

CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board Meeting** on **26 Sept 2024** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 22 August 2024
Time:	5:00 pm to 6:45 pm (NZST)
Location:	Wesley College Meeting Room beside the Dining Room, 801 State Highway 22, Paerata
Board Members:	(Presiding Member) Patisepa Tāla'imanū, (Principal) Brian Evans, (Parent Representative) Fifita Viria, (Parent Representative) Apulu Asiata, (Proprietor's Representative) Gillian Laird, (Staff Representative) Jean-Paul Eason, (Student Representative) Moeata Ngataki
Attendees:	Dr. Shane Edwards (LSM), (School Board Secretary) Barbara Ngataki
Apologies:	(Parent Representative) Carla Makiha, (Parent Representative) Sakeo Buke
Notes:	(Presiding Member) Sepa Tāla'manū (5.10pm) Apology for lateness

1. CONSTITUTION OF MEETING

1.1 HOD Reports



2024 HOD Science

The Principal welcomed Ms Ngatia Vaike and Mrs Vaisingano Tupou to the meeting. The board introduced themselves.

Ms Vaike introduced herself to the board.

Ms Vaike advised a highlight over the last five years has been the highest number of Level 1 Science achievement.

An emerging upward trend in achievement and endorsement observed for the first time since Covid across the senior special subjects.

Ms Vaike also advised recently for the first time the department was successful in having two students attend the National Rotary Science and Technology forum which is a very similar programme to the Science Academy Otago University offers. The National Rotary Science and Technology also includes AUT. It is a two week summer programme at the beginning of the year.

Ms Vaike advised in 2023 we had one student who was successful in gaining a place in both Sciences however she chose to attend the Otago University Science Academy. The benefits of this is it exposes our students to tertiary education, what the courses are on offer and tertiary life.

The challenges we have encountered in the department have been the external exam achievement, our external exam achieve across our specialist subject areas have been below 50% despite the fact the department offers holiday

programmes. The holiday programme does have a high attendance rate and is held over three days during the term 3 and 4 school holidays. The department offers all three subjects Biology, Chemistry and Physics however it is mainly the Biology and Chemistry students who take up the offer.

The department is still trying to understand why the students are achieving below the 50%; factors tend to be the content retention rate despite the fact they are fully resourced. Students are provided with past test exam questions and fully go through exam techniques. We are still looking at ways to improve and the reasons why students are not passing all external exams.

Ms Vaike advised there is a really good number of students taking Level 2 subject areas this year, there are approximately 14 - 18 students that are taking the Level 2 specialist subject areas however the challenge is maintaining that and getting the same number of students going into 2025.

Mr Eason enquired in Level 2 Chemistry indicated in the report which standards are internal and which are external.

Ms Vaike advised the bottom two standards are external.

Ms Vaike advised this year she is providing an extra external Level 2 standard which 6 students have taken up which is a really good indication they have an interest in the subject and they understand its good for them if they are going into the Science Medical field of study or Engineering.

Mr Asiata enquired how long the department has been offering the holiday programme.

Ms Vaike advised she has been offering it as long as she has been at the school apart from the Covid year. There is good attendance, it does mean there is a little bit of picking up students which is OK to get them here. Students do understand that sometimes its because we need to finish off a standard and do a thorough revision.

Mr Asiata enquired how is the attendance to externals.

Ms Vaike advised attendance to externals is good although there may be one or two students that might not turn up which is often linked to their general absenteeism from the school therefore they have missed a lot of work.

The Principal enquired if the students give any feedback as to why they might struggle during an external.

Ms Vaike advised that even the most brightest in the class can leave an exam overwhelmed, most students who take the subject are usually taking heavy subjects ie Chemistry, Physics, Biology, Advanced Mathematics, Calculus which is a big workload.

The Principal enquired if being overwhelmed is due to reading the questions.

Ms Vaike agreed it could potentially.

Mr Asiata enquired what would be the top three things on your list to support your department.

Ms Vaike enquired to increase the number of students or achievements.

Mr Asiata advised, achievements.

Ms Vaike advised this year there is an initiative by Auckland University called Pasifika Academy where by students are offered courses in Physics, Calculus, Stats and Chemistry. The programme allows students to come in and basically work through past exams which takes a little bit of pressure away from the teachers allowing us to focus on the content, its like a tutoring programme and is free. The programme starts early and is currently into week three. Ms Vaike also felt more face to face time would help.

Mr Eason advised Level 3 Physics seems to lack the essential pre-knowledge which they need for Physics is there anyway of getting that content to them earlier.

Ms Vaike advised they need to have a good foundation of mathematics, with the new Level 1 curriculum this year we found in their exam papers is that the Chemistry, Biology and Physics Earth Space Science paper is Level 2 Physics.

Mr Eason enquired how is the new Physic's teacher going.

Ms Vaike advised that she is doing really well, she has a great relationship with the students and is focused on getting students through.

Mrs Tāla'imanū enquired if the Level 3 Physics have to have a prerequisite in mathematics.

Ms Vaike advised that they do; we all share the same students ie the students will do Level 3 Physics, Chemistry, Biology, Calculus and Stats.

Mrs Tāla'imanū enquired what is the reason the poor attendance in Level 3 and 2.

Ms Vaike advised over committed especially in Level 3, they have extra responsibilities or duties and are not quite sure how to manage their time effectively.

Mrs Tāla'imanū enquired if that included sports.

Ms Vaike advised it included anything and everything that the students want to be a part of, its about the student learning how to manage their time.

Mr Eason enquired if there was interest for Level 3 Physics in 2025.

Ms Vaike advised those students who have taken Level 2 this year will generally follow through to Level 3.

Ms Laird enquired about the Year 9 Literacy and Numeracy.

Ms Vaike advised a challenge with the Junior course is they haven't encountered science at Primary or Intermediate level so the department has to lay the foundation and one of those things is reading. Junior classes are allocated time with Reading Plus or are provided with a text so they get used to seeing it.

Ms Vaike advised Numeracy has its challenges as well as students come in at a low levels of numeracy so teaching them the basic skills of measuring / reading we have to teach them how to convert ie they know what a cup is but they don't know how many milliliters it holds.

Mr Eason enquired with the theme of back to basics will that help Year 9 to learn about precipitation.

Ms Vaike advised it will and has incorporated Maatauranga Maaori, we start off with genetics and look at their whakapapa; teach them their pepeha and that leads on to genetics and simple DNA.

Ms Tāla'imanū thanked Ms Vaike for her presentation.

Decision Date: 22 Aug 2024

Outcome: Approved



2024 HOD Mathematics

Mrs Tāla'imanū welcomed Mrs Vaisingano Tupou to the meeting.

Mrs Tupou introduced herself to the board.

Mrs Tupou advised she will start with the Juniors:

Year 9: at the beginning of last year there were 78 students, 70 were below the National average which means 48 or 49 students were working at Year 5/6 of the Primary school level. They didn't even have the very basic facts.

The department ran tests during class time to gauge where students were sitting and by the end of the year when PATs were undertaken approximately 26 students had shifted above leaving approximately 41 still sitting below the National Level. By the end of the year they had all shifted from Level 2 to Level 3 or above.

Year 10: at the beginning of last year Year 9 were doing book 6 therefore Mrs Tupou moved Year 10 to book 7 to gage students are sitting in the right level. At the beginning of last year there were 68 students, only 4 students were above the National average. However, from that cohort 11 students passed their numeracy test.

Mrs Tupou felt that the students are failing due to their lack of reading and writing ability.

Year 11: last year was the best, the results speak for itself.

Year 12 Core: last year was not the best start for Year 12. Mrs Tupou advised she has already identified the mistake from last year in only teaching 13 internal assessment credits with the goal that students would pass their externals to get 14 credits.

This year Mrs Tupou has changed 12 Core to all internal assessment only.

Year 12 Advanced: there was only 2 endorsements from last year, one merit and one achieved. Mrs Tupou has changed the teaching style, programme and teacher.

Year 13 Calculus and Stats: There are less numbers of students taking Calculus; only the students who are doing well in Year 12 Calculus can take Year 13. Mrs Tupou has changed the teacher and programme.

Mr Eason enquired how big is the gap between Level 1 and 2.

Mrs Tupou advised there is a big gap between Level 1 and 2 however in order for students in Level 2 to do well in Calculus Level 2 they need the foundation in Level 1, without Level 1 they will not be accepted into Level 2 Calculus.

Mr Eason enquired what is beneficial in terms of mixed ability or same ability classes.

Mrs Tupou advised based on the way MOE wants schools to do Numeracy, Literacy and Level 1 changes in the Curriculum the preference is to stream for a lack of a better word, students should be in the same ability level. Years 9 - 11 should be blocked in one line.

Mrs Tupou advised for a student to do well in Calculus Year 12/13 the basics have to be strong from Year 9.

Ms Laird enquired how effective is the 6 day timetable.

Mrs Tupou advised the challenge is that I see a student on a Monday I won't see them again until Thursday. If they don't do any homework I spend the whole time repeating the class.

Mr Eason advised its the content recall its too long in between especially with numbers.

Mrs Tāla'imanū thanked Mrs Tupou for her presentation.

Ms Vaike and Mrs Tupou left the meeting at 5.38pm

Decision Date: 22 Aug 2024

Outcome: Approved

2. Elections Update

2.1 Casual Board Vacancy



Affirm Selection

Mrs Tāla'imanū welcomed Mr Asiata to the meeting.

It was agreed to affirm the selection of Mr Apulu Asiata to fill the casual vacancy on the board.

Decision Date: 22 Aug 2024

Mover: (Proprietor's Representative) Gillian Laird

Seconded: (Principal) Brian Evans
Outcome: Approved

2.2 By-Election



By-Election Returning Officer/Timeline/Update

It was agreed to affirm the appointment of Mrs Janet Wheatley as the by-election returning officer.

It was agreed to affirm the by-election timeline.

It was agreed to receive the update of nominations.

Decision Date: 22 Aug 2024
Mover: (Principal) Brian Evans
Seconded: (Proprietor's Representative) Gillian Laird
Outcome: Approved

2.3 Student Representative Election



Student Representative

Mrs Tāla'imanū welcomed Miss Moeata Ngataki to the School Board.

Miss Ngataki introduced herself to the board; sharing her aspirations.

Mr Eason enquired about the school uniform change.

Miss Ngataki advised the uniform was one of the first items on the Student Council agenda, it was quite a controversial item.

The Council changes was that students can wear any part of the uniform all year round ie roman sandal's in winter and a black shirt under the school uniform.

Mr Eason enquired if there was a reason for the black shirt.

Mis Ngataki advised the Council did not want multi colours being worn and, black or white is the school uniform.

It was agreed to receive the report of the Student Representative.

Miss Ngataki left the meeting at 5.44pm

Decision Date: 22 Aug 2024
Outcome: Approved

3. Administration

3.1 Apologies



Receive Apologies

It was agreed to receive apologies from Carla Makiha and Sakeo Buke.

Decision Date: 22 Aug 2024
Mover: (Proprietor's Representative) Gillian Laird
Seconded: (Parent Representative) Fifita Viria
Outcome: Approved

3.2 Acknowledgements



Receive Acknowledgements

There were no acknowledgements.

Decision Date: 22 Aug 2024

3.3 Minutes

School Board Meeting 25 Jul 2024, the minutes were confirmed as presented.

School Board Meeting 27 Jun 2024, the minutes were confirmed as presented.



Approve/Receive Minutes

It was agreed to confirm the minutes of the meeting held 27 June 2024.

It was agreed to receive the informal minutes of the meeting held 25 July 2024.

Decision Date: 22 Aug 2024

Mover: (Parent Representative) Fifita Viria

Seconder: (Proprietor's Representative) Gillian Laird

Outcome: Approved

3.4 Action List

Due Date	Action Title	Owner
2 Jul 2024	Casual Vacancy Status: Completed on 3 Jul 2024	(School Board Secretary) Barbara Ngataki
25 Jul 2024	Discipline Committee Status: Completed on 1 Jul 2024	(School Board Secretary) Barbara Ngataki
25 Jul 2024	Mr David McGeorge Status: Completed on 3 Jul 2024	(School Board Secretary) Barbara Ngataki
25 Jul 2024	Ms Rosa Autagavaia (HOD Health and PE) Status: Completed on 3 Jul 2024	(School Board Secretary) Barbara Ngataki

3.5 Correspondence



Receive/Approve Correspondence

Ms Aimee Morris - Hospitality: the board received with regret the resignation of Ms Morris. The board wished Ms Morris well as she transitions to her new role.

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

Decision Date: 22 Aug 2024

Outcome: Approved



Acknowledgement Letter

It was agreed to send a letter of acknowledgement to Ms Aimee Morris.

Due Date: 26 Sept 2024

Owner: (School Board Secretary) Barbara Ngataki

3.6 Delegations



Confirm Delegations

It was agreed to confirm the delegations as presented.

Decision Date: 22 Aug 2024

Mover: (Proprietor's Representative) Gillian Laird
Second: (Parent Representative) Fifita Viria
Outcome: Approved

3.7 Sub-committees



Confirm Subcommittees

It was agreed to confirm the sub-committees as presented.

Decision Date: 22 Aug 2024
Mover: (Proprietor's Representative) Gillian Laird
Second: (Parent Representative) Fifita Viria
Outcome: Approved

3.8 Interests Register

4. Management Reports

4.1 Principal's Report



Receive the Principal's Report

The Principal advised he will take the report as read.

If there are any questions he is happy to answer.

The information contains a lot of mid-year reports.

The Principal advised generally things are going well, students gaining learners licences, attending art exhibitions, Career Expo's; he has also visited a number of classes and the level of teaching and learning is very impressive right now.

Safeguarding:

The Principal advised the Royal Commission report is out now, we haven't really received any feedback from anyone.

We are still getting some communications from past survivors and expect that people will still be getting in touch over the next while.

The school will respond appropriately and empathically

The safeguarding programme is huge and is sitting with the hostel at the moment; there is a lot of paperwork being undertaken policy and risk management putting it all together and using the Hostel as a vehicle. A new safeguarding officer has been appointed.

Safeguarding is a culture change and not just an antibullying programme. Its all around staff and student behaviours, the way we speak to one another, its a real shift in thinking and will take several years to imbed. It will come across into the school in the next few months.

The Principal advised the separation of language ie school and hostel needs to go we need to be a College; we need to talk College and encompass the whole school as one.

With students, taking a zero tolerance approach towards behaviours, a statement has been framed up, it doesn't mean if you do wrong you will be thrown out on the street its not the right approach to make it that black and white its around we won't tolerate these behaviours and working through what that would look like for different students. The messaging is there is a zero tolerance if you do something you will be held accountable.

The Principal advised that incidents around the school is generally low now. Students are coming forward if anything does occur. The code of silence has really broken down now. The Health Clinic is reporting that students are more relaxed and positive which are good shifts.

Mid-Year Achievement

Mr Wood, Deputy Principal has done a thorough report breaking down where we are at and what we are doing for individual students. The numbers look really good at the moment and if we can get these at risk students through the numbers could be great.

This is the time of the year August/September/October when we have to get on with holiday camp, night school to get them engaged.

We can provide the opportunity but there may be a couple that will choose otherwise or leave school to go to work which has a huge impact on our stats as a small school.

We have really good plans in place and have been meeting to discuss which students need guidance and support.

Attendance

Attendance is starting to really improve, our attendance is 85%. Ultimately 90% is the goal but getting into the mid 80s is exciting.

Mrs Saunders is running a lot of incentives in the mornings during Chapel ie house competitions, class competitions, individual competitions getting a bit of excitement about it.

(REP) Reading Enhancement Programme

The Principal advised 30 students attend REP, 26 students are making great progress, 26 of our Year 9 and 10.

The reading plus programme is for all students. Students are really starting to engage with that programme doing a lot of reading during their spare time.

2025 Planning

The Principal advised SLT are considering the 6-day timetable/5-day timetable, tweaking some of the lessons.

Considering new options for students ie Service Academy programme which the Army, Air Force and Navy engage in, an Athletic development programme in the senior school. Students still gain NCEA but using the Services as a vehicle.

Mr Asiata enquired about behaviours and language has there been programmes implemented to improve this space in the past.

The Principal advised that safeguarding will drive a lot of that, this year we had SAS Safeguarding, Attendance and Standards which is referred to all the time with the students, Chapel and in the hostels. There has always been a lot of programmes running like Kairangi, school values programme where students can earn points for positive behaviours, lots of socialisation programmes at different Year levels and students mentoring students.

Mr Eason enquired if the sports leadership was going to be unit standards or achievement standards.

The Principal advised achievement standards.

Mrs Tāla'imanū enquired if the College is still doing NCEA Level 1 in 2025.

The Principal advised yes we are still doing NCEA Level 1.

WCOSA 180th

Mr Asiata enquired if there has been any feedback from students for the upcoming event in October.

The Principal advised most feedback has been pretty positive.

The event will be low key with just one evening.

Mrs Tāla'imanū enquired if people want to make suggestion who do they contact.

The Principal advised WCOSA Organising Committee.

Mrs Tāla'imanū advised she had received one suggestion to live feed the dinner.

The Principal advised that is possible.

Mrs Tāla'imanū felt it would a good time to celebrate the positive side of the College.

Mrs Fifita advised that she had an experience over the past two years from students whose response was negative. She tried to ask why but knew they would not say anything. The generation today is very outspoken and the educators today need to do what they say to maintain that integrity.

Mr Asiata enquired in reference to his original questions about language and behaviours, there has been a lot of training so has it been working.

The Principal advised that it is hard to measure, there have been some positive changes in low incidents and juniors will speak up now but we are a few years away from knowing yet.

Mr Eason advise Stymie is a success story as students are coming forward now.

Mr Asiata enquired if the teachers buy into the changes in behaviours and language.

The Principal advised that by in large they have.

It was agreed to receive the report of the Principal.

Decision Date: 22 Aug 2024

Outcome: Approved

4.2 Education Outside the Classroom (EOTC)



Spirit of Adventure EOTC

It was agreed to confirm the Spirit of Adventure Voyage 9/11/2024.

Decision Date: 22 Aug 2024

Mover: (Proprietor's Representative) Gillian Laird

Second: (Parent Representative) Fifita Viria

Outcome: Approved

4.3 Hostel Council

4.4 Finance Report



Receive the Finance Report

The Principal noted the \$64,000 deficit which is slightly higher than last month but is still manageable.

It was agreed to receive the Finance Report.

Decision Date: 22 Aug 2024

Mover: (Presiding Member) Patisepa Tāla'imanū

Second: (Staff Representative) Jean-Paul Eason

Outcome: Approved

4.5 July 1 MOE Roll Return



Receive the 1 July MOE Roll Return

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

Decision Date: 22 Aug 2024
Mover: (Parent Representative) Fifita Viria
Seconder: (Parent Representative) Apulu Asiata
Outcome: Approved

4.6 Funding Applications



Lotteries Commission

It was agreed to confirm that Mrs Janine Raos has authority to make funding applications on behalf of the school board.

Decision Date: 22 Aug 2024
Mover: (Proprietor's Representative) Gillian Laird
Seconder: (Principal) Brian Evans
Outcome: Approved

4.7 Policy Sub-Committee (PSC) Report



Policy Approval

It was agreed to approve on block the following policies

- Strategic Planning
- Food and Nutrition
- Personnel
- School Uniform

It was agreed to remove the Firearms Policy.

Decision Date: 22 Aug 2024
Mover: (Presiding Member) Patisepa Tāla'imanū
Seconder: (Proprietor's Representative) Gillian Laird
Outcome: Approved

5. Other Business

5.1 Fijian Group



Fijian Costume

Mrs Viria advised the Fijian group has been working hard to be able to purchase costumes for their group.

Mrs Viria advised when the costumes are secured they will remain with the College for future groups use.

The Principal and the Presiding member acknowledged the work of the group.

Decision Date: 22 Aug 2024
Outcome: Approved

5.2 In-Committee



Move In-Committee

It was agreed at 6.19pm 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 6.41pm.

While In-committee the board approved refreshment leave for Mrs Charlotte Saunders during terms 3 and 4, 2025.

Decision Date: 22 Aug 2024
Mover: (Presiding Member) Patisepa Tāla'imanū
Seconder: (Principal) Brian Evans
Outcome: Approved

6. Meeting closed

6.1 Close the meeting

Next meeting: School Board Meeting - 26 Sept 2024, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
3.5	Acknowledgement Letter Due Date: 26 Sept 2024	(School Board Secretary) Barbara Ngataki

Signature: _____

Date: _____