

# Newtown School Board of Trustees

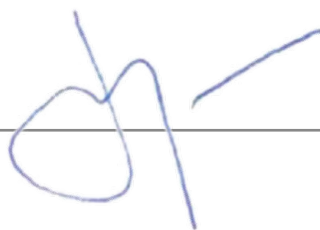
## Meeting Minutes

Monday 8 May 2023, 6.40pm  
Staff room and Zoom

Board members: Fatima Amin Sheikh, Nicki Read, Yadana Saw, Shannyn Edmonds, Naomi Taylor, Jess Gorman (chair), Mitzi Henderson, Joe Winkels, Nick Booth

Also present: Mitch Jordan (kaiako/teacher), Katie (parent), Helen Hardwick (parent), Phil Kauika (parent), Steve Kerr (minutes), Tania (parent - online), Maraea Pukeke-Pine (kaiako/teacher - online)

Apologies: Lisa Morunga



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### 1. Karakia timatanga

No conflicts of interest were declared. There was a round of whakawhanaungatanga.

### 2. Formal co-option of Ngāti Kotahitanga board members

Jess explained the criteria for selecting and co-opting new board members. She said that the school has a history of co-opting Ngāti Kotahitanga members onto the board, and that at the moment there is a proposal to make that permanent.

- **MOTION - Naomi proposed that Shannyn Edmonds and Lisa Morunga be co-opted onto the board as Ngāti Kotahitanga reps**

Joe seconded the motion and it was passed unanimously.

### 3. Ngāti Kotahitanga presentation

Helen Hardwick and Phil Kauika presented to the board on the vision that whānau have for Ngāti Kotahitanga. Helen thanked the board for giving them the agenda time. She said that Ngāti Kotahitanga whānau had had many discussions on the vision that they were presenting today.

Phil said that whānau aspire for their tamariki to be able to:

- live the values of the school and Ngāti Kotahitanga
- be safe in their hauora
- achieve success holistically (academically, culturally, co-curricular)

- walk with confidence in both worlds (te ao Māori and te ao Pākehā)

Phil described the history of Ngāti Kotahitanga going back to 1986. He said it was pleasing to see the board using a te ao Māori lens across everything it does. He said this helps make him feel safe in the place, he feels that his tamariki will learn to operate in both worlds, te ao Māori and te ao Pākehā. He said it is a unique balance, Newtown is the only school in the eastern suburbs that offers rumaki/immersion in a space that is not kura kaupapa. He said that some whānau would rather come to our kura rather than a kura kaupapa. He said that not just whaea Maraea, but other kaiako use te reo Māori me ōna tikanga every day.

Phil said that Maraea did an amazing job and is a key resource for the school. Whānau are concerned that she might burn out because she's having to do too much - pastoral care and academic work at such a wide range of levels. Her load is massive.

Phil said that Ngāti Kotahitanga whānau would like to see a second class. He said that with two classes there could be a tuakana-teina relationship, for example year 3 and below in one class, and year 4 and above in the other class. That would allow more focus and would be really beneficial. He said there were some kaiako already in the school who could act as the other teacher.

He said that with the current situation, some whānau are opting out due to the wide age range of tamariki in the single class. He said some whānau have concerns about the wellbeing and academic progress of their tamariki.

Phil said he understands that there will be challenges for the board in creating a second class, but whānau are here to help with a solution focus. He said Ngāti Kotahitanga whānau have been talking to other whānau and the community and are confident that the school could get the numbers for two classes by December 2024. However, he said we'd like it to start with two classes from the beginning of 2024. The classes might fill before then, given the demand.

Jess thanked Phil for his compelling and inspiring presentation. She said it was awesome to have him and Helen come and share this and thanks for all the effort that went into the presentation.

The meeting broke up into tables to discuss the Ngāti Kotahitanga vision and proposal. The notes from the table discussion are attached in the **Appendix**. The key points from the table discussions were:

- Exciting to think of growing the number of students and whānau
- Challenges of finding the right people
- Opportunity to strengthen whānau connections
- Conversations need to be Māori to Māori
- Acknowledging the challenges outlined in the presentation
- Challenges around space and funding

- There was an expectation when new building was constructed that there was a plan to be able to expand
- There will be major challenges if we do not do it
- There could be a soft pilot towards the end of this year to gather data - we could use existing kaiako to trial a split class for an afternoon a week
- Create a partnership with kohanga reo, recognising that they are focused on Te Kura Kaupapa Māori o Ngā Mokopuna:
- Equity lens - the proposal would create the opportunity for Ngāti Kotahitanga tamariki to be team taught
- Who makes the decisions? What are the constraints? Where is staffing at?
- Funding options
- Engagement with the Ministry of Education
- This could be such a unique opportunity that would attract kaiako and make recruitment easier
- School needs to update the website to give Māori medium the proper focus
- The risk of doing nothing

Jess suggested forming a sub committee to take this forward. She invited anyone who is interested to contact her by email.

- **ACTION - Jess to email members to invite them to join sub committee to discuss the proposal from Ngāti Kotahitanga whānau**

#### **4. Getting the most from our board hui**

Jess gave a presentation for new board members, covering the role of trustees, how hui are run, legal obligations, etc.

#### **5. Tumuaki report**

Nicki referred to her report. She began by apologising for not consulting on the date of the whānau Te Tiriti hui in April. She said that the hui had been paused while we worked through the process.

Cyber safety - Nicki drew the board's attention to the cyber safety night coming up on 15 June 2023.

Learning support - Nicki said that this is a full and complex part of the school. Some of the new families starting at school have strong needs - social, learning, wellbeing needs. Nicki said she is having a meeting this week with some experts to make sure the school is making good decisions about learning support, to ensure these students' needs are met. She said that the school is applying for 'special reason staffing' funding together with Berhampore School.

Additional programmes - Nicki shared images in her report of the mosaic project that Rachel is doing with tamariki. She said there will be five pou in total.

Staffing - Nicki said that it's a great shame that Leanne Whitfield will be leaving next year because her husband has a job in Christchurch. Nicki said Leanne will be a real loss but she's here for three more terms this year and is fully committed.

Nicki said that Lauren has requested support for her application for the Teach NZ Teachers' Study Award and the Teach NZ Bilingual education study award for 2024. Both awards provide paid leave to complete study in an agreed educational priority area. Lauren is eligible to apply for both, but should she be successful, she can only accept one.

- **MOTION - Nick moved that the board support Lauren's application for leave**

The motion was seconded and passed unanimously.

Nicki said that Julie is leaving for a job with Salvation Army, her kids have grown up and she's decided to move to full time after many years here. She said we'll really miss Julie, she's brilliant to have as the front of house as the school.

Property - Nicki said the programmed maintenance service is good. She said she is still waiting for the quote for the bike track to come through. She said she had had some suggestions for signage from a local signage company, but would appreciate more input.

- **ACTION - Naomi will work with Nicki to make decisions about signage**

Nicki said there are still several small bits and pieces to follow up on with the pool, like the gate and the sign for the rules, etc. She thanked Peter for putting up a screen in the hall and many other jobs. She said it's so great to have someone to do all those little jobs that make a difference.

- **ACTION - Nicki will make a list of odd jobs that need to be done to share with school community**

Nicki said that Tania Austin and former tumuaki Mark Brown are very keen to have bees and hives at school. Nicki said she was not sure how to consult with the school and surrounding community. Jess suggested she begin by inviting Mark to present to the board.

- **ACTION - Nicki will invite Mark Brown to present on bees**

Finance - Jess said there was nothing remarkable in the April finance report. She recommended that the March and April financial reports be approved.

Nicki said that there are some changes to the budget noted in the report. For example the operational grant income has been increased and the programmed maintenance services had been missed out of the first draft.

- **MOTION - Nicki proposed that board approve the budget with these adjustments**

Motion seconded and passed unanimously.

## **6. Portfolio reports**

Policies - Nick said he would draft an email to consult the community on the policies that are due for review in term two. He suggested pushing back on School Docs, to say that that they should have a stronger Te Tiriti approach to their policies. He said we can tell them we have reviewed the policies and suggest they incorporate feedback from the community on this.

Health and safety - Nicki said that she had gotten a quote for a paging system and moving the bell that was very high, so she's looking for other options. She said that reverse evacuation drills are coming up.

Community engagement - Mitzi said her and Nicki had had a couple of chats about how the school communicates with whānau. This work is ongoing.

Te Tiriti - Naomi said she'd provided a report which talks about strategic planning that she's been doing since the hui on 20 March. She reminded the board of the 'why statement' behind the board's strategic planning on Te Tiriti: "Our responsibility is that all learners achieve equitably and succeed as tangata whenua and tangata tiriti. We recognise and respect the rangatiratanga of Māori. Through partnership we will re-indigenise and decolonise the educational experience."

Naomi also said she is organising the notes from the board's 20 March hui, to capture comments against the school values. She said the community Te Tiriti hui subcommittee is meeting tomorrow. She also suggested that Te Tiriti become a standing item on the board agenda.

- **ACTION - add Te Tiriti as an agenda item**

## **7. Previous minutes and action items**

Jess asked the members to accept the minutes for March as true and correct. The motion was seconded and passed unanimously.

Then Jess ran through the open action items:

#	Action	Assigned to	Update
136	Coordinate a quiz night for winter	Mitzi	Mitzi said she has a quiz and just needs to organise a date  <ul style="list-style-type: none"> <li><b>ACTION - Jess, Mitzi, Naomi to meet to coordinate quiz night and coin trail</b></li> </ul>
135	Coordinate a coin trail and BBQ fundraiser	Jess and Naomi	Carry forward
134	Follow up with Audit NZ about school's audit obligations	Jess	Carry forward
133	Investigate School Docs to see what is relevant to external use of school pool	Nicki	Done - the MOE rules on internal pool and Recreation Aotearoa guidelines for external use and in the shared drive
132	Review school calendar and look at scheduling plan emergency management and digital safety parent workshops for next term	Nicki and Joe	Carry forward - cyber safety night has been scheduled for 15 June, emergency management TBC
131	Feed back to Yadana on Regreening policy	All	Update - Yadana would like a session next meeting on our role of kaitiaki of school, place making, etc - including art, visual taonga, green spaces, signages. A framework of what we want to see, and a process, that the school and community can use in future to make decisions. How these decisions should fit with our school values, etc  <ul style="list-style-type: none"> <li><b>ACTION - Jess to add to this item to a future agenda, probably July</b></li> </ul>
130	Present to board on themes from staff exit interviews	Nicki	Carry forward This will be circulated as a written report and there'll be an opportunity for comments at the next meeting.
129	Work on signage and a place for welcoming manuhiri, etc	Naomi and Nicki	Carry forward

128	Check with potential Ngāti Kotahitanga board representatives about their plans	Naomi	Done
127	Research ways to acknowledge Whaea Maraea's hard mahi to make the noho marae a success	Mitzi	Carry forward - Mitzi said she'd looked into all sorts of options but nothing was current and appropriate. She said she's still looking. <ul style="list-style-type: none"> <li>● <b>ACTION - Jess and Mitzi to suggest to Kahui Ako that they celebrate the achievement of kaiako as a way to recognise Maraea</b></li> </ul>
124	Circulate delegation approval for Nicki, so that the board can approve via email	Jess	Done
123	Work with Jess on co-chair issue	Naomi	Carry forward
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	Done
119	Report back to next meeting on approach to ILE review	Leanne and Nicki	Carry forward - This will be circulated as a written report and there'll be an opportunity for comments at the next meeting.
106	Start a google doc for board members to collaborate on an induction document	Jess	Carry forward

## 8. BOT election

Jess said that to maintain the balance of elected and co-opted members, the board needs to hold an election. She said she had spoken with Melissa who was returning officer last time, and she is happy to do it again. Jess proposed the following timeline:

16 May - Select returning officer

25 May - Call for nominations

13 June - Nominations close

18 July - Election day

- **MOTION - Jess recommended that we appoint Melissa Kooiman as returning officer**

Jess also suggested that Mitzi and Joe might like to play a community engagement role to drum up interest in the election.

## **9. Items for next meeting**

Nick suggested having a report back from the subcommittee responsible for taking forward the Ngāti Kotahitanga proposal.

Joe and Naomi said they have been working through the kōrero from the board's Te Tiriti wānanga and will report back on the next meeting.

Nicki asked to have the June meeting on June 19th, so the meeting could cover mid year achievement results.

Shannyn thanked the board for their welcome to her as a new member..

## **10. Closing karakia**

### **Next meeting**

- Monday 19 June 2023



## Appendix: Notes from table discussion following Ngāti Kotahitanga presentation

### Table 1

Ngā mihi nui - ♥ for te ao Māori  
Criteria for bringing people in is a Ngāti Kotahitanga whānui conversation  
Remove the 'qualification' and 'but...'  
Loosen the criteria perhaps until we have grown  
Growing passion  
Have resources and opportunities to grow  
Captured the ♥ - speaking on behalf of whānau and tamariki  
Marea will need to be a core part of interview panel with whānau rep  
Go to school for te ao Māori  
Massive opportunity  
Equity with range of ages - how can we provide them all the same  
Possible challenges - 'right person'; how we attract kaiako; kaiako Māori  
Range of ages a real challenge  
Conversations times - Māori to Māori the best place to talk  
Strengthens whānau connection and opportunities - they will work together  
Not sure exactly how - but great start  
Succession  
Wondering - bilingual space important; trauma and what; desire but not with reo; whānau support of those that need it

### Table 2

Challenges - space; money  
By not adding a second class - on-going challenge for tuakana having to transition into mainstream

Solutions - soft pilot this year (terms 4 and 4)  
Gain experience and data  
Team teaching - this is done for the whole kura - should be done in Ngāti Kotahitanga  
Working in partnership with the kohanga  
Having discussions and building relationships with other kura with immersion units - Otari, Naenae, Te Kura o Hau Karetu

### Table 3

Who makes the decision?  
What are our constraints?  
Do we have caps

How does it work with zone  
How many teachers eligible to employ  
Where staffing is at  
MOE engagement?  
Special funding? Contestable funding?  
Consistency with Te Tiriti obligations  
Interim measures - relief; criteria; website  
Kaiako - opportunity to lead change; unique experience

#### Table 4

Ngāti Kotahitanga Vision 2024

Road bumps - what are they?

Kaiako

Funding

MOE support

Tauira numbers

Transport

How do we overcome them?

Physical space

What are the aspirations for a physical space?

Where within kura?

Connected to Ngāti Kotahitanga

We have space

Address capital expenditure

Tauira

Te Kākano

Te Puna Reo

Other ECE

Staff

Retention

Succession plan

Professional development

Kahui

Big risk if we do nothing

Website

Refresh

Māori medium focus

