

Newtown School Board of Trustees

Meeting Minutes

Weds 14 April 2021, 6:30 pm
Staff room and Zoom

Present: Haidee Westwater, Jess Gorman (chair), Joe Winkels, Mark Brown, Nick Booth, Steve Kerr (minutes), Yadana Saw.
Apologies: Keith Hutton

1. Karakia timatanga

No conflicts of interest were declared.



2. Previous minutes and actions

Approve minutes

The chair moved that the minutes of the March meeting be approved as true and accurate. The motion was seconded and passed unanimously.

Action items

#	Action	Assigned to	Status	Raised	Comments
028	Check with Maraea about coordinating parking and tables for Newtown fair	Yadana	Open	24/03/2021	Closed - no conversation was necessary, Ngati Kotahitanga had it all organised - the parking was very successful
027	Meet to do further work on the achievement survey	Nick, Mark, Nicki	Open	24/03/2021	14/04/2021 - carry forward (Tom is very busy over the next month)
026	Provide feedback to Nick on the draft achievement survey questions	Board members	Open	24/03/2021	14/04/2021 - carry forward <ul style="list-style-type: none">ACTION - Jess to recirculate draft achievement survey to BOT for feedback by end of holidays
025	Speak to Amelia to clarify the process for notifying people about policies that need	Joe	Open	24/03/2021	14/04/2021 - carry forward (Joe is setting up a meeting with Amelia)

	review				
024	Clarify what the requirements are under the Health and Safety at Work Act to coordinate with agencies who use school premises	Haidee	Open	24/03/2021	14/04/2021 - carry forward (Haidee is waiting on a response from School Trustees Association)
023	Add to agenda for April meeting - further discussion on school strategy, including focus on sustainability	Jess	Open	24/03/2021	Closed - on today's agenda
022	Email comms again seeking additional board members, Yadana to assist in drafting message	Jess, Yadana	Open	24/03/2021	14/04/2021 - carry forward (comms to be sent out in first week of new term)
021	Update to board on learning support procedural guidelines	Mark or Justine	Open	24/03/2021	14/04/2021 - carry forward
016	Put notes from Te Tiriti training in BOT Google Drive	Nicki	Open	24/02/2021	14/04/2021 - carry forward 24/03/2021 - Assigned to Nicki
014	Think further on gender inclusion at school in light of kapa haka and different cultural views	Joe, Yadana, Haidee	Open	24/02/2021	14/04/2021 - carry forward (see discussion below) <ul style="list-style-type: none"> ● ACTION -- Haidee - will take this on over the next month
001	Jess to consider including comments about the overall student achievement results in 2020 in Board communications with the wider school	Jess	Open	07/12/2020	14/04/2021 - closed (overtaken by action 027) 24/2/2021 - Jess to run draft comms and past board before sending
003	Joe to find out the kawa around how Board members (including the Principal) can come and speak at Ngati Kotahitanga whānau hui	Joe	Open	18/11/2020	14/4/2021 - closed Joe said Ngati Kotahitanga whanau are going to have a separate wananga outside the normal whanau hui to discuss a few issues, including this one. It is not a simple question but it sparked a whole useful conversation. Until then, if board members want to come along to the whanau hui, they should let Joe know and he'll invite them.

					24/2/2021 - carry forward, Joe to clarify 7/12/2020 - Joe is clarifying this with Ngati Kotahitanga whānau. Keep as an action item in the meantime
008	In consultation with the school community and teachers, develop a communications channel strategy, which clearly sets out what messages or information are going to put on what channels, and when.	Nick, potentially working with Tom Hovey	Open	26/08/2020	14/4/2021 - carry forward (Tom very busy next month) 24/2/2021 - carry forward 21/10/2020 - Tom is keen to be involved, but is a bit too busy at the moment. To be revisited next year.
010	Yadana to develop an overall strategy/vision for art work commissioned for the school, including conservation and restoration of existing works.	Yadana	Open	17/06/2020	14/4/2021 - carry forward <ul style="list-style-type: none"> ACTION - Mark to identify a school partner from teaching staff to support this work 24/2/2021 - carry forward 21/10/2020 - Amelia has drafted a strategy, which she will pass to others to finalise

Inclusion - Action 014

Joe said he had spoken to whanau about how best to include non-binary tamariki in kapa haka. He said that tikanga Maori dictates that sometimes you put tikanga above yourself as an individual. In kapa haka there are roles for tane and wahine. There are also opportunities for takatāpui, often as a ropu not as individuals. It opens the door for a great conversation about how this applies to kapa haka in our kura.

Mark said he had spoken to Niven about this at a recent event. Niven said it is a new area, and there should be protocols. People should know they have the opportunity to participate.

A board member said we need to work to make sure people know they have the opportunity. We need to communicate to tamariki that they are welcome and can get involved.

Joe agreed. It is not about exclusion, it's about how people would be observed in a particular space. There are many lenses depending on the kawa.

A board member said that we should figure out what we think and agree our approach by speaking to kapa haka leaders and other schools. That way we will know what our position is before we communicate it.

This part of a wider issue that Kahui Ako is working on too, looking at setting up good processes for non-binary tamariki and their whanau to communicate with schools about what they want. This includes looking at activities like sports. Some whanau are comfortable talking with the school about what they want, but not every whanau will be. There are different views among different whanau.

The chair said we need some positive statements about inclusion, based on our school values. This should include comms about school sports.

A board member said other schools must be thinking about these issues too. Another board member said when it's dealt with well there's a benefit for all kids who learn about having non-binary friends.

- **ACTION - Haidee to take a further look at this on over the next month**

3. Principal's report

Mark spoke to his report. He said there had been no major feedback on the strategy from board members since the discussion at the last meeting.

ERO have invited board members to a session on Tuesday 11 May, to discuss how the evaluation process works and what the board would like to see evaluated as part of the review. The leadership team will be there and it would be good to have some board members there also.

A board member suggested that the evaluation could focus on how the school is addressing gaps in achievement, and accelerating learning for some tamariki.

Another board member suggested evaluating the school's success in cultural responsiveness and fulfillment of its Te Tiriti obligations. That is a hard thing to evaluate, so we might get valuable input from the ERO evaluation team on it. Also fits with our work with the Kahui Ako.

A board member suggested the modern learning environment could be a subject for evaluation.

- **ACTION - Mark to report to future meeting on the progress of the review of the modern learning environment**

The chair invited Joe to seek feedback from Ngati Kotahitanga whanau on what they want to see evaluated as part of the ERO review process.

- **ACTION - Joe to seek feedback from Ngati Kotahitanga whanau on ERO evaluation**

Mark invited board members to provide feedback on the Annual Plan.

Mark reported on the progress of the swimming pool build. The contractors have found that the entire southern wall needs to come down, not just the top half as planned for. There will be additional cost, this is expected to be within contingency, although there is no quote for additional cost yet. The roof will arrive during the holidays

We are also seeking quotes from contractors for Phase 2 of the pool build. Also the request for tenders for the reconfiguration of Block A is under way.

Mark said the school has been talking to St Thomas's church, who use the hall on Sundays. They are keen to invest in the kitchen to upgrade it e.g. a new dishwasher. Mark asked the board if they were interested in principle in collaborating. Board members said they were keen in principle, as long as any changes to the kitchen still provide the school with what it needs. Mark said that the school would agree a proposal with St Thomas's and bring it back to the board to consider.

Mark said the ceremony for the Ngati Kotahitanga mural is planned for 7 May. Invites for the dawn ceremony have gone out to the board. There will be a day ceremony for everyone later in the morning.

Mark said the school has been approached by an ex-student of Newtown School in the 1950's, Mr Lyre Twort. Mr Twort wishes to bequest money from his estate upon his death to the school to be used to support students who require additional support. Mark said he will speak to Mr Twort's lawyer in May. The board expressed their gratitude for this generous gesture.

4. Staff rep update

No update as Keith was an apology for this meeting.

5. Questions and decisions arising from written reports

Health and safety

No report. Mark said he was actively seeking a volunteer to be the new staff health and Safety representative.

Finance

Nick spoke to his written report. The report shows a large surplus but this is just because of the timing of a large funding payment.

Nick asked Mark about a number of items of non budgeted expenditure. Mark explained the budget items, which included exterior painting and software licences. Mark said he was being cautious about all expenditure, because of the large capital projects under way at the moment.

Mark said that there is some work going on to look at the terms of the Two Baskets Charitable Trust. The trust was established to help children from Newtown School and Berhampore School, but it is difficult to spend.

Policies

No report.

Community engagement

No report. Further update to come once the meetings with Tom have taken place.

Property

Report taken as read. Mark said he planned to review the school's contract for maintenance later in the year, and look at all options (cooperating with other schools, hiring a caretaker, etc).

6. Karakia whakamutunga

The meeting closed at 8.10pm