

# CONFIRMED MINUTES

## SCHOOL BOARD



At the **School Board** on **23 Nov 2023** these minutes were **confirmed as presented**.

<b>Name:</b>	Wesley College
<b>Date:</b>	Thursday, 21 September 2023
<b>Time:</b>	5:00 pm to 6:20 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, (Proprietor's Representative) Gillian Laird, (Staff Representative) Jean-Paul Eason, (Proprietor's Representative) Patisepa Tala'imanu, (Limited Statutory Manager) Shane Edwards, (Proprietor's Representative) Te Aroha Rountree
<b>Attendees:</b>	(School Board Secretary) Barbara Ngataki
<b>Apologies:</b>	(Parent Representative) Kuli Fisiahi, (Parent Representative) Fifita Viria

## 1. CONSTITUTION OF MEETING

### 1.1 NZSTA Board Training



#### Board Training Postponed

Mr McGeorge advised Mr France is unwell therefore the NZSTA training has been postponed.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

### 1.2 Apologies



#### Receive Apologies

It was agreed to receive the apologies.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

### 1.3 Interests Register

## 1.4 Board Delegations and Subcommittees



### Receive Delegations and Sub-Committees

It was agreed to receive the Board Delegations and Sub-Committees as information.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 1.5 Acknowledgements



### Mr Lani Tupu - Past Vice President Methodist Church of NZ [1986]

The board acknowledged the passing of Mr Lani Tupou.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 1.6 Minutes

School Board 24 Aug 2023, the minutes were confirmed as presented.



### Confirm Minutes

Approved.

**Decision Date:** 21 Sept 2023

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

**Seconder:** (Proprietor's Representative) Gillian Laird

**Outcome:** Approved

## 1.7 Action Sheet



### Receive the August Action Sheet

It was agreed to receive the Action sheet noting the change in status of those actions completed.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 1.8 Correspondence



### Receive the inward and approve the outward correspondence

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

**Decision Date:** 21 Sept 2023

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

**Seconder:** (Proprietor's Representative) Gillian Laird

**Outcome:** Approved

## 2. Management Reports

### 2.1 Principal's Report



#### Principal's Report

The Principal highlighted items from his presented report.

An excellent term which has continued to be the most uninterrupted since 2019.

#### **Tongan, Maaori and Fijian Language weeks**

All have been amazing celebrations.

#### **Maaori Students**

There have been some exciting developments for our Maaori students led by the HOD Maaori and Pou Manaaki. Students attended and represented Wesley proudly at the Koroneihana, during Maaori Language week the kapa haka group performed and students led Chapel with pride, students performed the welcoming for the Counties Manukau Principal's meeting after which they confidently engaged in conversations with the Principal's representing Wesley with great pride. Staff work with Core Education has had some good feedback.

#### **Female Students**

The girls have also been at the forefront of extra curricular activities with a group proudly representing Wesley at the netball tournament in Hamilton, another group of courageous girls performed on stage at the Spoken Word competition and were placed 2nd in the Auckland Grand Slam, juniors girls completed a social media programme 'Know Your Worth' where presenters were highly impressed by the students, the girls committee group has been meeting, there is a group of Year 10 girls going on an 'all female' Spirit of Adventure voyage and we now have a girls cricket team.

#### **2024 School Roll**

The school roll will potentially drop next year by approximately 20-30 students which is likely to be a reaction to the negative media coverage. We have held a few open days and have had some positive response from those attending. Its not necessarily all bad there is some messaging that we need to take on board i.e. we need to perform and improve in the school and hostel side to become the school of choice. A gentle reminder we have work to complete.

#### **Achievement**

The achievement report is included in the board information there hasn't been a lot of change since the last meeting of the board.

Achievement is fairly stable and encouraging but it is still predictions; most Year 13 are still at school and engaged with their education. We have lost some Year 12s, a couple have enrolled in other schools, others have gone to work, 2 students may return after completing an internship. We will have a better picture 2 weeks into term 4.

We are also running holiday camps for students in individual subjects, students are also attending courses during the holidays which have credits available - places like Techorium which do good quality work around IT, Year 12-13 teachers can also take students from class to workshop with individuals during the term 4.

#### **Holistic Safeguarding**

We met with the person from Holistic Safeguarding yesterday the first step is to develop an action plan around what it will look like which will be presented

to the board; a 'Safeguarding Officer' position description will be developed and once appointed will drive the Safeguarding actions. The Safeguarding Officer will work with the hostels first.

The position will be fulltime and will be advertised when ready.

#### Personal Digital Devices

The Principal advised the information is provided was not meant as a Policy but was a collection of ideas and thoughts however, the development of a policy and procedures would be useful.

Mr Eason was supportive of a phone ban in the classroom and felt most staff would also be supportive.

Mr McGeorge also supported a phone ban during class time.

Mrs Makiha enquired why the Policy isn't implemented in term 4.

The Principal advised that more feedback was required from the community before implementation. Teachers would also need to have input as they would be the people who would be policing the ban.

Mr McGeorge enquired if it would be useful to the Principal if the board supported in principle.

Dr Edwards advised the Board cannot set policy on personal digital devices, policy is part of Dr Edwards delegation.

If the Board would like a policy developed in relation to personal digital devices it is required to advise the LSM, the LSM would then request that consultation must be undertaken with the community and staff as to what they would want contained in the policy, then the policy sub-committee would meet to develop a policy based on that feedback.

#### Whaanau Maaori Engagement

Ms Rountree enquired if there has been much work around engaging with whaanau Maaori.

The Principal advised there hasn't been a lot of engagement this term as the whaanau group is just starting to settle however there are a number of events that are being considered for term 4, a Maaori prize giving/dinner, performance night etc.

#### Wellbeing

Ms Rountree also enquired what is the contribution from the Chaplaincy team to wellbeing in the school.

The Principal advised the Chaplain plays a central role in the wellbeing of staff and students.

#### Principal's Newsletter/Attendance

Mr McGeorge acknowledged the Principal for the September Newsletter noting it was very informative.

The Principal advised that attendance is still an issue especially the return of boarders to the hostel on Sunday nights. A lot of the reasons why parents are not returning their children on a Sunday is very minor further work has to be done to get parents to acknowledge and commit to returning their children to the hostels on Sunday.

Mrs Tala'imanu enquired if parents sign a agreement on enrolment.

The Principal advised parents are well aware of the requirements during interviews, hostel dinners/meetings but is just slips away.

Mr McGeorge advised that when looking at the roll drop there hasn't been a roll drop in female students, the drop has been male.

Ms Rountree enquired if there has been any issues with the female hostel.

The Principal advised there hasn't been anything significant to report, the staffing is great and the students are amazing.

It was **agreed** to receive the report of the Principal.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 2.2 Hostel Council Report



### Receive the report of the Hostel Council members

The Principal advised the Hostel Council only met last night. A report will be available for the November meeting of the board.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 2.3 Finance Report



### Finance Report

It was agreed a full set of the August accounts will be forwarded to board members.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved



### Receive the Minutes of the Property and Finance Sub-Committee

Mr McGeorge advised as this meeting is a week earlier than normal the Finance sub-committee won't be meeting until next week.

A copy of the finance minutes and accounts will be provided to the Secretary for distribution as soon as practical.

Mr McGeorge also advised that due to the date of all of the school board meetings it is impossible to get the finance reports out in time to meet every meeting.

The finance accounts will be forward to the Secretary for distribution as soon as practical after each sub-committee meeting for distribution to the board.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved



### September 1 MOE Roll Return

It was agreed to receive the September 1, MOE Roll Return.

**Decision Date:** 21 Sept 2023

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

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

**Outcome:** Approved

## 2.4 Policy Sub-Committee (PSC) Report



### Approve Policies

It was agreed on block to approve the School Board Code of Conduct, School Board Conflict Resolution, International Learners Refund Policy for Tuition Fees, School Fees Protection for International Learners, School Uniform, Theft and Fraud Policy and Procedure.

**Decision Date:** 21 Sept 2023

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

**Second:** (Proprietor's Representative) Patisepa Tala'imanu

**Outcome:** Approved

## 2.5 Student Representative Election



### Student Representative

Mrs Ngataki advised there were no nominations received.

It was agreed to receive the report of the Returning Officer.

Following discussion it was agreed to invite the 2024 Head Boy and Girl to the 1st meeting of the school board in February, then to invite a selection on 3 students across campus/committees each month to gain student voice at the board meetings.

Mrs Makiha also advised that she is willing to mentor future student representatives.

**Decision Date:** 21 Sept 2023  
**Mover:** (Presiding member) David McGeorge  
**Seconder:** (Principal) Brian Evans  
**Outcome:** Approved

## 3. Other Business

### 3.1 Dr Edwards (LSM)



#### Acknowledgement

Dr Edwards advised that after 6 months he wanted to acknowledge and board and the school for accommodating him.

Dr Edwards appreciates the collegiality and acceptance of his presence.

The board and school has made some good progress, the quality of the board dialogue and discussions is much richer, the leadership of the board is stronger and clearer.

The board has engaged in Policy training and training with NZSTA is positive, the meetings are purposeful and functional and the quality of reporting is fantastic including the quality of management reporting to the board. Dr Edwards advised he is satisfied the board is getting everything it needs to have good optics across the school.

Dr. Edwards is confident the school acts on matters it knows about and acts quickly. He has growing confidence in the achievement and curriculum areas.

The school has made some very good appointments including the Complaints Officer, Health and Safety Officer and the pending Safeguarding Officer.

There has been a conversation with ERO, ERO will not be returning this term. They will be provided with information such as the board meeting minutes, principal's reports and NZCER Survey. A meeting will be held with them at the end of term 1 next year.

There is a few actions to complete in term 4, the board will have to review and refresh the strategic plan. The Principal will engage independent assistance to guide the board to write the plan. The board must consult with the community. Once completed the annual can be derived from the strategic plan.

The Presiding member will need to complete and present to the board the month to month work plan for 2024.

The Principal and LSM will be meeting to work on staff PLD for 2024, Growth Cycles, Literacy and Numeracy, and the night school direction.

The Presiding member and Principal are working on property development.

Dr. Edwards congratulated the board on the work done.

**Decision Date:** 21 Sept 2023



### 2024 Board Work Plan

Board work plan completed for presentation.

**Due Date:** 23 Nov 2023

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



### Strategic Plan

Review and refresh the Strategic Plan

**Due Date:** 23 Nov 2023

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



### 2024 Staff PLD

Principal and LSM - Staff PLD, Growth Cycles, Literacy and Numeracy, Night School

**Due Date:** 23 Nov 2023

**Owner:** (Principal) Brian Evans

## 3.2 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 5.57pm.

The Board returned to open meeting at 6.17pm

**Decision Date:** 21 Sept 2023

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

**Second:** (Proprietor's Representative) Gillian Laird

**Outcome:** Approved

## 3.3 LSM/Principal



### Acknowledgement

Mrs Tala'imanu acknowledged Dr. Edwards for his patience and work with the board.

Ms Rountree acknowledged Dr. Edwards for his workshopping with the board and staff.

Ms Rountree also advised that next year with her appointment she will have to retire from the board. She is confident a replacement will be nominated.

Ms Laird acknowledged Dr. Edwards for his work with the board and the Principal for his strength and support of the board.

**Decision Date:** 21 Sept 2023

**Outcome:** Approved

## 4. Meeting closed

### 4.1 Close the meeting

**Next meeting:** School Board - 23 Nov 2023, 5:40 pm

### New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner</b>
3.1	2024 Board Work Plan <b>Due Date:</b> 23 Nov 2023	(Presiding member) David McGeorge
3.1	Strategic Plan <b>Due Date:</b> 23 Nov 2023	(Presiding member) David McGeorge
3.1	2024 Staff PLD <b>Due Date:</b> 23 Nov 2023	(Principal) Brian Evans

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

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