

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **27 Jun 2024** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 23 May 2024
Time:	5:00 pm to 7:15 pm (NZST)
Location:	Wesley College Meeting Room beside the Dining Room, 801 State Highway 22, Paerata
Board Members:	(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, (Proprietor's Representative) Patisepa Tala'imanu, (Parent Representative) Sakeo Buke, (Proprietor's Representative) Te Aroha Rountree
Attendees:	(School Board Secretary) Barbara Ngataki, (HOD English) Natalie Faitala
Apologies:	(Parent Representative) Kuli Fisiiahi, (LSM) Dr. Shane Edwards

1. CONSTITUTION OF MEETING

1.1 Pou Manaaki



Welcome/Introduction

Mr McGeorge welcomed Ms Valelia Te Wao, the Pou Manaaki to the meeting of the School Board.

Ms Te Wao introduced herself.

Decision Date: 23 May 2024

Outcome: Approved

1.2 HOD Reports to Board



2023 HOD English

Mr McGeorge welcomed Mrs Natalie Faitala to the meeting.

Mrs Faitala presented a summary of the work undertaken in the English department in 2023.

Mrs Faitala acknowledged her fellow colleagues who work in her department.

Mrs Faitala provided a copy of AsTTle Reading results for Year 9 in 2023 and 2024.

Results reflect Year 9 are at a lower level than the National level noting it is a huge challenge to deliver to the students.

The human resource used are RTLB, teacher aides and learning support.

Mr McGeorge enquired if the department knew what level the students were sitting at, at the beginning of the year. Are the students being tested before they get here or after they arrive.

Mrs Faitala advised that students are tested before they arrive.

Mrs Makiha enquired about the reading programme and whether there was value in challenging students to read 50 books.

The Principal advised there is a lot of value as the movement of AsTTle was significant.

Mrs Makiha advised we know Year 10s this year will be low because Year 9s were low last year, not all assessment tasks are the same and when it comes to an OTJ (overall teacher judgement) it can be fudged to get the result they want.

Mrs Faitala advised Learning Support uses PATs where a student can be identified as high needs. The English department uses AsTTle mid-year and end of year.

Mrs Faitala supported the reading programme noting it does accelerate students.

Mr McGeorge enquired if the low ability students were boarders or day students.

Mrs Faitala advised there is no correlation, it is across the board.

Ms Laird enquired if the Primary and Intermediate schools are providing information.

Mrs Faitala advised some information is provided by previous schools but not for all those arriving.

Mrs Faitala advised it is challenging and it requires time to wrap around support. There is also challenges around technology, online learning and AI usage.

Some students do not have access to devices at home; they are disadvantaged.

Ms Rountree enquired if the department uses AI detection software.

Mrs Faitala advised there is no point in using AI protection software.

Mr McGeorge agreed AI is a government issue it is a worldwide problem.

Mrs Faitala advised schools have had to consider not using online assessments and are going back to pen and paper or lockdown monitored testing online.

Following further discussions Mr McGeorge thanked Mrs Faitala for her report to the board.

Decision Date: 23 May 2024

Outcome: Approved



2023 Social Sciences

Mr McGeorge welcomed Mr Jean-Paul Eason to the board as the HOD Social Sciences.

Mr Eason reported on the work undertaken in the Social Sciences Department 2023; Mr Eason also tabled an amended summary to the report.

Mr Eason advised the results reported in the HODs report were as at the time and the tabled amended version are the actual results now.

Mr Eason noted his included budget.

Mr McGeorge advised the budget is a management area of responsibility which all HODs feed into.

Mr Eason advised the budget is submitted but you don't always get what you ask.

Mr Eason noted Pg 35 pass rates in black is 2023, in red is 2022.

Mrs Tala'imanu enquired about the results for the Travel and Tourism which reflects a 50% pass rate.

Mr Eason advised the new teacher struggled to get the students to submit work. Unfortunately, Travel and Tourism is not timetabled this year.

Mrs Makiha noted that access to devices has also been raised in the Social Sciences department.

Ms Rountree enquired about the Year 13 Waitangi field trip.

Mr Eason advised the trip was submitted in his budget last year but was declined.

Ms Rountree enquired if there is potential for a multi department approach for a trip.

Mr Eason advised there could be; the intention of the trip was to take the students to Waitangi for the experience.

Ms Rountree advised that Trinity College takes students to Waitangi every year so they are engaged in the Karakia.

Ms Rountree also advised there maybe potential for the Church to support the school with accommodation using the spaces the Church has available. Ms Rountree advised that it is not about Waitangi Day it is also about the missions, mission stations that were first established as part of our Church history.

Mr McGeorge thanked Mr Eason for his report to the board.

Decision Date: 23 May 2024

Outcome: Approved

1.3 Presiding Member



Presiding Member Special Leave

Mr McGeorge briefed the board on his recent health issue. Mr McGeorge also advised he will be taking special leave from 15 June to 15 July 2024.

The board appreciated Mr McGeorge's candid advice and approved his special leave request.

It was agreed that Ms Laird will Preside over the June meeting of the board in Mr McGeorge's absence.

Decision Date: 23 May 2024

Mover: (Proprietor's Representative) Gillian Laird

Seconder: (Principal) Brian Evans

Outcome: Approved

1.4 Apologies



Receive Apologies

It was agreed to receive the apologies of Dr Edwards and Rev Fisi'iahi.

Decision Date: 23 May 2024

Mover: (Presiding member) David McGeorge

Seconder: (Principal) Brian Evans

Outcome: Approved

1.5 Interests Register

1.6 Delegations and Sub-Committees



Receive the Delegations and Sub-Committees

Mrs Tala'imanu requested that parent representatives give more consideration to the membership on the sub-committees.

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

Decision Date: 23 May 2024

Outcome: Approved



Ms Frances Watson

Mrs Ngataki advised this was the third consecutive meeting Ms Watson has not attended.

Mrs Ngataki advised there has been no communications from Ms Watson therefore she cannot continue as a board member.

Following discussions, it was agreed to advertise the casual vacancy to the community. Should more than 10% request an election an election will be held. If there is less than 10% the board has the option to appoint.

Mrs Ngataki will contact Ms Watson.

Decision Date: 23 May 2024

Mover: (Presiding member) David McGeorge

Second: (Proprietor's Representative) Gillian Laird

Outcome: Approved



Casual Vacancy Advertisement

Community to be notified of the casual vacancy. Should more than 10% request an election and election will be held.

Due Date: 27 May 2024

Owner: (School Board Secretary) Barbara Ngataki

1.7 Receive Acknowledgements



Acknowledgements

There were no acknowledgements.

Decision Date: 23 May 2024

Outcome: Approved

1.8 Minutes

School Board Meeting 4 Apr 2024, the minutes were confirmed as presented.



Approve Minutes

It was agreed to affirm the the email approval /receipt of agenda items noting the policies are to be discussed in the PSC section of the meeting.

It was agreed to confirm the minutes of the meeting held 4 April 2024.

Decision Date: 23 May 2024

Mover: (Staff Representative) Jean-Paul Eason

Second: (Parent Representative) Carla Makiha

Outcome: Approved

1.9 Action List

Due Date	Action Title	Owner
4 Apr 2024	Local Haapu Engagement Status: Completed on 30 May 2024	(Presiding member) David McGeorge



Action List

Ms Rountree enquired if there was going to be engagement with Te Taha Maaori.

The Principal advised there is a plan underway to begin engagement.

It was agreed to receive the action list for outstanding items.

Decision Date: 23 May 2024

Outcome: Approved

1.10 Receive/Approve Correspondence



Correspondence

Aqualab:

Mr McGeorge advised the school is working with Grafton Downs to provide town supply for the school which would eliminate the need for water testing.

WCOSA Membership Invitation:

Mr McGeorge advised anyone on the board could be a member of the Old Students association if they wished.

Following discussions the board acknowledged the interest of WCOSA however with the boards commitment to other sub-committee areas declined forwarding a representative.

It was agreed to receive the inward correspondence.

Decision Date: 23 May 2024

Mover: (Presiding member) David McGeorge

Second: (Principal) Brian Evans

Outcome: Approved



WCOSA Representative Invitation

A letter to be sent to Mrs Ngaire Lepper declining a representative membership.

Due Date: 31 May 2024

Owner: (School Board Secretary) Barbara Ngataki

2. Management Reports

2.1 Receive the Principal's Report



Principal's Report

The Principal highlighted items from his report.

Phone Ban:

The Principal advised there has been no significant issues with the implementation of the no phones ban.

Leaver's Data:

The Principal advised the leavers data is important information for the board.

Leavers data is a different lens on our overall achievement and retention rates for all students aged over 16.

In 2023 there were 77 leavers - all Yr. 13 plus a group of others over 16 years of age - some will have relocated, changed schools or gone to work/course. Our current data is fairly good up to L2, but there are some poorer results, particularly for Maori, at L3 and UE.

Do we know the 2023 leavers who were at risk - the 6 who left with no qualifications?

Do we know who those at risk of leaving with no, or low qualifications in 2024 are?

What plans can we put in place?

Realistically we may not retain all students, it's about knowing where they go and what better options they might have to complete their NCEA via a course etc.

A good goal is 90 - 95% of leavers leave with L2 and above. We are currently at 82% of all leavers having L2 or above.

The Principal noted the NCEA graphs which are all reflecting a positive lift again.

Waharoa:

The early morning blessing went well.

Graduate Profile:

The Principal advised the graduate profile of a Wesley Leaver was put together in consultation with staff, students and whanau.

School Roll:

The Principal advised enrolments is still going strong and we are still receiving applications for Year 9 this year.

Suspensions:

Mr McGeorge advised that families are still confusing the School Board with the Trust Board. The boards are two very different entities and if you are expelled from the Hostels it does not mean you cannot attend the school as a day student.

The Principal advised that our suspensions % is no different from any other school in the country.

The board has taken a very firm line with suspension and a zero tolerance stance is the right thing to do now.

May Achievement Report:

The Principal advised that Mr Wood has been tracking students who have achieved 100% to date L3 - 91%, L2 - 88%, L1 - 98% the results are very encouraging at this stage of the year.

The Principal noted P93 - Engagement. The report was written by Steve Savelle from Cognition who has been in for the past two years measuring student engagement and teaching and learning. Engagement data has increased from 42% in 2022 to 64% in May 2024

Mr Savelle will be attending the June meeting to present a full report to the board.

2023 Achievement Report, Analysis of Variance and 2023 End of Year Financial Accounts.

The Principal advised these reports require approval so they can be submitted to the Ministry of Education.

Final Comment

The Principal advised education is getting a lot of air time at the moment and has done for a few years now; its is not in the best shape at the moment.

The Principal encouraged the board to be courageous about what we are doing and don't lose sight of the long game with the students in the middle.

We are still working to move forward and we need to be brave about the decisions we are making.

It was agreed to receive the Principal's Report.

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Outcome: Approved



2023 Achievement Report, Analysis of Variance and 2023 End of Year Financial Accounts.

It was agreed to approve the 2023 Achievement Report, Analysis of Variance and 2023 End of Year Financial Accounts.

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Second: (Staff Representative) Jean-Paul Eason
Outcome: Approved

2.2 Hostel Council



Receive the Hostel Council report

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

Decision Date: 23 May 2024

2.3 Finance Report



Receive the Finance Report

Mr McGeorge reported on the tabled Finance Report for the month end April 2024.

Profit and Loss

The deficit continues to increase, the college will be reviewing expenses to identify changes required:

All staff have been informed there is no approved expenditure outside of the budget

Due to two weeks holiday the rate of the deficit increase has slowed, we are hoping this gives us time to reduce expenditure.

Balance Sheet

Working capital surplus is low at \$184,372 which is \$516 per student.

Cash Flow

Cash surplus is increased due to the operations grant instalment, on 1 April, we currently have a surplus of \$638,515. Deducting committed funds expenditure we have a surplus of \$473,633.

Payables

It was agreed to approve payables to the amount of \$61, 463.97

2023 End of Year Audit Adjustments

The auditors advised there are no changes to the numbers but there are some changes to the explanations. The accounts are on track to be submitted.

It was agreed to approve the 2023 End of Year Accounts Audit Adjustments

Principal's Wellbeing Fund

Mr McGeorge advised that the Principal has submitted a proposal to the finance sub-committee. The fund is per the Principals Collective.

The Principal advised that he has proposed to visit Sri Lanka visiting Methodist Colleges and meeting up with the President of the Conference in Sri Lanka. He will return via Sydney spending time with the Australian Rugby team looking at their team culture and leadership.

It was agreed to approve the Principal's Wellbeing fund proposal

Sports Fee

Mr McGeorge advised a number of years ago the board approved a capped \$20 sports fee.

The finance committee would like to recommend that the actual sport fee be reviewed and adjusted to meet the needs of the College.

Mrs Makiha enquired if it is like an affiliation fee.

The Principal advised he will request a couple of different models to consider.

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Second: (Proprietor's Representative) Gillian Laird
Outcome: Approved



Sports Fee

Request the sports department submit a couple sports fee models for the board to consider.

Due Date: 27 Jun 2024
Owner: (Principal) Brian Evans

2.4 Annual Accounts



Approve Annual Accounts

It was agreed to approve the Annual Accounts to the year end 31 December 2023 as presented.

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Second: (Proprietor's Representative) Gillian Laird
Outcome: Approved

2.5 Funding Applications



Funding Application Approval

It was agreed to reaffirm the email decision of the Board approving funding applications to:

- Pub Charity: \$11,110.00 - Driver Education, Restricted Licence
- Milistone Foundation: \$7,568.00 - Driver Education Learner, Licence Package
- Trillian Trust: \$9,195.00 - Girls 1st XV Travel costs

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Second: (Proprietor's Representative) Te Aroha Rountree

Outcome: Approved

2.6 Policy Sub-Committee (PSC) Report



Policy Approval

It was agreed to approve on block the follow policies:

- Behaviour Management
- Concerns and Complaints
- Principal's Professional Growth Cycle
- Smokefree Environment and Regulated Products
- Sponsorship and Fundraising
- Teachers Professional Growth Cycle

Decision Date: 23 May 2024
Mover: (Proprietor's Representative) Patisepa Tala'imanu
Seconder: (Staff Representative) Jean-Paul Eason
Outcome: Approved

3. Other Business

3.1 In-Committee



In-Committee

It was agreed at 6.50pm the public is excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(2) (a) of the Official Information Act 1982. The Board moved out of in-committee at 7.10pm

Decision Date: 23 May 2024
Mover: (Presiding member) David McGeorge
Seconder: (Parent Representative) Carla Makiha
Outcome: Approved

3.2 Board Round the Table



Board Final Comment

Trespass Order:

Mrs Makiha enquired if the Principal has the authority to issue a trespass order. Mr McGeorge advised the Principal and the board have the authority to issue trespass orders.

Board Attendance

Ms Laird highlighted the importance of attending meetings.

Site Development

Mr Eason advised he is happy the boards are working on site development for the here and now.

Apology/Polyfest

Mrs Viria apologised for not being present at the April meeting of the board.

Mrs Viria reflected on Polyfest and the importance of culture in the education space.

Mrs Viria felt that student leaders lack initiative to take up their leadership roles within their groups.

Mrs Viria acknowledged that parents do need to have input to help their children achieve.

Resignation/Retirement

Mr Rountree advised this would be her last meeting as she prepares for conference.

Ms Rountree acknowledged the Principal and members of the board.

Mr McGeorge acknowledged the service of Ms Rountree.

School Roll

Mrs Ngataki advised as the Principal stated we are still receiving Year 9 applications for this year.

Enquires are from a family looking to move from St Ignatius and the other from Sacred Heart.

Acknowledgement

The Principal acknowledged the service of Ms Rountree

Decision Date: 23 May 2024

Outcome: Approved

4. Meeting closed

4.1 Close the meeting

Next meeting: School Board Meeting - 27 Jun 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.6	Casual Vacancy Advertisement Due Date: 27 May 2024	(School Board Secretary) Barbara Ngataki
1.10	WCOSA Representative Invitation Due Date: 31 May 2024	(School Board Secretary) Barbara Ngataki
2.3	Sports Fee Due Date: 27 Jun 2024	(Principal) Brian Evans

Signature: _____

Date: _____