

# **Newtown School Board of Trustees**

## **Meeting Minutes**



Weds 27 Oct 2021, 6.30pm  
Staffroom and Zoom

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

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### **1. Karakia timatanga**

Jess welcomed Nicki to the meeting and congratulated her on her appointment as tumuaki of Newtown School.

### **2. Conflicts**

No conflicts of interest were declared.

### **3. Update on noho marae**

Maraea provided an update on Ngāti Kotahitanga's planned noho marae. She said unfortunately the noho has been postponed due to Covid and the cancellation of bookings. It's very sad, but the noho will go ahead next year.

She said the week-long noho was going to be held at Otukou Marae near Tūrangi. Maraea said she whakapapaed to the marae and six of tamariki in Ngāti Kotahitanga do too. She described the purpose of the noho and her aspirations for it. Maraea said the Ngāti Kotahitanga whānau would like to establish the noho as an annual event.

Costs are expected to be about \$10,000 and \$7000 has been raised so far. More fundraising is planned to fill the gap.

Even though the noho has been postponed, Ngāti Kotahitanga will continue learning related topics like marae kawa, pōwhiri, taking care of kai for manuhiri, etc. She is also still preparing for next year with gathering information, vetting etc. Once the risk assessment is finalised, it will come to the board to be approved.

Jess asked Maraea when she thought the noho would take place next year. Maraea said she was planning for the beginning of term 2. It won't be in term 1 because camp is then. Maraea invited board members to join the noho for a day when it goes ahead.

Jess and Nicki acknowledged all the preparation and work that Maraea has put into the organization of the noho.

Maraea said the last fundraiser for this year will be a raffle. The aim is to raise \$3000. Tickets will be \$2. The board will need to approve the raffle as it is Class 2 gambling under the Gambling Act.

Nick said the school will need a policy about a raffle covering things like how it will be drawn, whether kids will sell the tickets, etc.

#### 4. Previous minutes

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

#### 5. Action items

#	Action	Assigned to	Status
061	Update board on noho marae at next board meeting	Joe	Done
060	Add student achievement survey issue to board section of the principal transition plan	Mark	Done
059	Develop position description for Ngāti Kotahitanga representative	Nick, Jess	Carry forward
058	Talk to potential new board member(s)	Jess	Carry forward
057	Report back on learning spaces review to November board meeting	Mark	Carry forward
056	Speak to staff about staff representation on the board going forward and new staff rep position description	Keith, Nicki	Carry forward
037	Provide update on progress with communications channel strategy	Nick	Carry forward
033	Report back on draft achievement survey questions	Nick	Close (Fold into strategic planning)
010	Yadana to develop an overall strategy/vision for artwork commissioned for the school, including conservation and restoration of existing works.	Yadana	Carry forward

- **ACTION - Haidee to sign up to NZSTA internal governance evaluation tool**

## 6. Principal's report

### *COVID-19 Vaccination Order*

Mark said there is a health order making vaccination mandatory for teachers and people who work or volunteer at school. He said that at present all teaching staff have had at least their first shot so we're in a good position. All except one of our support staff and other people who work on site (including our caretaker employed by Hawkins) have had at least one shot. That staff member has been informed about what will happen if they do not get the vaccine. There is a new group of teachers coming onboard who we will need to check in with too.

Nick asked about parents who volunteer. Mark said we'll develop a procedure and comms about this. The order applies to anyone who works on our grounds when there are children onsite.

Mark asked members whether there was anything else the school should think about. Jess said she thought there would be more comms from the Ministry of Education soon to support schools work through this. The school will need to think about all the other people who work on site e.g. non-teaching staff.

Mark acknowledged how parents have responded to the level 2 restrictions so far. The rules are being observed and there has been no pushback. We've been fortunate.

### *New staff appointments*

Nicki spoke about the appointment process for the new deputy principal and teaching staff. She said it had been an intense process with lots of careful thought and some tough decisions.

She said that Leanne Whitfield from Khandallah School has been appointed as Deputy Principal. It was a unanimous decision. She was very impressive in terms of her approach and passion and her profound curriculum knowledge, in particular her focus on Te Tiriti and passion for bicultural change. She is a strategic thinker but also very warm and relational.

Hilary Lintott from Brooklyn School has been appointed as an Associate Principal. She was also a really strong candidate. Internal candidate Debbie Purves has been appointed as the other Associate Principal. Nicki said the school will have a leadership team of five, including existing Deputy Principal Justine. She said she is really excited about working with the new team.

The other permanent and fixed term appointments as listed in the principal's report are: Hannah Powell, Leila M'Nijel, Chris Mulholland, Trent Taylor, Sarah Ramsay, and Maraea. Nicki said we had more internal and external candidates than we had positions

and that meant there were some very difficult decisions to make. She said we had made strong appointments with a great mix of skills and backgrounds.

Mark thanked Yadana and Nick for participating in the deputy principal recruitment process. He said the school is in a strong position in terms of leadership going forward. He said the school was fortunate the roll has stayed at a position where we can maintain the same level of staffing.

- **MOTION - Mark asked the board to approve the staff appointments for next year as per the report**

Motion was seconded and approved.

#### *Other items*

Mark covered other items from the principal's report. The swimming pool is nearly complete and now has a door on it. The school has the funds to complete and the market is starting again next weekend. Trace Construction has been engaged to carry out the work on the old Tui building. Work on the hall kitchen is nearly ready to start.

He said it was nearly time to think about priorities for next year's annual plan.

- **ACTION - Jess to add discussion on 2022 Annual Plan to agenda for November meeting**

Mark said the school has sought clarification on use of school buildings by private learning providers between 9am and 3pm. This issue had been raised by some parents.

Haidee said we should also think about the underlying reasons why parents might want their kids to be getting tutoring. If parents are wanting additional support for their kids, it can be a sign of frustration.

Mark said yes, on one hand there is a legal issue here around the logistics of a private provider using our buildings in school time. On the other hand he acknowledged that the school could do better with providing information on how we work with kids who need additional support. He said there is a lot of frustration from principals about the level of demand for learner support versus what level of support is provided. Keith said teachers find this frustrating too. It used to be better.

- **ACTION - Jess to add discussion on learning support and resourcing to 2022 Annual Plan discussion for November meeting**

## 7. Planning for triennial elections

Mark said that elections were scheduled for May next year but have been pushed back to September 2022.

Jess raised the issue of whether the school should move to a staggered model of board appointments, with a minority of trustees only appointed for 18 months at the next election. That would mean that at that election and in future, the entire board membership would not change at once.

Jess asked members what they thought. Haidee said that staggering elections is a good idea, it's important for continuity.

Nick said that he thinks staggering is sensible, it would mean the institutional knowledge would remain more intact. It would also mean more elections, though.

Keith said he had seen it go both ways and the staggered approach works really well.

Joe asked what would happen with the Ngāti Kotahitanga whānau representative. Jess said the position would continue to be a co-opted position, but maybe the 18 month option would be attractive to a Ngāti Kotahitanga whānau member. Joe said at the hui earlier in the year, whānau had discussed shifting to an 18 month cycle for the Ngāti Kotahitanga co-optee.

- **ACTION - Jess to work out a timetable and process for 2022 elections and the appointment of a returning officer**

## 8. Staff representative report

Keith said he has tendered his resignation as staff representative. This will trigger a by-election before the end of the year for a new representative. He said that he loved the role but it just doesn't work when he is on parental leave and out of the classroom. We said he would attend the last two board meetings of the year.

Keith said he will work with Nicki to run the byelection. They will try to work out timing so that staff have the opportunity to cast a vote before the end of the school year.

Jess said if there's anything you need from the board to assist the process then to let her know. She thanked Keith for doing an excellent job.

## 9. Hau Tu cultural responsiveness tool

This item was deferred to the November meeting so it can be discussed while board members are fresh.

- **ACTION - members do homework on Hau Tu before Annual Plan discussion next month**
- **ACTION - Steve to circulate minutes 2 weeks before next meeting with a reminder**

## 10. Questions and decisions arising from written reports

### *Health and Safety*

Haidee said there was no written report. She and Mark had met last week and the relevant information was in Mark's report, regarding vaccination and some behavioural issues. She noted the school will also need to prepare for the new traffic light system for Covid.

### *Policy and Ngāti Kotahitanga*

Joe said that two policies are up for review this term. The first is the harassment policy which he encouraged board members to review.

The other policy is about Maori students. It ties in nicely with the discussion on Hau Tu. Joes said he will encourage Ngāti Kotahitanga whānau to respond. Ideally the consultation would go out soon and close before the next board meeting.

- **ACTION - board members to review harassment policy**  
(<https://newtown.schooldocs.co.nz/index.htm?toc.htm?1893.htm>)
- **ACTION - board members to review Māori Educational Success policy**  
(<https://newtown.schooldocs.co.nz/index.htm?toc.htm?1893.htm>)

Joe said there was a Ngāti Kotahitanga whānau hui coming up tomorrow. He asked whether there will be a blessing of some kind when the pool reopens. Mark and the board agreed that this would be a great idea. Joe said he would raise it at the whānau hui too.

### *Property*

Yadana's written report is in the shared drive.

- **MOTION - Mark moved that the board record its thanks to Tania Austin and Craig Bond for the energy, passion, and commitment that they put into the planting programme.**

## *Finance*

Nick said the September report is in the shared drive. Total expenditure for the month to 30 September was \$108,107. As at 30 September the school had a year to date surplus of \$404,767 (budgeted income against budgeted expenditure). Finances are running close to 75% for the year and the budget is tracking well. The school's financial position looks better than it is because that money is tagged for pool and holiday pay.

Mark said he's noticed increasing costs of materials and compliance. He also said the school's auditors had recommended that the process for Nick to approve credit card expenditure should be tightened up.

## **11. Karakia whakamutunga**

The meeting closed at 8.37pm.

**Next board meeting: 6.30pm Wednesday 24 November**

Rest of year:

- Wednesday 8 December