

Newtown School Board of Trustees

Meeting Minutes

Weds 29 Sep 2021, 7:10 pm
Staffroom and Zoom

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

1. Karakia timatanga

Jess welcomed Nicki to the meeting and congratulated her on her appointment to the tumuaki position.

2. Conflicts

No conflicts of interest were declared.



3. Previous minutes

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

4. Action items

#	Action	Assigned to	Update
058	Confirm that all organisations that use school premises have signed up to health & safety requirements and that school has up-to-date contact details	Mark	Closed - the school has a list of agencies, groups, and stallholders NEW ACTION - H&S committee will make contact with all market stallholders to tell them about relevant school policies
057	Report back on learning spaces review to	Mark	Carry forward to

	September board meeting		November meeting
056	Speak to staff about staff representation on the board going forward	Keith	Carry forward Update: Keith/Nicki are reviewing NZSTA guidelines to develop an up-to-date role description. ACTION - Nick and Jess to develop position description for Ngāti Kotahitanga representative ACTION - Jess to talk to potential new board member(s)
055	Circulate Health and Safety and Work Act guidelines	Haidee	Closed - done
047	Track budget for principal recruitment process	Haidee	Closed - done
046	Liaise with Nicki about plans for Mark's farewell	Nick, Yadana	Closed - ongoing
045	Agree future arrangements for staff board rep with staff team	Keith	Closed (refer action 056)
041	Provide update on progress of plans for hall	Mark, Yadana	Closed Update from Mark: We've got quotes, agreed arrangements with St Thomas's Church, and we've secured a builder, The new hall kitchen will be a learning space and commercial grade kitchen. More details in the principal's report.
038	Circulate STA News article on maths curriculum	Mark	Closed
037	Provide update on progress with communications channel strategy	Nick	Carry forward

033	Report back on draft achievement survey questions	Nick	Carry forward ACTION - Mark to add this issue to board section of the principal transition plan
031	Report to future meeting on the progress of the review of the modern learning environment	Mark	Closed (refer action 057)
027	Meet to do further work on the achievement survey	Nick, Mark, Nicki	Closed - done
022	Email comms again seeking additional board members, Yadana to assist in drafting message	Jess, Yadana	Closed
010	Yadana to develop an overall strategy/vision for artwork commissioned for the school, including conservation and restoration of existing works.	Yadana	Carry forward Update from Yadana: We're collecting information on how best to conserve the Michel Tuffery mural and talking to parent Eve Armstrong about support the arts strategy

5. Principal's report

Mark acknowledged the trustees for the great job of the principal recruitment process, which takes a lot of time and effort behind the scenes. He said Nicki is a great appointment, and the school is well equipped going forward with Nicki as tumuaki and you as board members.

The Two Baskets Trust which was established to help kids at Berhampore and Newtown Schools has been wound up. The funds will be used to pay Billy to continue a counselling programme similar to that delivered in 2020. She will work with six students and their whānau across the two schools.

In terms of staffing, the school has some permanent positions coming up, which have been advertised. They are Scale A positions so we are looking for experienced teachers, not beginners. We also have three fixed term positions for next year to cover parental and study leave. We will look at the profile of our staff and what the strengths are and what needs need to be met. For example, 150 kids want to be in bilingual education next year. We are very fortunate to have Mitch. She has been reappointed as cross-school bilingual lead for Kahui Ako for next year.

There is an ERO planning meeting coming up on 1 December. It would be great to have board members attend. We've already done some pre-thinking on this and are working with Claire from Waikato University to work out what and how to evaluate.

Stage one of the swimming pool is nearly complete. We're just about within budget. Aquazone will start again next year. We've claimed some money for Covid delays.

The planting day happened on Sunday and it looks fantastic. The plants were from the council and we have a planting plan. Parents Craig and Tania are passionate about this. We're going to pivot and teach the kids to be kaitiaki of the planting.

Jess asked about whether there's anything more we can do to support teachers to get vaccinated. Mark said no, we're doing all we can. Staff are free to take whatever time they need to get vaccinated. We can't ask teachers for privacy reasons. We're also encouraging teachers to use the employee assistance service if they need it.

Haidee asked about ongoing training in UDL (universal design for learning) and whether it can impact on timeliness of responding to challenging behaviours in the classroom. She said she didn't want teachers to wait until they are fully trained before they feel they can respond quickly to issues in the classroom. Mark said that it is very important that any issues are addressed quickly. Staff should not wait to deal with issues. Haidee said that vigilance around addressing issues in the class and training on UDL are very closely connected.

6. Transition process for new Principal/Tumuaki

Mark said we've got 12 weeks to transition before the end of the year and the process has started already. We are preparing a transition plan to ensure that we make decisions in a good way. Decisions will start to pass to Nicki right away. The board should start to have conversations with Nicki to set the future direction for the annual plan, etc. Transition plan also covers property, finance, comms, and so on.

Yadana asked whether some of the external relationships like with Waikato University are covered in the plan. Mark said that most of those people have already met Nicki. Nicki said she's keen to also meet other leaders in the area - from kōhanga and kura, for example.

7. Deputy Principal appointment process

Mark said that with Nicki's appointment, the deputy principal role has come free. It's being advertised and applications have closed. The school policy is that someone from the board should participate in that recruitment. Interviews will be in the first week of term 4. He invited board members to be a part of the interview process.

Mark said the school decided to expand the leadership team to four, so there will be two deputy principals and an associate principal.

8. Questions and decisions arising from written reports

Health and Safety

Haidee said there hadn't been a meeting so there was no update other than the NZSTA resources she circulated by email.

Policy and Ngāti Kotahitanga

Joe said there was no written report. Two policies are due for review this term. There is no Ngāti Kotahitanga hui whānau this term.

The Ngāti Kotahitanga noho is going ahead. Fundraising is going well. Joe said he would provide an update at the October board meeting.

- **ACTION - Joe to update board on noho marae at next board meeting**

Property

Yadana said that the plan to do quiz night to fundraise for the pool has unfortunately been put on hold because of Covid. We might do a movie night instead as it would be more straightforward from a Covid protocol point of view.

Finance

Nick said the August report is in the shared drive. Total expenditure for the month to 31 August was \$82,245. As at 31 August the school had a year to date surplus of \$408,732 (budgeted income against budgeted expenditure). It looks like we've got a lot of money but it's all tagged to the pool build, holiday pay, and the hall kitchen work.

Joe asked if teachers had been impacted by Covid in terms of salary. Mark said no, all teachers continue to get paid, not like some of the parents - I know some are struggling.

Staff

Keith said he will put the staff report in the folder soon.

9. AOB

Mark said he wanted to acknowledge Melissa. She's been in the job one year and she's doing a great job. She makes everything easier. She was a fantastic appointment.

School start and end dates for 2022 will be:

- First day: 3 February 2022
- Final day: 15 December 2022

Nick said he had attended the Kahui Ako meeting and there was a good presentation from Ridgway School on learning needs and learner support.

The library has a new library management system called Accessit.

- **ACTION - add discussion of Hau Tu cultural responsiveness tool to next meeting agenda**

10. Karakia whakamutunga

The meeting closed at 8.50pm.

Next board meeting: 6.30pm Wednesday 27 October

Rest of year:

- Wednesday 24 November
- Wednesday 8 December