

Newtown School Board of Trustees

Meeting minutes

Wednesday 23 October 2019, 6.30 pm, school staffroom



Present: Jess Gorman, Nick Booth, Haidee Westwater, Amelia Handscomb, Yadana Saw, Victoria Esson, Louise Conwell, Mark Brown, Nicki Read and Jo Gould (minutes).

Apologies: none.

1. Karakia

2. Previous Minutes

The minutes from the Board meeting held on 25 September 2019 were approved (moved Jess, seconded Amelia) and the action items discussed.

3. Conflicts of interest

None declared.

4. Principal's report

Mark tabled his report. Items discussed included:

- STA training – Mark acknowledged the number of Newtown BOT members who are attending this training.
- Staffing for 2020 - following the discussion at the last Board meeting, Mark updated the Board on staffing across the school next year. The Leadership team had spent some time thinking about the staff combinations across whanau, after considering individual teacher's aspirations, strengths, and the need for some continuity.

- Health and safety - the H&S committee met last week. One issue discussed was the roller door in the northern stairwell, which when pulled down closes off one exit from the top floor (Level 1). There is an alternative exit from the top floor, but this requires a swipe card.

At the request of both the Fire Engineer and Wellington City Council, the following statement is to be included in the school's management plan and evacuation procedure:

The roller grille installed at the base of the exterior stairs shall be secured open when level 1 is occupied. The roller grille may only be secured closed when the building is not occupied. Staff/occupants responsible for after-hours use should be aware that the roller grille is to be secured open while they are on the premises and may be secured closed as they are leaving the building. For any after-hours events the school will ensure that the roller grille gate will be open throughout these times.

- Treaty of Waitangi training - an external facilitator will be taking Treaty training on 30 January 2020 (one of the teacher only days prior to the school opening in the New Year). Board members are welcome to attend.

5. Strategic Plan

The majority of the meeting was spent working through the school's Strategic Plan 2019 - 2021 and discussing possible opportunities for community engagement/input into its development.

The general feeling was that the current plan was mostly still relevant, but could be tweaked to reflect the school values and the Board's lens of sustainability, equity, biculturalism and student voice. The current goals could be summed up in three broader themes - collaboration, diversity and leadership. Visually, the plan could be presented in a more dynamic way, and Ngati Kotahitanga could be involved in re-working some of the wording.

During the meeting, ideas for amending the current plan were shared and discussed. Nicki fed these in to an amended version of the plan. Board members were invited to review the amended plan and comment further, if required.

In terms of community input, it was suggested that the school community could contribute their views and ideas about what they love about Newtown school, what could be improved, etc. One option was to

pop some questions on easels at the upcoming school disco, and around the school in the week following the event, for people to contribute their thoughts. The ideas would inform further work on the plan.

ACTION: Jess and Amelia to work with Nicki to develop some questions to elicit community feedback, which will inform further development of the Strategic Plan.

6. Community engagement

Nick tabled his report. Nick also gave an update on the whānau engagement workshop facilitated by Tom earlier in the afternoon. The workshop focused on school communications. Workshop participants were invited to provide feedback on the range of current examples where information is provided to parents and caregivers. School reports and learning conversations dominated the discussion. Parents want a clear, honest understanding of where their child sits in terms of the curriculum. The feedback now needs to be analysed and action points developed.

7. Finance

Victoria tabled her report.

Mark, Trish and Victoria had met with Education Services to discuss the budget for 2020. The school will be working again towards a zero budget. As part of the budget preparation, the Board approved a review of the asset list and depreciation rates, with a view to reducing allocations where possible.

The Board noted that the school has incurred an unbudgeted expense of \$19,966 against the swimming pool project. The school will shortly need to pay other invoices totalling \$3,365.75 for the pool project.

ACTION: Mark to seek written confirmation from the Wellington City Council that the Council will cover the project costs even if the swimming pool refurbishment project doesn't proceed.

8. General business

Yadana reported that the organisers of the Newtown Fair are keen for the school's kapa haka group to do the mihi whakatau on 8 March 2020. The organisers may also be interested in using part of the top floor of the new building for a VIP area for performers. The Board noted that the organisers are welcome to approach the school to discuss these options.

9. Future agenda items

Possible items for discussion at future meetings include:

- Finalising the Strategic Plan
- Budget
- Staff spotlight on the arts
- How the Board can support Ngati Kotahitanga
- BOT dinner (the week before the end of school term, date TBC)

Next meeting date

27 November 2019 at 6.30 pm.