

Newtown School Board of Trustees

Meeting Minutes



Monday 19 August 2024, 6.40pm
Library



Board members: Nicki Read, Joe Winkels (co-chair), Naomi Taylor, Jess Gorman.

Also present: Maddie Smart, Chantal Selby, Katy Te Amo, Steve Kerr (minutes).

Apologies: Shannyn Edmonds, Trey Tanuvasa, Nick Booth, Fatima Amin Sheikh

1. Karakia timatanga

Joe welcomed everyone and confirmed there were no conflicts of interest. Attendees introduced themselves to one another.

2. Te Tiriti in action

All board members shared examples of honouring Te Tiriti in their lives. This included accompanying a friend who was having her moko kauae done; attending a weekend-long wānanga and kapa haka practice, prepping kai and making poi; a work trip to Waiwhetu marae with pōwhiri and learning about the history of the name of the wharenui there; thinking about what it takes to be an honourable Pākehā Tiriti partner, to keep learning.

3. Staff spotlight

Nicki welcomed new kaiako Maddie and Chantal to the hui, to introduce themselves to the board. Maddie said she is a beginning teacher who has relieved at Newtown School a lot in the past but this is her first full-time teaching role. She grew up in the Bay of Islands and went to school in Auckland. She said she was looking forward to learning the ropes and seeing the progress she makes by the end of the year. She said she was looking forward to the production at the end of the year. Her favourite lunch on the run is sushi. Outside of school, Maddie does a lot of reading and drawing.

Chantal said she moved to New Zealand when she was 29. She was born in South Africa on the east coast. She had a wonderful experience teaching in NZ, mostly in Auckland, but also a bit of time in Christchurch and Dunedin. She said she was looking

forward to teaching in an Innovative Learning Environment for the first time and gaining experience. She said she was enjoying working with Debbie and Karen. Her favourite lunch on the run is a chocolate banana smoothie with peanut butter. She said that outside of school she likes being out in nature, she likes ocean swimming.

Joe thanked Maddie and Chantal for coming, he said it's really valuable to get to know who's on the team.

4. Tumuaki report

Implementation plan - Nicki encouraged board members to access the Annual Implementation plan to review it.

Literacy - Nicki said that there had been an increase in migrant whānau which had affected provision for English language learners. She said she had made some rearrangements to how English language learner provision in the school works and it's already working well. The school is gathering baseline data using English Language Learning Progression Pathways, oral recording and learning record samples from the end of Term Two, so that progress can be monitored.

First language hui - Nicki said the school runs these events so that groups can come in and speak their first language. She said that whānau love it, and it's great to have them running again, it's brilliant for those tamariki. Naomi asked how many first language groups there were at school? Nicki said we can't do them all at once, this time we had three hui. She said that Linda (TA) is working with English language learners.

Mathematics - Nicki said that there had been lots of discussion in the news about maths. Nicki spoke about the discussions she'd had since the announcement, including with a group of principals and with the curriculum whānau roles team to focus on the purpose of planning and reflection on maths delivery and our shared knowledge of what we know works and why. She said there had been some good robust discussions and there was more to come.

Arts - Nicki said that there was a lot of excitement about the dance curriculum. Lily and Kath have put in a lot of hard mahi to make the performance happen.

Positive behaviour for learning (PB4L) - Nicki said that Kirsty had come in to do an audit to see how we're going with this, focusing on 'cards of awesome' and a couple of other areas. Katy asked what the feedback was. Nicki said they found that the language of the cards of awesome was widely used, and that all the children they spoke to had received one. She said Kirsty had some suggestions to improve the consistency of how we implement PB4L.

Te Kākano - Nicki said that Te Kākano did a korowai World of Wearable Arts session that was very special.

Staff only day - Nicki said that the next staff away day was next term and will focus on history.

Education Review Office (ERO) - Nicki said that Mary from ERO is going to come to our next board meeting. Nicki said the goal that the school had chosen ('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') is very huge and hard to measure, but very important. She said that ERO only allows three bits of evidence to demonstrate progress to the goal and this is quite challenging. She said she had had lots of conversations with Mary and is making progress. At the next board meeting, Mary will meet with board members earlier to discuss the process.

Kaiako Māori hui - Nicki said that kaiako Māori from across the kāhui came and met at Newtown School. There were about 20 kaiako at the hui. Nicki said it was a great hui and it was great to see the response, lots of smiles.

Learning Support - Nicki said that Remya had come on board as a TA supporting Tūi in the afternoons with Malayalam and Hindi speakers. She said that some students have started working with social workers from STAND and the local Salvation Army.

South Wellington Intermediate School (SWIS) - Nicki said that Toby Stokes (principal of SIWS) sometimes asks for some students to work with the school Counsellor at SWIS to support their transition to SWIS.

Joe said that it would be great to engage with Ngāti Kotahitanga and whānau Waitangi parents and ex-parents to hear their experience of their kids going to SWIS. There would be lots of useful experiences to pass on that would help whānau be prepared for the transition. He said there are a lot of costs and so on that might be a barrier for some whānau.

Katy suggested that it might be good to bring Maraea and Venise in to talk about how year 7 and 8 kids will be supported if they stay in Ngāti Kotahitanga. Board members discussed the need to build stronger links with SWIS so that if students stay in Ngāti Kotahitanga then they can still have access to some of the activities that are on offer from SWIS.

Finance - Jess said that it is a very tight budget this year, but everything is on track. Nicki spoke to the items of significance in the report. She said there are a couple of high items against capital expenditure (e.g. bench seat, picnic table, bike track, etc). She said that these are all decisions that had been made together as a board. She said there was quite a lot of capital spending but it's made a big difference to the school. She noted the increased ESOL funding. She said she had spoken to Maneesha about the way that

Māori Language Programme (MLP) funding is shown in the school's budget, which makes it look like it's an extra cost but it's accounted for. Nicki said the reliever budget is likely to be over-budget at the end of the year. She said that a lot of schools will be in this situation.

Health and Safety - Nicki said the committee met, the minutes are in the shared drive. She said that the school had had a cyber safety incident, so the school is doing a review to see if the response holds up against the policy. She said that last week there was an incident between a non-teacher adult and a child which is being looked into.

Nicki said the school still hadn't done a health and safety consultation. She suggested an approach to the health topics consultation, whereby the board would propose what the topics would be, and then circulate that to the community. Jess suggested that we prepare a draft consultation document, then review it at a board meeting, so that any parents who wanted to could attend and discuss. Naomi suggested running it past community leaders too.

- **ACTION - Nicki to draft up a health and safety overview document and bring to the board**

Assurances for term 3 - Nicki assured the board of the following:

- That student absences are correctly recorded, monitored, and followed up.
- That teachers have used good quality assessment information to report to each student and their parents/caregivers at least twice a year on student progress and achievement.
- That the school does not need procedures relating to search, surrender, and retention because it requests students open their own bag or property.
- That authorisation of non-teaching staff is not required.
- That all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met.
- That staff authorised to apply restraint receive appropriate training and support, including preventative techniques and additional Ministry training for those who may possibly need to restrain for safety.
- That the school will comply with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion if it is necessary.
- That the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.

Sandpit - Nicki said she's keen to progress the sandpit. She sent the two quotes around by email earlier. Joe said the difference in costs is quite large. Nicki said yes that was to do with equipment hire and drainage. She had gone back to the contractors to amend the design. She recommended that the board approve expenditure on the sandpit.

Jess said she was a bit torn to be spending funds on a sandpit when the playground is in such a bad state. Nicki said yes it is a hard decision. Katy said the attraction of the sandpit might reduce the traffic on the playground for a while.

Jess said we have to commit to getting the school community to get behind fundraising for the playground. She said we could ask parents at the school social in a couple of weeks. We need to activate the wider community.

- **MOTION - Nicki moved that the board approve expenditure of money on the sandpit construction**

Motion seconded and passed unanimously.

- **ACTION - Nicki to get two quotes for sandpit cover and sand and provide to Steve for grants**
- **ACTION - Jess to follow up with parents at social event to seek volunteers to design, fundraise, project manage, the playground**

5. Portfolio reports

Joe said the finance report was in the shared drive. He said there was no update on Te Tiriti.

6. Previous minutes and action items

The minutes of the previous meetings were approved as true and correct.

#	Action	Assigned to	Status
187	Add a piece on the consultation in the school newsletter	Joe and Nick	Closed - done
186	Draft a letter to SWIS on the enrolment scheme	Joe and Nick	Closed - done
185	Add session on identifying and supporting community connectors to future hui agenda	Joe and Nick	Carry forward
184	Look into school's EEO obligations and report back to Nicki	Nick	Carry forward

183	Add dedicated time to future hui agenda to consider the board constitution	Joe and Nick	Closed - done
182	All members meet Saturday 15 June 2pm at Joe's house (TBC)	All	Closed - done
181	Talk to Timebank about how the school can create a platform to coordinate members of the school community to contribute their skills and efforts	Naomi	Closed - done ACTION - Naomi to ask Ro how to sign up school, then do induction
180	Put call out for a parent who might have skills to support project management and provide advice on playground improvements	Joe and Nick	Closed - done
179	RSVP about attending the Māori Achievement Collective hui on 3 July	All	Closed - done
178	Look into what can be done to support Palestinian whānau	Naomi and Fatima	Carry forward
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	Closed - done
176	Send Steve two quotes for work to mitigate playground tripping hazard	Nicki	Carry forward
175	Prepare a calendar of community events, language weeks, etc	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
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	Closed - done
170	Develop a co-option process and bring a draft co-option policy to future meeting	Joe and Nick	Carry forward ACTION - put on future meeting agenda

7. Closing karakia

Meeting closed at 9.05 pm

Date of next meetings:

- Monday 23 Sep 2024
- Monday 21 Oct 2024
- Monday 18 Nov 2024
- Week commencing 9 Dec 2024, day TBC