

Newtown School Board of Trustees

Meeting Minutes

Monday 13 Feb 2023, 6.30pm
Staff room and Zoom

Board members present: Fatima Amin Sheikh, Jess Gorman (chair), Mika Mardhiah, Mitzi Henderson, Naomi Taylor, Nick Booth, Nicki Read, Yadana Saw.

Also present: Debbie Purves (assistant principal), Rujuta Cameron (parent), Steve Kerr (minute taker)

Apologies: Joe Winkels, Maraea Pukeke-Pine

1. Karakia timatanga

After the karakia, the board members introduced themselves.



2. Highlights of 2022

The board members all shared their personal highlights from last year.

3. Tumuaki report

Nicki said there was a lot to report on even though we've only been back at school for two weeks.

New whānau - Nicki said there were a lot of new tamariki and a lot of new families. A lot of whānau plans have been scrambled by COVID. There have been an increased number of families from all over the world.

Attendance - Nicki said at the end of last year the Kahui Ako got resources to address attendance issues. There is \$30,000 across seven schools. She said the school is considering whether to use the money to fund a counsellor, social worker, arts/music therapy etc. She said she is looking at what SWIS has got in place, to see what might work for us. All Kahui Ako schools are doing some research. Nicki said so far attendance has been fine but it's only week two and that might change.

Pōwhiri and whakairo (carving) restoration - Nicki said these were real highlights at the beginning of the year. There was also a staff only day with Nathan Riki. She said that it was the 4th or 5th time the school had run a staff only day on Te Tiriti. There was lots of deep thinking and practical exercises.

Kura ahurea - Nicki said the school is planning for how it will work with Te Atiawa over the course of the year. Te Atiawa will run the teacher only day on April 6.

Learning support - Nicki said that Sarah Divers is the new Learning Support Coordinator. She said that some of the timetabling and admin work that Justine used to do has been taken away, so that Sarah can focus first on connecting with students and agencies involved. Several learning support programmes have already started, such as Spring Into Maths, Check In Check Out, etc.

Teacher assistants - Nicki said that the school's TAs have been really stable which has been great, because there's been a lot of change in teaching staff. One of the teaching assistants is a swimming teacher which is great.

Diabetes training - Nicki said there are three students with type 1 diabetes, so a number of staff have now done diabetes training.

Staffing - Nicki said there are lots of new staff and they are quickly becoming part of the team. There are a lot of conversations to be had to make new staff all part of the family. She said we're doing tuakana-teina between staff to help new staff settle in. She said there is a lot going on for new teachers: some have moved city, to new communities, new flats, etc. She said two teachers have been sick with COVID already, but we're well supported by relievers.

BBQ - Nicki said the family fun evening was really successful.

Yadana suggested having more events, such as workshops on issues like digital safety, civil defence, school approach to literacy, and Te Tiriti. She said that if there were workshops regularly then people would get into the habit of knowing that the workshops were on.

Nick agreed and said that putting those kinds of events on could create opportunities for parents to get involved and contribute without committing to full board membership.

Mitzi said perhaps workshops and events could be run on a Saturday as part of the market because many people are already there, sometimes evenings can be a difficult time.

Achievement - Debbie presented the achievement targets in the leadership report, and invited feedback from board members.

Nick said the main thing for him was to make sure parents are confident that they will be told if they need to know something about their kid's achievement. That's an area where we could do more to make sure parents know what's happening.

Debbie said yes, she agreed, and there is work going on with new teachers on this.

Nick said school should also be able to speak to the fact that the achievement target has been dropped by ten per cent, and what's being done about it.

Debbie agreed. She said a lot is being done on structured literacy, though it may take a while for the results to show. She said that the onus is on the kaiako/teacher to speak to parents ahead of the whakamōhio conversation. Whakamōhio is not the time to surprise parents with any concerns about progress.

Nicki said there had been workshops on PACT and measuring achievement in the past, but they did not attract a wide range of parents.

Yadana said that workshops might be more attractive to parents if they were focused on a particular subject such as 'this is how we teach maths', 'this is how we teach literacy'.

Naomi asked about reading recovery- is there any resource for reading recovery for Ngāti Kotahitanga? Nicki said that she didn't think that there are any resources for te reo. That doesn't mean tamariki don't get support, but they don't get a specific programme. Nicki said she would look into it.

4. Strategic plan

Nicki said she had reformatted the previous strategic plan so that is now chunked into three areas - ākongā/students, kaimahi/staff, and community. She circulated the plan and asked for feedback from board members.

She said that the comments from the 'what kind of school do we want'? session at the end of last year have been incorporated. She asked board members to affirm the direction of the strategic plan. She invited board members to give feedback at the meeting or any time in future.

Yadana said she liked the direction, but said that the outcomes should be framed in a way that was measurable. Mitzi agreed.

Mika said that she couldn't see anything about building connections with disabled kids. Maybe we could have a system of buddies with disabled kids at school.

Other board members had questions. Jess asked members to submit the questions, and Nicki would respond to them at the next meeting.

Yadana asked about how the board's vision about Te Tiriti was reflected in the plan. Nicki said that would be integrated into the strategic plan once the workshops with Nathan are complete.

5. Delegations

Jess said that each year the board has to reaffirm Nicki's financial delegations so that Nicki doesn't have to come to the board for most approvals.

- **ACTION - Jess to circulate delegation approval for Nicki, so that the board can approve via email**

6. Appointment of presiding member

Jess asked other board members to say whether they were interested in the role of chair. She said she was happy to continue for another year in the role, but would then like to handover to someone else.

Yadana said that she wouldn't like to be chair because she only has a year left with school. There would be better value in other members being it.

Nick said he didn't want to be chair.

Naomi said she wasn't super interested in being but she would like to look into the co-chair option.

Mitzi said she wasn't really interested but she didn't really have a good reason not to.

Mika said she thought Jess did a great job.

Jess said she was hoping that someone else would step up. She said she really would like to step away in September. She said there will be other board members coming on later in the year who might be interested.

- **MOVED by Yadana - that Jess be appointed as presiding member.
Seconded by Nick and passed unanimously**

7. Pool update

Yadana said that one of the requirements of the WCC funding for the pool was that the pool must be made available for community swimming lessons. She said she wanted to make sure that this didn't get lost with the new provider.

Jess said that Swim Aqua, the new provider, is committed to being based at the school, but they are struggling to find swimming instructors at present. She said that we don't want to scare them away when they are getting started. But they understand the intention and will get there eventually.

Jess thought that we could have a roster for parents to open up the pool for a couple of hours on a Sunday, then lock up afterwards. We'd need to get to grips with the water safety side of things, but it could be a cool opportunity.

Nicki said she would find it helpful to have a board member to help build the relationship with Lynn (Swim Aqua) to build the relationship and to make sure that she understands the obligations to the community that she has signed up to.

8. Previous minutes and action items

Jess asked the members to affirm the minutes for December 2022. The motion was seconded and passed unanimously. Then Jess ran through the open action items:

#	Action	Assigned to	Update
123	Work with Jess on co-chair issue	Naomi	Update: Jess and Naomi met and planned to have a co-chair to share the load, make the board more inviting and accessible (e.g. in the language it uses), making sure that there is always a Māori member, and having a strategy for board representation for Ngāti Kotahitanga. Carry forward
122	Meet to talk about the website and school comms channels	Nicki and Mitzi	Carry forward
121	Introduce Mitzi and Joe to Tom Hovey	Nick	Done
120	Meet to discuss art strategy	Yadana and Nicki	Carry forward
119	Report back to next meeting on approach to ILE review	Leanne and Nicki	Carry forward
106	Start a google doc for board members to collaborate on an induction document	Jess	Carry forward
100	Look into whether into what the school could develop a green/natural environment policy	Yadana	Yadana has said that this has pivoted to a maintenance policy for how to look after planting. This is all in Craig's head. Yadana said she is pulling together a document to capture this. Carry forward

9. Portfolio reports

Finance

Nick said that there was no finance update yet because Melissa has been away on holiday. There will be two or three to do once Education Services come back to us.

Health and Safety

Nick and Mika said there had not been a meeting.

Treaty of Waitangi

Naomi said nothing more to report beyond the discussion'si on co-chairing.

Property

Nicki said the ten year plan is coming up soon and this is an opportunity to think about the long term vision for the school.

Policy

Nick said he had done a handover with Joe. He said School Docs run the policy review. We can decide which policies go to the community and which can be reviewed by the board.

Nick said we also need to make sure we're doing assurances correctly. Nicki said she puts them in the board report. Nick asked Nicki to follow the term-by-term schedule of assurances provided by School Docs to make sure that the issues get a proper airing.

Nick said he talked to Joe about the Kahui Ako rep role.

- **ACTION - Nicki to follow up with Kahui Ako to get an update on the kaitiaki role**

Community Engagement

Mitzi said she had started thinking about the process for family induction.

- **ACTION - Jess to add Mitzi/Miro tool session to agenda of a future board meeting**

10. Budget

Nicki said the budget is in the folder. She said the budget is in the red but there is further money to come, for example admin staff will get pay equity and there will be other salary adjustments. She said at this point she'd worked with Education Services to add everything we know at the moment. She said she had been conservative with income, it is likely to be higher.

Nicki invited board members to review the budget and add comments.

Nick recommended that the board approve this budget for now and review it through the year as things progress.

- **MOVED - that the budget be approved. Seconded, and passed unanimously**

Future meetings

- Monday 13 March 2023
- Monday 8 May 2023
- Monday 12 June 2023
- Tuesday 25 July 2023
- Monday 14 August 2023
- Monday 11 September 2023
- Monday 16 October 2023
- Monday 13 November 2023
- Monday 11 December 2023