

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **22 Aug 2024** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 27 June 2024
Time:	5:00 pm to 6:42 pm (NZST)
Location:	Wesley College Meeting Room beside the Dining Room, 801 State Highway 22, Paerata
Board Members:	(Principal) Brian Evans, (Parent Representative) Carla Makiha, (Parent Representative) Fifita Viria, (Staff Representative) Jean-Paul Eason, (Presiding Member) Patisepa Tāla'imanū, (Parent Representative) Sakeo Buke
Attendees:	Dr. Shane Edwards (LSM), (School Board Secretary) Barbara Ngataki
Apologies:	(Parent Representative) Kuli Fisiiahi
Guests/Notes:	Steve Saville (Cognition Education Limited)

1. CONSTITUTION OF MEETING

1.1 Steve Saville - Cognition Education Ltd



Cognition Presentation

The Principal welcomed Mr Steve Saville to the meeting of the school Board. Mr Saville commented on his tabled report.

Mr Saville advised that he has been working on student engagement with the school for the past two years with the intention of preparing a snapshot report on learning in the classroom from the learner's perspective. This was the second round of these observations, the first round was in March 2022

18 classes were observed and 5 learners were focused on in each class [in 2022, 20 classes and 97 learners were observed]. This gives a total of 90 learners observed. If a learner was in more than 1 class then they were only observed once.

All learners were polite and participated willingly. Classroom environments were neat and tidy. There was a significant amount of student work displayed and good general use of white board configuration. Lessons were orderly and well managed with minimal [almost zero] examples of disruptive behaviors.

This trend across the school is very positive but the change in observed engagement in the senior school is significant. In 2022 there was a sense of neutrality in many classes but in 2024 there is far more active engagement in discussions and conversations around the learning. There are more tasks being offered in a lesson and this variety seems to have resulted in increased

engagement and participation. Teachers are circulating more and all of this leads to a more academic hum in many of the rooms.

Overall this is a very positive comparative report. It reflects what I perceived to be an enhanced feeling of academic focus and academic ownership in many [most] of the classes. There is a very strong base to build an increased level of learner agency, empowerment and accountability on. The learning environment is a positive and increasingly stimulating one. The potential to look at pedagogies and strategies that will further empower learners and staff is there.

Mr Saville enquired if the board had questions.

Dr Edwards advised that student improvement and achievement at the end of the year is most important.

Dr Edwards also noted the school demographic is high Maaori and Pasifika and encouraged the board to not consider any theories/pedagogy that are not endorsed by Maaori and Pasifika peoples.

The Principal advised another area was students feel safer to talk and in considering our context over the last few years that's very uplifting.

Mr Saville also advised there were a couple students who started their conversations with 'this is a great school' there was a sense to this is their place, there was a sense of being able to talk without fear of being put down.

The Principal thanked Mr Saville for attending the meeting.

Mr Saville left the meeting at 5.24pm.

Decision Date: 27 Jun 2024

Outcome: Approved

1.2 Presiding Member



Election of the Presiding Member for 2024-2025

Mrs Ngataki advised with receipt of Mr McGeorge's resignation the board is required to elect a new Presiding Member.

Mrs Ngataki called for nominations:

Nominated: Mrs Sepa Tāla'imanū **EASON/EVANS**

Mrs Tāla'imanū accepted the nomination

Mrs Ngataki called for further nominations.

There were no further nominations. Nominations closed.

Mrs Ngataki declared Mrs Tāla'imanū Presiding Member for the 2024/2025 period.

Mrs Tāla'imanū took the chair.

Mr Eason acknowledged Mrs Tāla'imanū as the first past student and Pasifika person to hold the seat of Presiding Member.

Decision Date: 27 Jun 2024

Mover: (Parent Representative) Carla Makiha

Seconder: (Parent Representative) Fifita Viria

Outcome: Approved

1.3 Interests Register

1.4 Sub-committees



Reaffirm Sub-committees

It was agreed to approve the sub-committees with amendments.

Mrs Makiha requested a meeting of the Discipline Committee to discuss process and training.

Mrs Ngataki advised she will contact Ms Laird as the convener to organise a meeting.

Dr Edwards advised he is also available to assist the committee.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Second: (Parent Representative) Fifita Viria
Outcome: Approved



Discipline Committee

Mrs Ngataki to contact Ms Laird to convene a meeting of the Discipline committee.

Due Date: 25 Jul 2024
Owner: (School Board Secretary) Barbara Ngataki

1.5 Delegations



Receive the Delegations

It was agreed to receive the delegations as tabled.

Decision Date: 27 Jun 2024
Outcome: Approved

1.6 Apologies



Receive Apologies

An apology was received from Rev Fisi'iahi.

It was agreed to receive the apologies.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Second: (Presiding Member) Patisepa Tāla'imanū
Outcome: Approved

1.7 Acknowledgements



Receive Acknowledgements

The board was advised of the passing of Mr Eric Beavis [Past student 1947-1951, Past Trust Board member]

It was agreed to receive the acknowledgement.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Second: (Staff Representative) Jean-Paul Eason
Outcome: Approved

1.8 Correspondence



Receive Correspondence

Mr David McGeorge: The Board received with regret the resignation of Mr David McGeorge.

It was agreed a letter of acknowledgement be sent to Mr McGeorge.

Ms Rosa Autagavaia - HOD Health and PE: The Board received with regret the resignation of Ms Autagavaia.

It was agreed a letter of acknowledgement be sent to Ms Autagavaia.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Seconder: (Parent Representative) Fifita Viria
Outcome: Approved



Mr David McGeorge

A letter of acknowledgement to be sent to Mr McGeorge.

Due Date: 25 Jul 2024
Owner: (School Board Secretary) Barbara Ngataki



Ms Rosa Autagavaia (HOD Health and PE)

A letter of acknowledgement to be sent to Miss Autagavaia.

Due Date: 25 Jul 2024
Owner: (School Board Secretary) Barbara Ngataki

1.9 Casual Vacancy



Casual Vacancy Update

The Board received an update of the Casual Vacancy.

The community consultation closes 1 July.

Ms Ngataki will notify the Board of the outcome 2 July.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Seconder: (Parent Representative) Fifita Viria
Outcome: Approved



Casual Vacancy

Mrs Ngataki to notify the board of the result when community consultation closes.

Due Date: 2 Jul 2024
Owner: (School Board Secretary) Barbara Ngataki

1.10 Student Representative Election



Appoint Returning Officer

It was agreed to appoint Mrs Ngataki the returning officer for the student election per the tabled election timeline.

Decision Date: 27 Jun 2024

Mover: (Parent Representative) Carla Makiha
Seconded: (Parent Representative) Fifita Viria
Outcome: Approved

1.11 Minutes

School Board Meeting 23 May 2024, the minutes were confirmed as presented.



Confirm the May minutes of the Board

It was agreed to confirm the minutes of the meeting held 23 May 2024 as a correct record.

Decision Date: 27 Jun 2024
Mover: (Staff Representative) Jean-Paul Eason
Seconded: (Parent Representative) Carla Makiha
Outcome: Approved

1.12 Action List

2. Management Reports

2.1 Principal's Report



Receive the Principal's Report

The Principal highlighted items from his report.

The Principal advised there has been no stand-downs or suspensions since the last meeting of the board.

There are 60-70% of students registered in team sports and other activities clubs, spoken word the band is playing tonight. Student engagement is very good.

The school roll is steady for this time of the year.

The June achievement report is included in the information and in comparing KAMAR data the result is similar to last year however there is a noticeable increase in excellences being achieved. Term 3 will be the crucial time when we will get a better indication of where we are tracking.

Attendance is becoming exciting, its the first time in years the school is getting some traction. A focus on the hostels and boarders returning on time Sunday nights has made a huge improvement and in knowing the hostel data was strong it became noticeable that day student attendance was a problem. There has been a huge amount of work undertaken, a day student meeting was held, individual students and families were followed up/contacted.

We are now getting 86-87% attendance which is a great improvement.

Wellbeing report its still a little disappointing however there is some concern about the survey being used. The summary of question results differ from the actual individual results ie safe school 68% which is a summary of all the questions asked. If you see the actual question "I feel safe at school" the result is 83% feel safe, "at school people accept me for who I am" the result is 88% feel accepted, "I feel like I belong at school" the result is 88% feel they belong. The number in the righthand box is the number of students who have not answered the question as you work your way through the survey the number of students not answering increases which could mean the survey is too long and may not be the best survey tool for students.

The safety programme is at the forefront of everything the school is doing. We do acknowledge though the areas that we have to improve on and must continue to work hard.

Mrs Tāla'imanū enquired how many times a year is the survey completed.

The Principal advised the NZCER survey is completed annually but there is a lot of data and research now saying short and sharp surveys once or twice a term is more valuable in collecting student voice.

Mr Eason enquired where the survey is from.

The Principal advised it is the New Zealand Council for Educational Research.

Dr Edwards acknowledged the work of management in the area of Health and Safety. If you compare where the school was at in April 2023 to June 2024 it is a significantly healthier place to be to learn and to teach. The school has invested time, energy and resources and is considerably safer than what it was and management should be congratulated.

The school is also making good progress in the achievement area however we still need to keep our eye on things. As a small school we need to be vigilant in term 3 if a couple of students leave this has a huge impact on the school overall performance. Dr Edwards acknowledged the work of Mr Woods in the achievement reporting area, monitoring and analysis is key.

The school has moved back to Term 3 exams this year management has listened to staff to better prepare students for external exams.

Education Review Office (ERO)

The Board moved in-committee at 5.56pm **MAKIHA/TALA'IMANU**

The Board returned to open meeting at 6.02pm **MAKIHA/TALA'IMANU**

It was agreed to receive the report of the Principal.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Seconder: (Parent Representative) Fifita Viria
Outcome: Approved

2.2 Hostel Council



Hostel Council report

The Principal advised the meetings are really good now.

Good reporting and data is being provided and the team in the hostels are coming together well.

Mrs Makiha agreed there is a lot of activity in the evenings now.

It was agreed to receive the report of the members who attended the hostel council meeting dated 6 June 2024.

Decision Date: 27 Jun 2024
Mover: (Principal) Brian Evans
Seconder: (Parent Representative) Carla Makiha
Outcome: Approved

2.3 Finance Report



2023 Audited Financial Statements

Mrs Ngataki advised the 2023 Audited Financial statements were received and approved at the May meeting of the board however there have been some

minor amendments to Board details therefore Mrs Bellette has tabled them again for receipt. There are no amendments to the actual accounting details. It was agreed to receive the 2023 Audited Financial statements with minor amendments.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Seconded: (Parent Representative) Fifita Viria
Outcome: Approved

2.4 Sports Fee



Approve Sports Fee Increase

It was agreed to approve an increase to the sports fee for the 2025 budget.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Carla Makiha
Seconded: (Parent Representative) Fifita Viria
Outcome: Approved

2.5 MOE June 1 Roll Return



Receive the June 1 Roll Return

It was agreed to receive the June 1 MOE Roll Return.

Decision Date: 27 Jun 2024
Mover: (Parent Representative) Fifita Viria
Seconded: (Parent Representative) Carla Makiha
Outcome: Approved

2.6 Funding Applications



Approve Funding Applications

There were no funding applications for this meeting of the board.

Decision Date: 27 Jun 2024
Outcome: Approved

2.7 Policy Sub-Committee (PSC) Report



Policy Report

Dr Edwards advised the importance of the board understanding the Curriculum Delivery, Timetabling and Achievement Assessment Policies.

The policies are specifically around the core business of the school which is quality of learning and student achievement, .

Curriculum Delivery Policy:

The board delegates to the principal the role to oversee planning, implement learning programmes, deliver the curriculum, and evaluate the effectiveness of learning programmes to achieve equitable outcomes for students that need it. The board has the ultimate responsibility for curriculum delivery

The policy covers the curriculum expectations of the school and what students receive as part of their education at the school.

The boards role is to know the policy, ask management questions when they report to the board about the quality of education and achievement.

Timetabling Policy:

The Board must approve the timetable, the PPTA must be consulted on the timetable.

The timetable is the most litigious document in a school as it can't make everyone happy.

The process says by the start of term 3, the Deputy Principal should have arranged for a plan for the following year detailing the subjects/courses to be offered and the desirable staff commitments, having considered all such within the boundaries of the likely school resources.

The Principal advised Mrs Saunders has commenced work on the timetable and it should be ready by the July meeting of the board.

The board should ask management did you consult and who did you consult with.

Achievement and Assessment Policy:

Management should identify who is not achieving, who is at risk and who has special needs and what they are doing about those at risk.

In July the board will receive a really robust report. The school will need to focus on those students who are not achieving.

Mr Eason advised there are situations where students transferring from other schools arrive with no credits which has a huge impact on our overall results.

Dr Edwards advised what Wesley can record is the student came with no credits but gained 20 credits while here.

Decision Date: 27 Jun 2024

Outcome: Approved

3. Other Business

3.1 In-Committee



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 6.16pm.

The Board returned to open meeting at 6.35pm

While in-committee the board agreed to record the following decision in the open section of the minutes **MAKIHA/EASON**

Hostel staff attending school camps.

The board moved to reject the document/request in its entirety as presented.

Decision Date: 27 Jun 2024

Mover: (Parent Representative) Carla Makiha

Second: (Staff Representative) Jean-Paul Eason

Outcome: Approved

3.2 Senior School Ball



School Ball Cancelled

Mrs Viria enquired why the school ball was cancelled.

The Principal advised it was due to lack of numbers.

Decision Date: 27 Jun 2024

Outcome: Approved

3.3 Student Representative



Student Voice

Mrs Makiha voiced concern that there hasn't been a student representative on the board for some time. Mrs Makiha enquired if it was possible to have the Prefects come to the school board meetings, possibly the August meeting of the board.

Mrs Ngataki advised its not been for a lack of trying to get some interest and in fact there were two students who were initially interested in attending but just never came forward. There is an element that the students are really interested in being on the Hostel Council as they feel it is more relevant to them especially the boarders. There is also the student council who could play a role in student voice to the board.

Mrs Ngataki also noted if we are looking at the August meeting the Student Representative election is in September so hopefully we will get a representative anyway.

Decision Date: 27 Jun 2024

Outcome: Approved

3.4 Senior Netball



Senior Netball Cancelled

Mrs Viria enquired if the senior netball team had been cancelled.

The Principal advised with the commencement of Girls rugby most of the team transferred from netball to rugby which made it hard to field a netball team.

Decision Date: 27 Jun 2024

Outcome: Approved

4. Meeting closed

4.1 Close the meeting

Next meeting: School Board Meeting - 25 Jul 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.4	Discipline Committee Due Date: 25 Jul 2024	(School Board Secretary) Barbara Ngataki
1.8	Mr David McGeorge Due Date: 25 Jul 2024	(School Board Secretary) Barbara Ngataki
1.8	Ms Rosa Autagavaia (HOD Health and PE) Due Date: 25 Jul 2024	(School Board Secretary) Barbara Ngataki

Item	Action Title	Owner
1.9	Casual Vacancy Due Date: 2 Jul 2024	(School Board Secretary) Barbara Ngataki

Signature: _____

Date: _____