expenditure was reviewed and approved.

The technology block roof has been replaced, we are now starting on repairs to the insulation and the ceiling.

The meeting with the art teachers has been delayed a couple of weeks due to staff injuries.

Full copy of the July accounts will be sent out to the board.

It was agreed to receive the minutes of the Finance sub-committee.

**Decision Date:** 24 Aug 2023  
**Mover:** (Presiding member) David McGeorge  
**Second:** (Parent Representative) Carla Makiha  
**Outcome:** Approved



### July Accounts

A full set of the July accounts to be sent out to the board.

**Due Date:** 11 Sept 2023  
**Owner:** (Presiding member) David McGeorge

## 3.5 Policy Sub-Committee (PSC) Report



### Approve Policies

In the absence of Dr, Edwards and Mrs Tala'imanu Mrs Ngataki forwarded the Anti-bullying, EOTC, Safe School and Use of Physical Restraint Policies for approval.

It was agreed to approve on block the Anti-bullying, EOTC, Safe School and Use of Physical Restraint Policies.

Mrs Ngataki advised the approved policies will be updated on all school platforms and the school community directed to the website.

**Decision Date:** 24 Aug 2023  
**Mover:** (Staff Representative) Jean-Paul Eason  
**Second:** (Parent Representative) Sakeo Buke  
**Outcome:** Approved

## 4. Other Business

### 4.1 Trust Board and School Board MOU



#### Approve the Trust Board and School Board MOU

Mr McGeorge briefed the board on the tabled MOU.

Mr McGeorge advised as the document had only been received today that the board may need more time before approving its sign off.

It was agreed that the board have two weeks to consider the document and to email Mr McGeorge their decisions. Should anyone have any concerns Mr McGeorge will place it on the Agenda for discussion again at the September meeting of the board.

Mrs Ngataki will forward another copy via Broadpro for Board information.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved



#### Trust Board and School Board MOU

School Board response to MOU.

**Due Date:** 7 Sept 2023  
**Owner:** (Presiding member) David McGeorge



## Trust Board and School Board MOU

Forward a copy of the MOU to Board members via Boardpro.

**Due Date:** 28 Aug 2023  
**Owner:** (School Board Secretary) Barbara Ngataki

## 4.2 NZSTA Training



### Board Training

Mr McGeorge enquired if board members are finding the NZSTA training of value.

The board advised they are happy to continue the trainings.

Mrs Ngataki enquired if board members are receiving information from NZSTA.

The board advised they are receiving information and have joined some of the online PLD offered.

**Decision Date:** 24 Aug 2023  
**Outcome:** Approved

## 4.3 In-Committee



### Move into 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 6.45pm.

The Board returned to open meeting at 6.51pm

**Decision Date:** 24 Aug 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconder:** (Parent Representative) Sakeo Buke  
**Outcome:** Approved

## 5. Meeting closed

### 5.1 Close the meeting

**Next meeting:** School Board - 21 Sept 2023, 5:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner
1.7	ERO Action Strategic and Annual Plan Review <b>Due Date:</b> 26 Oct 2023	(Presiding member) David McGeorge
3.1	Personal Digital Devices <b>Due Date:</b> 21 Sept 2023	(School Board Secretary) Barbara Ngataki
3.4	July Accounts <b>Due Date:</b> 11 Sept 2023	(Presiding member) David McGeorge
4.1	Trust Board and School Board MOU <b>Due Date:</b> 7 Sept 2023	(Presiding member) David McGeorge
4.1	Trust Board and School Board MOU <b>Due Date:</b> 28 Aug 2023	(School Board Secretary) Barbara Ngataki

**Signature:**



**Date:**

21/09/2023