

Newtown School Board of Trustees

Meeting Minutes

Monday 20 May 2024, 6.40pm
Staff room and Zoom

Board members: Nicki Read, Joe Winkels (co-chair), Nick Booth (co-chair), Naomi Taylor, Trey Tanuvasa, Shannyn Edmonds, Fatima Osman Amin.

Also present: Steve Kerr (minutes).

Apologies: Jess Gorman, Lisa Morunga.

1. Karakia timatanga

Joe acknowledged Nicki for being at the hui after the recent passing of her pāpā and said that she had the support of the board. Nick welcomed everyone and confirmed there were no conflicts of interest.

2. Te Tiriti in action

All board members shared examples of honouring Te Tiriti in their lives. These included: doing the 'Wall Walk' at mahi; attending and sharing constitutional workshops and Te Tiriti based futures workshops; reflecting on, as a Pākehā, being conscious of not just ignoring the news when it's bad news; thinking about how the Te Tiriti strategy should apply in our kura; holding the line and knowing how to collaborate and deliver for a specific community; remembering a feisty recent conversation about the use of te reo Māori; and reflecting on change of culture.

3. Tumuaki Report

Nicki thanked Danielle, Melissa, and other kaiako for their work and support during her time away.

Leave approvals to note - Nicki said she supported kaimahi taking leave to have time with their family. She said that Karen Fredrikson travelling to the States to spend time with her sons and Cam (teacher assistant) is travelling for his parent's 50th birthday.

- **MOTION to approve leave for Karen and Cam - seconded and passed unanimously**

Paid union meeting - Nicki let the board know that there is a meeting coming up.

Attendance - Nicki said attendance has jumped up recently. She said the school had enrolled about 20 new students in the last few weeks. Most have come from overseas as whānau of hospital workers.

Māori Achievement Collective - Nicki said the school will host Māori Achievement Collective in the last week of term. She invited the board to join the hui and share some of their experiences too.

- **ACTION - board members to RSVP about attending the Māori Achievement Collective hui on 3 July**

Learning support - Nicki said there are a couple of new tools that are cool, such as vision screening by Four Eyes Foundation. She said the school got a couple of new tutors on board, a Spanish speaker and an Arabic speaker, and it's fantastic having them. She said that Safety plans and Check-in Check-Out interventions for students across Waitangi, Harakeke, and Pīwakawaka have been reviewed and are working well.

Property - Nicki said Building Warrant of Fitness completed, signed and displayed. She said sometimes these take forever so it's great that this is done.

Finance - Nicki said April and May accounts aren't quite ready, but the school has money in the bank.

Reverse evacuation - Nicki said this has been done now, and it went well, there were some learnings. She said there'll be another one this term where comms to parents will be tested too.

This term - Nicki said there are a lot of events this term: Samoan Language week, Matariki, Somali independence day. She said that Faiza is keen to do an assembly about Somali independence similar to the assembly for Samoan Language Week.

4. Ten Year Property Plan Report and Playground

Nicki shared the 10 year property report on screen. Nick said he, Joe and Nicki had met with Giles from the Ministry of Education to discuss the ten year plan. He said that Giles had said that property stuff is all really expensive and there will probably be little chance to do more than basic maintenance with Ministry funding. Nicki said the draft 10 year plan is with the Ministry at the moment.

Nicki said it was difficult sometimes to know how to prioritise other pieces of work that could be done by activating the parent body.

- **ACTION - Joe/Nick put call out for a parent who might have skills to support project management and provide advice on playground improvements**
- **ACTION - Naomi to talk to Timebank about how the school can create a platform to coordinate members of the school community to contribute their skills and efforts**

5. How do we keep achieving as a board?

Nick said we're coming to the middle of the year and it was a good time to have a catch up outside the formal hui to talk about how we work together, professional development, and things like that. Joe said that some of the possible issues such a hui could cover were: the board's skills; board comms (how we communicate with each other and externally); using the Hautū self review tool; mapping our stakeholders; are the portfolio position descriptions still fit for purpose; how are we going to run the upcoming election.

Trey said she liked the idea, she said it was a much needed time to mould the team and understand each other. She said we wouldn't be able to do it all at one hui, we won't be able to do it all at once. She suggested also that we review the code of conduct and whether it reflects cultural responsiveness.

- **ACTION - All members meet Saturday 15 June 2pm at Joe's house (TBC)**

6. ERO draft evaluation report - school improvement framework

Nicki shared the ERO draft report. She said the improvement goal that the school has chosen is very important but also very hard to measure. In the past three years, ERO and the school have worked together to evaluate how well professional learning about bicultural responsiveness is embedded in teaching practice, and what impact it has on the school's valued outcomes for tamariki.

Nicki said the school's ERO partner has been working out how the school can report in a way that captures the progress in all the parts of the kura, English medium and Ngāti Kotahitanga.

Naomi asked when the report needed to be finalised? Nicki said she had an extension but it was due in a month.

Nicki also described the Te Ara Huarau School Improvement Framework. She said the school was going to gather material for the self evaluation part of it. She said that

ultimately the ERO reports are really important because people look at them and decide about whether to come to school. It's challenging but a helpful process.

7. Portfolio reports

Māori caucus - Naomi said she had added some docs to the shared folder. She said that in the Te Tiriti Strategy space, the Māori caucus is focusing on three actions: having strong relationships with mana whenua, engaging with kaiako and whānau Māori to share aspirations on Te Tiriti; and ensuring a solid framework is left behind for future boards. She shared the proposed principles for the ways of working for the board.

- **ACTION - Nick and Joe to add dedicated time to future hui agenda to consider the board constitution**

Shannyn said that the Ngāti Kotahitanga fundraising committee wants to raise funds to kākahu so that when whānau are performing away from kura they can be clearly identified.

- **MOTION to support a Ngāti Kotahitanga grant application to Thomas George McCarthy Trust Trust application for branded kākahu - seconded and passed unanimously**

Shannyn said Ngāti Kotahitanga whānau are in the process of appointing their second co-opted board position. She said whānau also acknowledged whaea Lisa for her time and contribution during her time on the board. Nick thanked whaea Lisa for her contribution to the board.

Policy - Nicki made the following assurances to the board:

- that all children's workers employed or engaged by the school have been safety checked before their appointment;
- that any non-teaching staff are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours;
- that all teachers are registered and hold a current practising certificate, or have a limited authority to teach, and are therefore police vetted;
- that the school annually assesses the principal against professional standards, and regularly assesses the performance of teachers;
- that procedures for staff selection and appointment are being implemented correctly;
- that the Child Protection policy is in use, being implemented correctly, and is publicly available;
- that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

Nick said that the school needed to have an equal employment opportunities policies.

- **ACTION - Nick to look into school's EEO obligations and report back to Nicki**

Community engagement - Trey shared her and Fatima's report. She talked about what the words 'community' and 'engagement' mean, and shared some definitions of community engagement from NZSTA. She shared a breakdown of the ethnicities of Newtown School's ākonga. She asked how best to depict the community's intricacies and nuances accurately. She said the process should include the school wide approach, community voice, student voice, staff voice.

Trey said Newtown School will have its own definition of what community engagement means and different roles and initiatives that foster stronger connections between the school and the different surrounding communities. She said this would develop some collaborative projects, with organised community events, and partnerships with local organisations.

To give a snapshot of what community engagement means this year, Fatima said that Edi al-Adha would come up on 16 June next month. She said it is considered a very holy festival in the Islamic calendar. She said that a lot of families send money to those in need at this time. Fatima said we might host Eid al-Adha at Newtown School this year.

Trey said that communication is a key part of fostering positive relationships. She said that cultural competency is a key part of community engagement. Cultural competency is the ability to effectively understand, communicate with and interact with people of different backgrounds.

What does this mean for Newtown School? Trey gave the example of Samoan Language Week. She said that there are always things that can be done better.

Fatima said since this is a diverse school, she said families should be aware that there are representatives and people that they can be comfortable with going and asking questions to.

Joe said maybe we need to map out who the people are in the various communities who can be the connectors. Naomi said that we have talked about this in the past, finding those community connectors and giving them the rangatiratanga to run the things they want to run. Nicki said that we know who some of those people are, but with new families and new communities it takes a little while to settle.

Trey said it would be great to be able to provide new whānau with a package, including a list of the people they can connect with. Naomi said it connects to things we've discussed before, like making an enrolment pack for new whānau.

- **ACTION - Joe and Nick to add session on identifying and supporting community connectors to future hui agenda**

Trey showed a video clip of the winner of the 2024 Race Unity speech winner, Jessica Tupa'i from St Mary's College Wellington.

8. Previous minutes

The minutes of the March meeting were approved as true and correct.

#	Action	Assigned to	Update
178	Look into what can be done to support Palestinian whānau	Nicki	Reassign to Naomi and Fatima
177	Update the slide pack for new BOT members to include some content to explain the board cycle of agenda setting and no surprises, for future board members	Jess	Carry forward
176	Send Steve two quotes for replacement playground matting CHANGE TO: Get to quotes to mitigate tripping hazard	Nicki	Change action
175	Prepare a calendar of community events, language weeks, etc - add to school calendar	Trey and Fatima	Carry forward
174	Add an item to reflect on Ramadan and school event scheduling, to future meeting agenda	Nick and Joe	Carry forward
173	Write up notes of how they see their portfolio responsibilities	All	Carry forward - to add to agenda for future hui
172	Arrange an opportunity for the board to meet with the school parent who is interested in joining the board	Nick	Carry forward
171	Do a skills assessment to identify their skills and what gaps there might be which could be filled through co-option	All	Carry forward
170	Develop a co-option process and bring a draft co-option policy to future meeting	Joe and Nick	Carry forward

150	Develop and document the process for co-chairing, including how this works together with the Ngāti Kotahitanga co-option model	Naomi, Jess	Close - to be discussed
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9. Closing karakia

Meeting closed at 9.20 pm

Date of next meeting:

- Monday 17 June 2024