

CONFIRMED MINUTES

SCHOOL BOARD



At the **School Board Meeting** on **29 Feb 2024** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 23 November 2023
Time:	5:40 pm to 8:35 pm (NZDT)
Location:	Wesley College, 801 State Highway 22, Paerata, New Zealand
Board Members:	(Presiding member) David McGeorge (Chair), (Principal) Brian Evans, (Parent Representative) Carla Makiha, (Limited Statutory Manager) Shane Edwards, (Parent Representative) Frances Watson, (Staff Representative) Jean-Paul Eason, (Parent Representative) Kuli Fisiiahi, (Proprietor's Representative) Patisepa Tala'imanu, (Parent Representative) Sakeo Buke
Attendees:	(School Board Secretary) Barbara Ngataki, Chris France
Apologies:	(Proprietor's Representative) Gillian Laird
Notes:	Dr Edwards (5.45pm), Rev Fisiahi (5.57pm)

1. CONSTITUTION OF MEETING

1.1 NZSTA Board Training



Reporting to the Board

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

Decision Date: 23 Nov 2023
Outcome: Approved

1.2 Apologies



Apologies

It was agreed to receive the apologies.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconded: (Proprietor's Representative) Patisepa Tala'imanu
Outcome: Approved

1.3 Interests Register

1.4 Board Delegations and Subcommittees



Receive Delegations and Sub-Committees

It was agreed to receive the delegations and sub-committees.

Decision Date: 23 Nov 2023
Outcome: Approved

1.5 Acknowledgements



Miss Anne-Marie Lalakai

The Board acknowledged the passing of Miss Anne-Marie Lalakai, HOD Music [2015-2023]. Miss Lalakai was a well respected and loved teacher.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Proprietor's Representative) Patisepa Tala'imanu
Outcome: Approved

1.6 Minutes

School Board 21 Sept 2023, the minutes were confirmed as presented.



It was agreed to confirm the minutes of the meeting held 21 Septe...

It was agreed to confirm the minutes of the meeting held 21 September 2023 as a correct record.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Proprietor's Representative) Patisepa Tala'imanu
Outcome: Approved

1.7 Action Sheet



Action Sheet 17 November 2022

It was agreed to receive the follow up to the Action sheet dated 17 November 2023.

Decision Date: 23 Nov 2023
Outcome: Approved

1.8 Correspondence



Receive Correspondence

It was agreed to receive the inward correspondence.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Sakeo Buke
Outcome: Approved



Grafton Downs

Mr McGeorge advised he had requested that Mr Johnston write to the school board addressing their concerns.

Mr McGeorge advised he was disappointed that a Methodist Board associated to the school had been discussing it without contacting the school in the first instance.

Mr McGeorge also advised there are a couple of primary schools and another secondary school planned for Paerata Rise.

Mrs Makiha felt that Wesley College has been onsite longer so there should be some effort on behalf of Paerata Rise to build a relationship with the school. Wesley could also begin community spirit by engaging and supporting Paerata Primary school.

The Principal advised that we already support Paerata Primary and we need to remember we are now part of a community and as such we will have to look at duties around the area much like many other schools surrounded by a community.

Mr McGeorge requested the Board consider over the break how we could build the relationship between Grafton Downs, the Community and the school.

Mrs Tala'imanu enquired if the letter had come straight to Mr McGeorge.

Mr McGeorge advised it had but he requested that it be written to the school.

Mrs Makiha suggested that duties could be part of the role for the Year 13 Leadership team as well.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Sakeo Buke
Outcome: Approved



Paerata Rise Community Spirit

Board to consider how the school could build community spirit with Paerata Rise.

Due Date: 22 Feb 2024
Owner: (Presiding member) David McGeorge



Mrs Isha Shama

It was agreed to receive with regret the resignation of Mrs Sharma. The board wished her well as she transitioned to her new role.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Sakeo Buke
Outcome: Approved



Mr Phillip Ma'aelopa

It was agreed to receive with regret the resignation of Mr Ma'aelopa. The board wished Mr Ma'aelopa well as he transitioned to his new role.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Sakeo Buke
Outcome: Approved

1.9 Reporting



Quality of Reporting

Dr Edwards advised that he has to leave early and requested he make his report.

Dr Edwards highlighted the following items:

- Congratulated the Principal on the quality of his and the teams reporting.
- Acknowledged the Principal and the Presiding member for their handling of the media and the pressures that it has placed on them and the school.
- Noted the policies for adoption which will complete the work for the Policy Sub-committee this year. Dr Edwards also acknowledged the work of the Policy Sub-Committee.
- CERP: noted Hostel representatives to sit on the Policy Sub-committee for knowledge transfer and consistency of management. It would be really good to have someone from Trust Board. A closed column could be added to the CERP
- Policy training should be completed before Christmas and the Board assured it has been completed.
- Professional Learning Plan: would like a discussion with the Principal and Deputy Principal to get a better understanding of the document
- Whaanau group review: noted, very important document
- Achievement: management now have very good optics, management should only have an achievement report twice a year July and November
- Annual Board work plan: included in the board pack
- Reporting: Complaints, Health and Safety, CERP, SENCo, Pastoral a mountain of work has been undertaken by the school around safety and wellbeing
- Timetable: supports the timetable in principle but does have reservations as students were not widely consulted around the design, student evidence reflects they don't want 90min blocks. Dr Edwards supported the timetabled based on the recommendation there was strong communications to establish a timetable day, a need for PLD to ensure strong pedagogy for 90mins blocks. There must be a review of the timetable in June 2024 to see if it is working or not and must include robust student feedback.
- Return of Powers: Will be recommending to the MOE the return of Media and Policy to school in April 2024. Curriculum and achievement needs more assuring

Mr McGeorge enquired if curriculum and achievement were to remain with Dr Edwards how long would the be for?

Dr Edwards advised the Ministry would usually appoint for another year.

Dr Edwards left the meeting at 6.55pm

Decision Date: 23 Nov 2023

Outcome: Approved



Professional Learning Plan

Dr Edwards to meet with the Principal and Deputy Principal to gain a better understanding of the document.

Due Date: 22 Feb 2024

Owner: (Principal) Brian Evans



Policy Training

The school board assured all updated policies have been trained by the end of year.

Due Date: 8 Dec 2023

Owner: (Principal) Brian Evans

2. Management Reports

2.1 Principal's Report



Receive the Principal's report

The Principal highlighted items from the report.

- The school roll is steady.
- No stand-downs and suspensions.
- Achievement report is looking very good.
- Professional learning is only draft at this time.
- CERP has been updated.
- The Whaanau group is a work in progress.
- Mrs Makiha enquired about parents not knowing their students exam timetable. Mrs Makiha advised that she has received the texts and emails but suggested families may need advice on how to use the portal. Mr Eason advised that he also made phone calls to his parents to ensure they are aware of the exam timetable.
- Safeguarding Structure is next level and well above what is required in New Zealand, it is commencing in the hostels first. An appointment will be made next week.
- Mr McGeorge advised there is a governance section within the structure which the Board will need to take ownership of.
- Mrs Tala'imanu noted an error on the CERP recording a person as a former Trust Board member. The person was a former School Board member.
- Mrs Ngataki will advise Mrs Saunders of the error.
- Demolition of the old hostel building is confirmed to commence 6 December.
- The Principal advised the plan is to replace the space with tables, a covering, basketball hoops, volley nets and table tennis. The Principal will be seeking student voice as to what they would like to see in the space.
- The Principal advised that his personal growth cycle group of approximately 6 Principals and Mr Mike Leach meet through the year. The Principal will be meeting with the Principal from Thames College who will go over his personal growth cycle for sign off.
- Noted the Secondary Principal perspectives survey.
- Noted the 2023 Wesley College NZSSSC Census: Our numbers are up to 70% engagement, cultural activities, spoken word, bands. There are a high number of students engaged.

It was agreed to receive the report of the Principal.

Decision Date: 23 Nov 2023

Mover: (Principal) Brian Evans

Seconded: (Proprietor's Representative) Patisepa Tala'imanu

Outcome: Approved

2.2 Hostel Council Report



Receive the report of the Hostel Council members

The Principal advised that there were no items from the Hostel Council meeting. It was a good meeting and noted the level of reporting from the Head of Hostels has improved the meetings.

Ms Jan Tasker is still chairing the meetings at this stage.

It was agreed to receive the report of the Trustees who attended the Hostel Council meeting.

Decision Date: 23 Nov 2023

Outcome: Approved

2.3 Finance Report



Finance and Property Minutes

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

Decision Date: 23 Nov 2023

Mover: (Presiding member) David McGeorge

Seconder: (Proprietor's Representative) Patisepa Tala'imanu

Outcome: Approved



Receive Profit and Loss report to 31 October 2023

It was agreed to receive profit and loss report to 31 October 2023

Decision Date: 23 Nov 2023

Mover: (Presiding member) David McGeorge

Seconder: (Parent Representative) Carla Makiha

Outcome: Approved



2024 Budget

Following discussions it was agreed to approve the 2024 budget.

Decision Date: 23 Nov 2023

Mover: (Presiding member) David McGeorge

Seconder: (Parent Representative) Carla Makiha

Outcome: Approved



Principal's Wellbeing Fund

It was agreed to approve the Principal's wellbeing allowance as per the collective agreement be transferred to 2024 if not fully utilised in 2023.

Decision Date: 23 Nov 2023

Mover: (Presiding member) David McGeorge

Seconder: (Proprietor's Representative) Patisepa Tala'imanu

Outcome: Approved

2.4 Policy Sub-Committee (PSC) Report



Approve Policies

It was agreed to approve on block the Finance and Safe School Policies. Mrs Tala'imanu advised when the policies are approved they will be updated on all school platforms and the school community directed to the website

Decision Date: 23 Nov 2023
Mover: (Proprietor's Representative) Patisepa Tala'imanu
Second: (Parent Representative) Kuli Fisiiahi
Outcome: Approved



Policy Training Schedule

It was agreed to receive the policy training schedule.

Decision Date: 23 Nov 2023
Outcome: Approved

2.5 Statutory Intervention Outcomes Plan Report End October 2023



Statutory Intervention Outcomes Plan Report End October 2023

It was agreed to receive the Statutory Intervention Outcomes Plan Report End October 2023.

Decision Date: 23 Nov 2023
Outcome: Approved

2.6 2024 Board Work Plan



2024 School Board Work Plan

Mrs Makiha enquired where does engagement with Haapu sit.

The Principal advised it sits under Mana oorite moo te maatauranga Maaori.

Mrs Makiha advised she has heard Ngati Tamaoho through the school and it would be nice to invite them to a meeting so they can meet each other.

Following discussions relating to kawa and tikanga it was agreed that students should learn more waiata to support the HOD Maaori when he stands to speak.

Mrs Ngataki advised that kawa and tikanga is a learning at the school and staff are engaging and are trying to understand the finer points of haka powhiri, powhiri etc.

Rev Kuli would like to see/hear more waiata being sung in Chapel so the students learn.

Mr Eason advised that the school is looking to write its own waiata.

It was agreed to receive the 2024 school board work plan.

Decision Date: 23 Nov 2023
Mover: (Presiding member) David McGeorge
Second: (Parent Representative) Sakeo Buke
Outcome: Approved



Ngati Tamaoho

Invite Ngati Tamaoho to a meeting of the School Board.

Due Date: 22 Feb 2024
Owner: (Principal) Brian Evans

3. Other Business

3.1 In-Committee



In-Committee

It was agreed at 7.55 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 8.30pm.

Decision Date: 23 Nov 2023

Outcome: Approved

4. Meeting closed

4.1 Close the meeting

Next meeting: School Board Meeting - 29 Feb 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.8	Paerata Rise Community Spirit Due Date: 22 Feb 2024	(Presiding member) David McGeorge
1.9	Professional Learning Plan Due Date: 22 Feb 2024	(Principal) Brian Evans
1.9	Policy Training Due Date: 8 Dec 2023	(Principal) Brian Evans
2.6	Ngati Tamaoho Due Date: 22 Feb 2024	(Principal) Brian Evans

Signature: _____

Date: _____