

Newtown School Board of Trustees

Meeting Minutes

Monday 13 Mar 2023, 6.30pm
Staff room and Zoom

Board members present: Fatima Amin Sheikh (online until 7.30pm), Jess Gorman (chair), Joe Winkels (from 6.55pm), Mika Mardhiah, Mitzi Henderson, Naomi Taylor, Nick Booth, Nicki Read, Yadana Saw.

Also present: Maraea Pukeke-Pine (until 7.50pm), Steve Kerr (minute taker)

1. Karakia timatanga / whakawhanaungatanga

No conflicts of interest were declared. The board members shared some recent experiences about school camp and the Newtown Festival.

2. Ngāti Kotahitanga progress and achievement report

Maraea introduced herself. She said she had been teaching at Ngāti Kotahitanga for four years, and that her whānau has been connected to the kura/school for nearly 30 years. She said that Ngāti Kotahitanga is multi-year, including tamariki from years 0 to 8.

Maraea said that as of last year the old assessment system for Māori medium education had been decommissioned, so she had worked with Whaea Hine to develop a new way of capturing achievement.

For te reo matatini/literacy, Maraea and Hine had used three tools:

- Te reo ā-waha/oral language assessment
- Tuhituhi/writing samples
- Pānui haere/running records and comprehension probe

For pāngarau/numeracy, they had used two tools:

- JAM/GloSS
- observations

Maraea said that student achievement for Māori medium was not yet recorded on the Hero system, but that she was working on developing a te ao Māori way to capture achievement. She said that in order to make assessments, she does a lot of moderating with Whaea Hine, and that Whaea Hine consults with other kaiako Māori. Then they both consult with Whaea Susie to make the judgement

Maraea said she had anonymised the results in her presentation to the board.



Reo ā-waha / oral language

Maraea took the board through the results for oral language. She noted that the results were not really able to reflect the confidence of tamariki when speaking in te reo Māori. She wished there was a way to capture that.

For the end of year reflection, she said that most tamariki had increased their accuracy and fluency. She said that was really cool to see. Tamariki are using a range of different sentence structures and showing confidence in doing their pepeha in front of everyone.

Maraea said there are three intervention programmes for kids who need more support: Te Ipu Kōrero, Taki Ākina, and Tupu Tuatahi.

Mika asked whether the kids spoke Māori when they were talking among friends? Maraea said that the dominant language is still te reo Pakeha. She said the kaiako/teachers can't control that, and most tamariki are speaking te reo as their second language. She said the kaiako themselves always use te reo and encourage the kids to.

Naomi said that Maraea also supports whānau with resources to use at home to support them with te reo learning too.

Tuhituhi / writing

Maraea said there was lots of red (manawa aki) on this chart, showing that a number of kids need support. She said a few tamariki had come across from whānau Tūī (in the English medium part of the school) last year and were 'late immersers'. She said the main focus is on the senior students. She said she had modified the programmes to support the year fours in particular and noted that writing was a focus across the whole school.

Maraea said that it had helped to focus on finding authentic things for tamariki to write about. They had done a lot of writing about the noho marae, for example.

Pānui / reading

Maraea explained the different assessment levels for pānui/reading: Harakeke, Kiekie, Pīngao, Miro. She said that tamariki are starting to really enjoy reading this year. There are more books now and tamariki are finding it really exciting. She said that tamariki are feeling really good about themselves and most are working at the expected level.

Pāngarau / maths

Maraea said that most tamariki are making progress and are either where they're supposed to be or steadily progressing.

She said that she had used the opportunity of having Rachel in doing the pou whenua to do measurement and geometry.

Joe asked whether whānau had given any feedback about other measures they would like measured? Maraea said no, they had not.

Naomi asked what other schools are using to measure achievement for Māori medium education. Maraea said some are using Hero. Nicki said that the school is working with Hero to improve its produce for Māori medium.

Maraea it had been a really great year. She said a lot of our focus was on the noho marae at the end of the year.

Jess asked whether the school had good resources in the library? Maraea said most books in the library are Pakeha, but that was because there needs to be more pukapuka/books translated. She said some te reo books cost more, and there are only limited print runs so we need to get in quick. She said that a lot of books are really basic reo, and that there needs to be more advanced stuff for year 4s and 5s.

Naomi said Ngāti Kotahitanga whānau talk about the fact it's multi-year. That can be challenging but it is also a strength. She said the tuakana-teina relationships are really good. But teaching in a multi-year class must be hard for the kaiako who has to spreading themselves across the different years. She said that whānau talk about that quite a lot. There isn't another akomanga/class like this in Wellington.

Maraea said that the majority of kids have come from mainstream early childhood education and not necessarily kohanga reo, so most are second language learners. She said she had been building relationships with kohanga reo, but that they often like to see their tamariki go to kura kaupapa. She said she would like kids from kohanga reo but that Ngāti Kotahitanga is very open. She said she would like to know how we could support and prepare our year 7s and 8s better for high school.

Mika asked whether the kids to get homework to learn vocab. Maraea said yes, we give the kids homework, mostly pukapuka.

Naomi said that we've asked the Ministry of Education to come in to present to Ngāti Kotahitanga whānau. We'd like to grow and have another kaiako, but which comes first, more tamariki or another teacher?

Maraea said Whaea Susie is amazing and such a great help. Nicki said there are conversations going on with the Ministry about options for growing Ngāti Kotahitanga.

Joe said he knew that quite a few whānau are looking for opportunities to get their kids into Māori medium education, but places are limited for kohanga reo and puna reo. There are big waitlists because there is strong interest in Māori medium education.

Naomi said that's why it's hard to get relievers too.

Yadana asked how is the retention of Ngāti Kotahitanga whānau? Maraea said yes, we've had some great kōrero at whānau hui. There are a lot of ongoing conversations - about criteria, roll growth, etc.

3. Noho marae

Maraea presented on the noho marae/marae stay at Ōtukou Marae. She said the marae is near Pihanga Maunga, surrounded by rākau/trees.

Maraea spoke about the purpose of the noho marae, and explained the activities for the tamariki, like the hikoi/walk to Rotopounamu and the visit to Te Pōrere redoubt. She said that lots of parents came and shared some of the reflections and feedback she had received from whānau.

Nicki said it was a privilege to have been there. She said Maraea did an amazing job, it was a lot of work, like doing a camp on steroids all by yourself.

Yadana acknowledged the work by whānau to make it happen, such as fundraising, and showing the resilience not to shelve it after the delay caused by Covid.

Maraea said she would be sending out a questionnaire to Ngāti Kotahitanga whānau to decide when the next noho marae will be. She said it might be a bit closer to home next time.

Naomi said the success of the noho was down to Maraea's organisation and vision. She said now whānau want to do it every year.

Mitzi said that Maraea had done an amazing job and she'd wondered whether it was possible to nominate her for an award or something.

- **ACTION - Mitzi to research ways to acknowledge Whaea Maraea's hard mahi to make the noho marae a success**

4. Replacement of resigning trustee

Jess said that it was sad to see Mika go. She had tried to convince Mika to stay many times. She thanked Mika for all her contributions and perspective, and she hoped she'd stay connected even if not as a board member.

Mika said she thought the board members were amazing without her. She said the board has done so much work for the school. She said she didn't have much experience when she started, and she had learned a lot. She said that this year she had found she couldn't do everything, and there were some things she had to stop doing. She said she had learned that the board of trustees can belong to anyone.

Jess said that she would miss Mika on the board but at least we've connected as friends.

Jess outlined the process for replacing Mika. She said the vacant board position could be filled by selection or by-election. She said that last time this happened, the board asked for expressions of interest, which avoids the cost of a by-election. She said on the other hand, if we thought there were lots of people who wanted to stand then a by-election would be good. What do people think?

Nicki said she thought selection would be a good approach. Naomi asked what people would have to do for an expression of interest. Jess said it was really simple, last time she just sent an email and put it in the newsletter, then met people who were interested for coffee.

Joe said he thought selection was a good process. Mitzi asked whether we were still expecting more reps from Ngāti Kotahitanga? Naomi said there will be two.

Nick said we need to take into account the balance of elected and co-opted members. Jess said that actually to keep the balance we might need to do a by-election. Mika's departure would reduce the number of members who were elected by the school community. So, the board should give the community the chance to elect another member, not at the expense of the agreement with Ngāti Kotahitanga.

Jess said that we need to confirm what's happening with the potential Ngāti Kotahitanga board reps. If there are two Ngāti Kotahitanga members, then we'll need to go to by-election, to maintain the balance of elected and co-opted members. If there is only one Ngāti Kotahitanga rep, then we can select Mika's replacement.

- **ACTION - Naomi to check with potential Ngāti Kotahitanga board representatives about their plans**

5. Tumuaki report

Strike action - Nicki said school will be closed on Thursday for the strike. She said she will send an email tomorrow that will explain the reasons for the action. Teachers know the impact on the community of striking and they don't like it. She said it's important for people to know what's at the heart of what teachers want - it's about resources.

Naomi asked whether whānau can join the action. Nicki said yes, teachers are meeting at Parliament grounds on Thursday. She said it's not a day off, there's a lot going on.

Jess said that the board supported the strike action. She said could send the email to the school whānau, or it could be a joint message from her and Nicki. Yadana agreed and said that resourcing issues that affect staff, affect us as a board too. Nicki thanked the board for their support.

ILE (innovative learning environment) review - Nicki proposed that Leanne present to the board next at the meeting, to hear about the ILE review and curriculum refresh.

Funding to improve school attendance – Nicki said that it had been really difficult to find counsellors, social workers, art therapists to do this work. She said it's not just our school, all schools are struggling to deal with this. There's a lot of complexity. She said she is looking for someone to work three days a week across 5 schools in the Kahui Ako.

Camp – Nicki said camps are really significant events in the school. She said they can't be done without fantastic parents, and our school is lucky to have great parents. She also thanked Newtown New World and Halberg Trust for helping the school to meet costs. She also acknowledged the leadership team who have to fill in while she is away at camp. She said that one of the parents had led Muslim prayers at camp. She said that's how she expected our community to roll, and it was great to see. She said that she will also try to increase the te reo spoken at camp, as Ngāti Kotahitanga kids are coming to camp too.

Bicultural journey – Nicki said that Nathan Riki was in last week working with the school's responsive curriculum team. She said that Nathan had taken the threads of the things that she shared with him and facilitated a good session. She said it was just part one but he will do more work with the team. She would also like Nathan to facilitate a parents' evening.

Nicki said we have a new teacher in Tūi, Lily, who has just started today. Nicki said she'll be great. She said Lili is from Kai Tahu and she's already appreciating the environment at our school.

Property – Nicki said that Craig and Nick have shared a planting plan. She said she had just started an initial scoping conversation about signage with a provider. Joe asked if we have a designated wāhi/place or waharoa/entranceway where we would welcome manuhiri/visitors. Nicki said no, not really, but we could have one, that would be really good to do.

- **ACTION - Naomi and Nicki to work on signage and a place for welcoming manuhiri, etc**

Whakamōhio - Nicki said 62% kids booked for their whakamōhio learning conversation. Nicki said the school looks at who is not attending and chases them up to book them in. Jess that seems like a low number. Nicki said it's pretty normal. Jess said the format worked well, having the sheet for parents/caregivers to think about in advance.

Nick asked Nicki whether she would share the themes from the exit interviews with teaching staff last year. Nicki said she had shared themes with Jess and she would share with the other board members the most common themes from those interviews, and also from the appraisal interviews. She said she would focus on things that are within the board's control.

Joe agreed that it would be good to see those themes. He said the school could learn from those interviews about how to retain our people. Yadana asked how we are tracking on retention as compared to other schools.

- **ACTION - Nicki to present to board on themes from staff exit interviews**

6. Property

Yadana presented the property report. She said she had spoken to Recreation Aotearoa about the idea of opening up the pool on weekends with parents acting as supervisors. They were supportive and will prepare some advice about what we would need in place to make this work, for example requirements for first aid certificate, etc. They also suggested the idea of a gold coin donation to get a trainee lifeguard.

Yadana said that before we do anything else we need to get the gate done.

Yadana said she had circulated a draft Regreening policy which includes detailed maintenance info on how to look after the plants, planting zones, and so on. She sought feedback on the vision and the policy.

- **ACTION - all members to feed back on Regreening policy**
- **ACTION - Nicki and Joe to review school calendar and look at scheduling plan emergency management and digital safety parent workshops for next term**
- **ACTION - Nick to investigate School Docs to see what is relevant to external use of school pool**

7. Finance

Nick said that the December 2022 and January 2023 financial reports were in the shared folder. He said that expenditure for the month ending 30 December 2022 was \$134,930, and for the month ending 31 January 2023 was \$79,568.

Budgeted income against budgeted expenditure for the year to the end of January showed a surplus of \$67,565.

Joe suggested that the board spend funds on a full Zoom licence. All board members agreed.

8. Policies

Nick said there were two policies in the report in the shared drive that we should look at. He asked about the school's obligation to have its accounts audited every three years, apparently by the Auditor General's office.

- **ACTION - Jess to follow up with Audit NZ about school's obligations**

Nicki made assurances to the board that:

- the parts of the strategic plan that require yearly updating have been updated and the analysis of variance has been sent to the Ministry of Education;
- the annual report will be submitted to the Ministry by the board by 31 May;
- The strategic plan and annual report are available for public view;
- the school complies with the Equal Employment Opportunities policy; and
- the policies and procedures relating to first aid, recording and notification of accidents and managing/administering/recording medication are up-to-date and implemented correctly.

9. Previous minutes and action items

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

#	Action	Assigned to	Comments
126	Jess to add Mitzi/Miro tool session to agenda of a future board meeting	Jess	Done (this will happen on Monday's Te Tiriti hui)
125	Follow up with Kahui Ako to get an update on the kaitiaki role	Nicki	Done
124	Circulate delegation approval for Nicki, so that the board can approve via email	Jess	Carry forward
123	Work with Jess on co-chair issue	Naomi	Carry forward (to be covered at Monday hui)
122	Meet to talk about the school website and comms channels	Nicki and Mitzi	Carry forward

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	Done

10. Portfolio reports

Health and Safety

Nick said there had been a meeting. We talked about the pool and the pool gate, and communications for the upcoming reverse evacuation.

Te Tiriti o Waitangi

Naomi said she was looking forward to the hui next Monday. She said that at least one of the potential new Ngāti Kotahitanga board reps should be able to attend.

Community Engagement

Joe said there was no report this month but he'd have some updates for the next meeting. Mitzi said she'd looked at the communications survey and started working on the email templates that the school uses.

11. AOB

Jess asked the board for any thoughts on a possible cyclone fundraiser, such as a coin trail, BBQ at the market, etc. It would be not so much about raising a lot of money, but raising awareness for the kids. Yadana said a BBQ was a good idea.

- **ACTION - Jess and Naomi to coordinate a coin trail and BBQ**
- **ACTION - Mitzi to start coordinating quiz night for winter**

12. Karakia whakamutunga

Future meetings

- 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