

Newtown School Board of Trustees

Meeting Minutes

Weds 16 June 2021, 6:30 pm
Staff room and Zoom

Present: Haidee Westwater, Jess Gorman (chair), Joe Winkels, Keith Hutton, Mark Brown (until 7.05pm), Nick Booth, Steve Kerr (minutes), Tom Hovey, Yadana Saw (Zoom).

1. Karakia timatanga

2. Conflicts

No conflicts of interest were declared.



2. Previous minutes and actions

Approve minutes

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

Action items

The board agreed to roll over all action points since the most recent meeting was not long ago, and to make time for the discussion on principal recruitment.

3. Principal's report

Mark said he would be seeking approval for a Teacher Only day on 26 October 2021. He recommended that the school do it in 2021, otherwise there would need to be five Teacher Only days next year.

He said the school is interviewing providers for a new student management system. The old system is no longer supported, but all the new options are better so it's a good opportunity to improve things.

Mark said he wanted to give the board plenty of time to appoint a principal. It's really exciting for a board to do this, and you have the capability. He said he cannot have anything to do with the process but he wishes the board all the best.

The chair thanked Mark for his amazing tenure and the support he has given the board, for example helping it connect with staff. It has been a very collaborative relationship. She said the school is in a good position because of Mark's stewardship.

Other board members thanked Mark for all his work and wished him the best for the new opportunities he will have in future. They said that he had really helped turn the school around in the middle of a rebuild. They said his involvement with Ngati Kotahitanga was extremely helpful and the support from the mainstream school for Maori medium is amazing. They said his leadership after March 15 was great in bringing the community together. They said his open door policy and your family first approach was great for staff and made a huge difference to teachers with kids. They said the true reflection is how the tamariki see Mark and the pride they have in him. Newtown School seems a great place to work

Mark said that had been to a session recently run by the Ministry of Education on what's coming up over the next five years. There are amazing changes coming up to the curriculum; changes to the way resources are made available to teachers; and long overdue changes for literacy and numeracy. That's the environment we're heading into.

The chair said that before Mark leaves the building, there were two resolutions that needed to be voted on.

First, the board needs to pick an option for pool fundraising (see email and property report). Yadana recommended that Givealittle is a good place to start and might help raise awareness of the need to fundraise. We can try other things later such as flag sponsorship, etc. The board agreed this was a good place to start.

- **ACTION: Jess and Yadana to prepare comms for newsletter and create a Givealittle page for pool fundraising before the end of the term.**

Secondly, the chair said there is a consultation on traffic safety and speed limits. She asked whether everyone was happy with her to work with Eliza and to confirm the submission over email. Submissions are due on Friday. Keith, Tom, and Nick said they were keen to support.

- **ACTION: Jess to work with other board members on a consultation response.**

Mark left the meeting.

4. Staff rep update

Keith's report was taken as read. It is a busy time of year for staff. The team is looking forward to maths evening tomorrow.

Keith will be on parental leave for terms three and four. He'll chat to staff about whether he stays on as board rep or whether someone else does it.

- **ACTION: Keith to talk to staff about future arrangements for staff board rep**

5. Principal appointment

The chair said that this part of the discussion was to talk about the process for appointing a new principal. It's an open meeting. If there's anything confidential we can go into committee at the end. The key issues for tonight are the timeline, the division of responsibilities, assistance with the appointment process, and community involvement.

Keith said that staff are curious to know what the process is and what their role is. Mark has been really open about his plans since the beginning of the year, so the announcement that he was going to retire was not a surprise.

The chair said the job advertisement and position description should align with the school's strategy. We should think about whether there's anything else that we'd want, and put that in the ad.

A board member said that a priority should be to capture what our whanau, students and community want, then finding a candidate who is the right fit. The board should communicate clearly that we think the school is going in the right direction and that we're not planning to change course when we appoint a new principal. First we should check in with the school community that they feel the same way.

Division of responsibilities

The board agreed:

- that all board members will be on the interview panel, and
- not to have subcommittees to take responsibility for different parts of the process, but for all members to have input into all parts of the process.

All board members committed to responding quickly given tight timeframes

- **ACTION: Nick and Yadana will liaise with Nicki about farewell**
- **ACTION: Haidee will track budget for appointment process**

Assistance with appointment process

The board agreed:

- to engage a consultant to support the recruitment process,
- to engage a local principal or ex-principal to support process in terms of pedagogical expertise, and

- to engage a kaumatua or person experience with immersion education system to support process in terms of Ngati Kotahitanga, Te Tiriti, Reo Rua.
- **ACTION: Jess to contact three potential consultants, working from STA list**
- **ACTION: Joe to speak to Hine to get ideas for advisors with experience of the immersion curriculum**
- **ACTION: Haidee, Yadana, Nick, Keith, all think about potential principal advisors and make contact with them before the 7 July**

Timeline

The board agreed to work to a timeline to meet the 12 July deadline for placing the job advertisement in the Education Gazette. The timeline is very tight but it's important to appoint in September if possible.

- **ACTION: Jess to talk to Melissa about setting up a confidential folder and email list for principal recruitment and refresh content of website**
- **ACTION: All to join Zoom call on 7 July, 8pm to check in on progress**

Community engagement

The board identified three different stakeholder groups: management team, staff, whānau. The board agreed:

- To engage with the management team, Jess and another board member(s) will meet with Nicki and Justine
- To engage with staff, the board would try to use next Wednesday's staff meeting slot for a session with teaching staff on the recruitment process and capture voice on what they want from a new principal, then follow up with a survey monkey.
- To engage with whānau, it would use upcoming school events (Maths night 17 June, Matariiki 9 July) to capture whānau/community voice, with a short presentation followed by post-it notes on butcher's paper, plus digital option with QR code, word cloud etc.
- To engage with Ngati Kotahitanga whānau, it would use the wananga on 4 July to engage using the same questions as for the wider school community.

The question to get feedback from whānau would be something like: What's one word to describe what you think would make an ideal principal?

The question should be translated into Te Reo, Arabic, Hindi.

- **ACTION: Keith to check availability of next week's staff meeting slot to discuss recruitment**
- **ACTION: Keith and Joe to work on questions for follow up surveymonkey**
- **ACTION: Tom to draft community question for maths night and set up QR code link to surveymonkey**

8. Questions and decisions arising from written reports

Health and safety

Haidee said unfortunately there was no meeting this month. She will circulate guidelines on Health and Safety at Work Act 2015.

- **ACTION: Haidee to circulate Health and Safety and Work Act guidelines**

Finance

Nick said the report is in the folder and we'll approve it next meeting.

Policies

Joe said that there are some policies out for consultation with whanau at the moment.

9. Karakia whakamutunga

The meeting closed at 9.45pm

Appointment process progress update: 8.00pm Weds 7 Jul 2021

Next full board meeting: 6.30pm Weds 28 July 2021

Rest of year:

- Wednesday 18 August
- Wednesday 15 September
- Wednesday 20 October
- Wednesday 17 November
- Wednesday 8 December