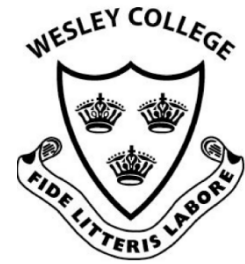


CONFIRMED MINUTES

SCHOOL BOARD MEETING



At the **School Board** on **27 Feb 2025** these minutes were **confirmed as presented**.

Name:	Wesley College
Date:	Thursday, 28 November 2024
Time:	5:00 pm to 6:39 pm (NZDT)
Location:	Teachers Staffroom, 801 State Highway 22, Paerata
Board Members:	(Presiding Member) Patisepa Tāla'imanū, (Principal) Brian Evans, (Parent Representative) Carla Makiha, (Parent Representative) Fifita Viria, (Proprietor's Representative) Gillian Laird, (Parent Representative) Sakeo Buke, (Staff Representative) Jean-Paul Eason
Attendees:	(School Board Secretary) Barbara Ngataki, (LSM) James Thomas
Apologies:	(Student Representative) Moeata Ngataki, (Parent Representative) Misty Edmonds, (Parent Representative) Apulu Asiata
Guests:	Ms Judy Mariner, Safeguarding Officer and Ms Kim Dickinson, Holistic Safeguarding
Notes:	Please note the meeting will be held in the teachers staffroom

1. CONSTITUTION OF MEETING

1.1 Safeguarding Presentation



Welcome and Introduction

Mrs Tāla'imanū welcomed Ms Judy Mariner, Safeguarding Officer and Ms Kim Dickinson, Holistic Safeguarding to the meeting of the Board.

The board introduced themselves and Ms Mariner and Ms Dickinson introduced themselves.

Ms Dickinson advised the following presentation is a snapshot summary of where Wesley College is tracking in terms of the child safety space and what has influenced where safeguarding is at the moment. Wesley College has a child safety improvement plan which has been structured to the 10 child safe organisation Principles. These Principles stem from Australia and are an outcome of the Australian Royal Commission.

- P1 - Governance, Leadership and Culture (1)
- P2 - Children are Safe, Informed and Actively Participate (10)
- P3 - Families and Community Involvement (3)
- P4 - Diversity, Equity and Inclusivity (4)
- P5 - Human Resources Management (5)

- P6 - Child-Focused Complaints (6)
- P7 - Staff Education and Training (7)
- P8 - Physical and Online Environments (8)
- P9 - Review and Continuous Improvement (9)
- P10 - Child Safety Policies and Procedures (10)

Currently safeguarding is working on Principle 1. Governance, Leadership and Culture although there is still a lot of work being undertaken with the other Principles

Work tracking:

- Commitment Statement: completed and endorsed by the Board
- Child Safety Improvement Plan: already supporting some of the recommendations and outcomes from the NZ Royal Commission.
- In the project stage: just coming out of the development phase and moving to implementation.
- Imbedding safeguarding structures: there is a safeguarding committee, establishing designated trustees, designated staff member, establishing safeguarding champions to help support the framework and hopefully implement student ambassadors .
- Developing and implementing policies and training, safeguarding and child protection policy, historic allegations complaints policy
- Developing the champions framework and structure.
- Safeguarding committee is calling its first sub group to focus on Principle 4: Diversity, Equity and Inclusion

All will start to feed into the board reports to enable the board to have effective oversight of child safety.

Internally there has been good recognition and acceptance of the work which increases the number of incidents reported as people/students feel more empowered and trusting to bring issues forward. These incidents may not be new, possibly older but people now feel they can speak out. Ms Dickinson felt the board should not be overly worried about the number of concerns the key is the threshold of where concerns sit. We would still expect to see some high level concerns as we are trying to change a culture but are already starting to see it lessen and will eventually start to see those numbers going down.

Mr Eason enquired about the Safeguarding Champions.

Ms Dickinson advised Champions are staff, you have a mixture of roles teaching and non-teaching that will represent the whole diversity of the school. Staff would be able to go to champions for advice and guidance, peer to peer. Some roles might include implementing the plan, induction, staff training. The committee will work on the final description. There would also be a student ambassador version which would be peer to peer.

Next year safeguarding staff will do specific training around how to respond to concerns.

Ms Makiha enquired if the programme works in unison with the STYMIE app.

Ms Dickinson advised it does, STYMIE links into the schools child safety reporting. STYMIE is the schools main resource for a student to flag a concern.

The Principal acknowledged Ms Mariner and Ms Dickinson for the presentation noting the volume of work being undertaken is huge.

The Principal advised that at the Trust Board meeting a member raised 'is this sustainable' at the moment there is Ms Mariner, Mrs Saunders and Mr Vaili driving safeguarding, it will land with house parents next year. We need to be actively involved and all be on board with the programme

The champions should be everyone and consider rotating the champions every two years normalising the practice.

ERO spoke about the speed of change however SLT felt the work needs to be completed first and then practice will follow.

The Principal is also implementing a tracking/follow up system for student incidents recorded in KAMAR.

Ms Dickinson advised it is good to hold people to account for something they should or should not have been doing but we also need to be able to evidence that they knew what they were supposed to be doing or where support/training has been provided.

Ms Mariner and Ms Dickinson left the meeting at 5.45pm

Decision Date: 28 Nov 2024

Outcome: Approved

1.2 Student Representative-On Study Leave

2. Administration

2.1 Apologies



Receive Apologies

It was agreed to receive the apologies from Ms Ngataki, Ms Edmonds, Ms Laird and Mr Asiata

Decision Date: 28 Nov 2024

Mover: (Parent Representative) Fifita Viria

Second: (Parent Representative) Carla Makiha

Outcome: Approved

2.2 Acknowledgements



Receive Acknowledgements

The following was acknowledged by the board:

The passing of past student Mr Darshak Naran [1995]

The passing of Mr Owen Reeve, past Farm Manager and School Board member, Friends of Wesley and longtime supporter of the School.

Decision Date: 28 Nov 2024

Outcome: Approved

2.3 Minutes

School Board Meeting 26 Sept 2024, the minutes were confirmed as presented.



Confirm the September Minutes of the Board

It was agreed to confirm the minutes of the meeting held 26 September 2024.

Decision Date: 28 Nov 2024

Mover: (Staff Representative) Jean-Paul Eason

Second: (Parent Representative) Carla Makiha

Outcome: Approved

2.4 Action List

Due Date	Action Title	Owner(s)
28 Nov 2024	90 Minute Blocks / Exam Study Leave Status: Completed on 15 Oct 2024	(Principal) Brian Evans
28 Nov 2024	Letter of Acknowledgement Status: Completed on 15 Oct 2024	(School Board Secretary) Barbara Ngataki
28 Nov 2024	Sub-Committee Membership Status: Completed on 6 Nov 2024	(Presiding Member) Patisepa Tāla'imanū
28 Nov 2024	Letter of Acknowledgement Status: Completed on 15 Oct 2024	(School Board Secretary) Barbara Ngataki

2.5 Correspondence



Receive/Approve Correspondence

Mrs Desiree Pole: The board received with regret the resignation of Mrs Pole. It was agreed to send a letter of acknowledgement wishing her well as she and her family transition to Australia.

Ms Joanne Ah-Sam: The board received with regret the resignation of Ms Ah-Sam

It was agreed to send a letter of acknowledgment wishing her well as she transitions to Manurewa High School.

SCHOOLED, 2025 Parent/Staff Representative Elections

Mrs Ngataki advised this may be an option for the board to consider for future board elections.

2025 Parent elections to be an Agenda item next year.

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

Decision Date: 28 Nov 2024
Mover: (Parent Representative) Fifita Viria
Seconder: (Parent Representative) Carla Makiha
Outcome: Approved



Mrs Desiree Pole

A letter for acknowledgement be sent.

Due Date: 6 Dec 2024
Owner: (School Board Secretary) Barbara Ngataki



Ms Joanne Ah-Sam

A letter of acknowledgement be sent.

Due Date: 6 Dec 2024
Owner: (School Board Secretary) Barbara Ngataki



2025 Parent and Staff Representative Elections

Add to the Board Agenda.

Due Date: 27 Feb 2025
Owner: (School Board Secretary) Barbara Ngataki

2.6 Delegations

2.7 Sub-committees



Confirm Sub-Committees

Mr Buke enquired if the Sub-committee meeting dates could be scheduled the same as board meeting dates.

Mrs Tala'imanū will schedule and share dates.

It was agreed to confirm the 2024-2025 Sub-committees.

Decision Date: 28 Nov 2024
Mover: (Principal) Brian Evans
Second: (Parent Representative) Fifita Viria
Outcome: Approved



Sub-Committee Meeting Schedule

Mrs Tāla'imanū to schedule and share sub-committee meeting dates.

Due Date: 27 Feb 2025
Owner: (Presiding Member) Patisepa Tāla'imanū

2.8 Interests Register

2.9 Approve 2025 Meeting Dates



2025 Meeting Dates

It was agreed to confirm the 2025 meeting dates noting the 23 October meeting may need to be amended.

Decision Date: 28 Nov 2024
Mover: (Principal) Brian Evans
Second: (Parent Representative) Carla Makiha
Outcome: Approved

3. Management Reports

3.1 Principal's Report



Receive the Principal's Report

The Principal highlighted items in the report.

ERO's unexpected visit was reasonably user friendly and not as aggressive as it has been in the past.

The Principal advised it was good to discuss statistics Levels 1, 2, 3 and UE have gone down nationally over the past 3 years but Wesley College's statistics has gone up over the past 2 years in Level 1, 2, 3 and UE. We hope we will get a reasonable report especially with the volume of work being undertaken.

NCEA Level 3 is looking extremely positive and will publish full results in February as that is when NCEA results are finalised.

The Principal advised the roll is progressing although the Year 9 boarding roll is sluggish which is likely due to the financial struggles families are facing.

The Principal also advised he met with an old student from the 1990s who was reluctant to enrol his son however, after meeting with him and completing a site visit the old student left very happy acknowledging this is not the Wesley of the past and has enrolled his son.

The Principal advised he has engaged a social media expert to promote school events, he will be engaged for 2 days a week.

It was agreed to receive the report of the Principal.

Decision Date: 28 Nov 2024

Outcome: Approved

3.2 Education Outside the Classroom (EOTC)



Approve the 2025 School Camps

It was agreed to approve the 2025 school camps noting the full documentation had been presented for Board information.

Decision Date: 28 Nov 2024

Mover: (Staff Representative) Jean-Paul Eason

Second: (Parent Representative) Carla Makiha

Outcome: Approved

3.3 Hostel Council



Receive the Minutes of the Hostel Council

It was agreed to receive the draft minutes of the Hostel Council dated 14 November 2024 .

Decision Date: 28 Nov 2024

Mover: (Parent Representative) Sakeo Buke

Second: (Parent Representative) Fifita Viria

Outcome: Approved

3.4 Finance Report



Receive the Financial Report

Mrs Tāla'imanū reported on the tabled finance report to the month end October 2024.

The Principal advised there will need to be future conversations about setting costs for camps, sports etc.

It was agreed to approve in principle the 2025 draft Budget.

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

Decision Date: 28 Nov 2024

Mover: (Presiding Member) Patisepa Tāla'imanū

Second: (Principal) Brian Evans

Outcome: Approved

3.5 Affirm Funding Applications



Reaffirm Funding Applications

It was agreed to reaffirm the following funding applications:

- Grassroots Trust Limited, Fitness equipment, \$15,911.00
- Four Winds Foundation, Fitness equipment, \$31,758.65
- Milestone Foundation, School Camp Transport, \$12,400.00
- Akarana Community Trust, Sound System, \$8,389.05

Decision Date: 28 Nov 2024

Mover: (Parent Representative) Sakeo Buke
Seconders: (Parent Representative) Carla Makiha
Outcome: Approved

3.6 Compliance Sub-Committee - Policy Review



Approve Policies

It was agreed to approve on block the following policies:

- Copyright
- International School Learner Accommodation
- International School Learner Attendance
- International School Learner Discipline
- International School Learner
- International School Learner School Fees Protection
- International School Learner School Refund for Tuition Fees

Mrs Ngataki advised while speaking with Mrs Saunders, Mrs Saunders enquired if policy has returned to the Compliance Sub-committee if there is a need to continue with the Policy sub-committee. Policy can return to the Board (Compliance Sub-committee) to review with Mrs Saunders happy to undertake reviewing procedure.

It was agreed that the Compliance sub-committee will now review policy while accepting Mrs Saunders support in reviewing procedures.

Mr Buke enquired if incidents came under the Compliance sub-committee?

Mrs Ngataki enquired what Mr Buke meant in terms of incidents.

Mr Buke advised an accident in the school.

Mrs Ngataki advised this is recorded under Health and Safety and forms part of the information provided to the board.

The Principal also advised accidents are reported on Health 365 and is escalated if required. There is a Health and safety committee.

If there is anything significant the board chairs are notified immediately.

Decision Date: 28 Nov 2024
Mover: (Principal) Brian Evans
Seconders: (Staff Representative) Jean-Paul Eason
Outcome: Approved

4. Other Business

4.1 In-Committee



It was agreed at 6.25pm the public is excluded from this part of ...

It was agreed at 6.25pm 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 6.40pm.

Decision Date: 28 Nov 2024
Mover: (Staff Representative) Jean-Paul Eason
Seconders: (Parent Representative) Carla Makiha
Outcome: Approved

5. Meeting closed

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.5	Mrs Desiree Pole Due Date: 6 Dec 2024	(School Board Secretary) Barbara Ngataki
2.5	Ms Joanne Ah-Sam Due Date: 6 Dec 2024	(School Board Secretary) Barbara Ngataki
2.5	2025 Parent and Staff Representative Elections Due Date: 27 Feb 2025	(School Board Secretary) Barbara Ngataki
2.7	Sub-Committee Meeting Schedule Due Date: 27 Feb 2025	(Presiding Member) Patisepa Tāla'imanū



(Presiding Member) Patisepa Tāla'imanū
4 Mar 2025