Board of Trustees Meeting Minutes
Monday 17 June 2024 from 7.44 pm to 8:42 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster, Lillian Pak, Tara Israelson (staff representative on behalf of Anna McLean, via Zoom), Juliette George (staff representative), Drew Mayhem, Hayley Luan (minutes)

Apologies: Toby Champion, Jenny Jellicoe, Anna McLean (staff representative)

Declaration of Interests

Byron is a member of the Trust.

Acceptance of Previous Minutes and Matters arising

Motion: The minutes of the last Board of Trustees' meeting held on Monday 20th May were accepted as a true and accurate record.

Moved by Anahera/ Seconded by Lillian/ Carried unanimously with no abstentions or nays.

Presiding Member Update

No discussions required at this meeting.

School Policies Review

Ava noted that there are three school policies due for review on School Docs at present: Employer Responsibility Policy, Safety Checking Policy and Appointments Procedure. The employer responsibility policy is to ensure the Board acts as a good employer. The Safety checking policy is regarding staff and parent volunteers being police vetted. The Appointments Procedure is about Te Tiriti Waitangi.

Board members are able to make comments on all three policies through the School Docs website. It was noted that if changes are made that are outside the wording of School Docs highlighted areas within the policy, the policies then become the school's property and School Docs will no longer update or maintain the policies. Anahera questioned what can the Board do if they fundamentally disagree with the policies? It was noted that the policy would then need to be brought to a Board meeting for further discussions. As noted previously, changing the wording that is highlighted in yellow will not shift the maintenance responsibilities to the school. Stacey noted that policy review is more about being familiar with the policies and procedures rather than making any changes.

Tumuaki/Principal's Report – June 2024

Ava presented the Principal's report which is written in line with the Strategic Goals.

Goal 1: To support each child/ākonga's progress and achievement against the NZ Curriculum and Te Whāriki

The NCEA Numeracy and Literacy exams following the recently updated NCEA regulations have been held. 20 students attended the Reading and Maths exams and 18 attended the Writing exam. Unfortunately, the exam system crashed during the exams and 2 students lost their work. They are able to re-sit the exams on another day. The system error happened to other schools also, however it has now been rectified. The results for the recently held NCEA exams will be published in August with the next exam scheduled for September if students are required to resit. It was noted that the results for Reading and Maths exams take less time to be published than Writing exams due to writing exams requiring individual markers. Ava will report to the Board regarding the NCEA exam results at the end of this year.

Women of Worth (WOW) is a charity which began with 4 women. They share a programme with schools that is designed to make students feel confident in the pace where they are and is available for everyone, not only girls/women. All High School teachers will attend the training programme so they are able to offer the necessary support to students. Ava noted the programme will benefit all High School tamariki and she is keen to find how robust it will be for the boys. The school will look for something different but similar for our younger male students who may not fit in with this programme.

ERO will be auditing the Preschool for 2 days during the last week of Term 2 (2-3 July). It is a different audit programme for the Preschool compared to the Area School. ERO will send three staff to visit the Preschool and they will do akanuku (assurance) by reviewing policies and compliance on the first day and then move onto curriculum and school cultural environment etc. on the second

day. The school has been preparing for the ERO visit for a while. Last week, Michela Homer from MANZ Council came to assist with the ERO visit preparation. Michela came for half a day on Friday and there were no issues noted from her.

Goal 2: To ensure we build, develop and practice an authentic Montessori programme and approach throughout the school aligned with MJ2EX and the Wā Ora Montessori essential elements.

No further discussions at the meeting.

Goal 3: To establish, maintain and improve equitable learning outcomes as Tiriti partners, recognising the importance of partnership with Māori in education.

Huia Tetehu presented to staff for the TOD, discussing whakapapa. Her presentation has generated quite a lot of interest and Ava has scheduled a bus trip with Huia for the first TOD in 2025.

The school's Matariki celebration preparation is in progress. Anahera noted that people across the school have taken on a variety of responsibilities for the event. It was noted that Board members will join the event if available to attend and the Presiding Member is not required to make a speech at the event if they don't want to.

Our Preschool has a Kapa haka group and they will be performing at the Hutt Festival, 10:20 am on Monday 1st July. Ava encouraged the Board to attend and watch the performance. A couple of our senior students will also be performing Kapa Haka with the Sacred Heart Kapa Haka group on Thursday 4th July at 3:30 pm at $8 per ticket. For those who are not available during working hours, the Preschool Kapa Haka group will also perform at the school Matariki concert.

Personnel

Our new Rata class teacher Robyn starts today and will be working alongside Tania. Robyn is both Preschool and Primary trained and has worked in both areas. She has a very good understanding about children transitioning from Preschool to Primary. Robyn has noted she has a lot of interest in Montessori and is very keen to start her Montessori training soon.

The interviews for the Tawhai Assistant Teacher position have been completed and a final decision will be made soon.

The High School PE teacher position has been re-advertised, however no interest has been received for the role. The Te Reo teacher position is still vacant.

Stacey queried Tania's workload. Ava noted that it is a hard situation for Tania to teach in Rata and be the Primary DP at the same time. Ava has picked up most of the Primary DP role and with Robyn working in Rata now, the pressure on Tania's shoulders has been relieved a bit.

Becky will complete her Preschool Montessori training in early August 2024. Nadine is currently in the US beginning her Montessori training and she is doing well. Both Kristen Gibb and Elizabeth Naude from the High School have begun their AMI orientation certificate which will give them a good general understanding of Montessori education.

Roll

The roll is looking healthy compared with June 2023.

Health and Safety

Drew questioned if Ava was able to provide an update regarding the long distance unplanned hiking during the Odyssey earlier this year in February 2024. Byron noted he has had discussions with Ava about the details of the hike; he believes that it is a management issue rather than a governance issue. Drew noted the Board as a PCBU should review the procedure so they have confidence when approving any forms for school camps and are able to identify any loopholes with camp planning. Byron noted that the incident has been reviewed by the management team and he did not see any issues with the current procedure. Drew noted the SLT should report back to the Board about their decision. Ava noted that she can report back on the incident at the next meeting in August.

Motion: That the Principal's Report for June 2024 be accepted.

Moved by Byron; Seconded by Juliette; All in favour motion carried.

New School Website

Ava updated the Board in relation to the new school website which will go live the day after the AGM. The new website will be more accessible and easier to navigate.

Strategic Plan

The Strategic Plan sub-committee has met for further discussions. As Drew was not available to attend on the day, Ava and Stacey attended the meeting. Ava noted that a new time phase for school Strategic Plans has been put in place for 2024 with very short notice from the Government. This is to ensure school Strategic Plans are in place following each Board triennial election. The school is required to submit an updated Strategic Plan in 2024 for 2025 only. The next 3-year Strategic Plan will be required to be submitted by 1st January 2026.

The sub-committee proposed to carry over the current Strategic Plan to 2025 with NELPS being added as required. Work on the new 3-year Strategic Plan with consultation with the community will occur from mid-2025. Stacey noted the current Strategic Plan was consulted with the whole school community including whanau and students. Ava noted she went to a meeting last year regarding school Strategic Planning and only 50% of schools were consulting with their community. There was also one school who used Survey Monkey for the school community consultation. It is not a requirement for schools to consult with the school community when preparing their Strategic Plans, however it is recommended and best practice. Stacey noted that it would be good to notify the school community at the upcoming Council AGM and in school newsletters about any upcoming school Strategic Plan consultation so they are familiar with the process when the time comes for consultation. Lillian noted that the Board has done a good job in consulting the school community for the current Strategic Plan and it would be good to consult the school community again for any updates.

Whanau hui will be responsible for updating the goal in relation to Te Tiriti. The sub-committee feels comfortable to roll it over to 2025. The sub-committee will report to the Board in February 2025 regarding the new 3-year strategic plan.

Motion: That the current strategic plan with NELPS being added where necessary, be submitted for 2025. A major review of the Strategic Plan and Charter, including consultation with the school community will happen throughout 2025 for the new 2026-2029 Strategic Plan.

Moved by Ava; Seconded by Lilian; All in favour motion carried.

Kawakawa Tramp EOTC Forms

As there is no Board meeting scheduled for July, Ava asked the Board for an exemption to approve the Kawakawa overnight tramp at this Board meeting. Tanya, Hilary and David are the 3 supervising teachers for the overnight tramp. All teachers hold a current first aid certificate and both Tanya and Hilary hold an advanced outdoor first aid certificate. Stacey questioned if there is a requirement to access the river as she is aware there is a track leading to the river from the campsite. Ava noted from her understanding, there is no plan to cross the river during the tramp. Ava will check this information with Tanya to ensure that access to the river will not be required. Byron noted teachers on camp should pay high attention to the weather when making decisions if it will go ahead. Ava noted that the camp will be cancelled due to bad weather if necessary. Drew noted that it does not seem like a fun tramp with 3 hours hiking and overnight camping. It was noted that this is designed as a Year 10 leadership camp. Anahera noted that it was stated on the consent form that "no students will go through the river by themselves and if they do have to go cross the river, a teacher will be with them".

Tanya replied to Ava's text and confirmed that there is no access to the river without a teacher. There will be no river crossings and there is no alternative date for the camp, so if the weather is bad it will be cancelled.

Motion: That the Kawakawa overnight tramping trip is accepted.

Moved by Anahera; Seconded by Stacey; All in favour motion carried.

BoT Financials

Hayley received an update from Deloitte regarding the status of the audits for the school; the 2022 BoT report is at the final review stage and should be completed soon; the 2023 BoT reports are at the primary review stage and are subject to a secondary review. Mark-ups will be sent through later for any changes to the reports. The 2023 Council audit is still under preparation and will begin soon. Hayley noted the audit fee is not paid until after the auditing has been completed, therefore no audit fees have been paid for these three audits.

There was a relatively big spend on staff PD, which included MANZ conference, MIM (Meeting in the middle in Australia), First Aid training etc. Ava used her Principal well-being grant to attend a Montessori conference in the US and a Principal's conference in Christchurch. Ava noted that the criteria for receiving the Principal well-being funding has been changed.

FTTE is still underused, however this will be balanced out later in the year with the new teacher starting in Rata.

Motion: That the June 2024 Board financial report be accepted.

Moved by Drew; Seconded by Byron; All in favour motion carried.

Administration

Correspondence

The correspondence was noted.

Other Business

Byron questioned whether the staff exit survey sub-committee had contacted staff who had left for exit interviews. Anahera noted that Yashoda has not completed the exit survey yet and no response has been received from Lockie. Anahera will get in touch with Donna for her interview with a revised question list that will suit her needs for retirement.

The Board meeting minutes will be uploaded on the new school website under the school Board area. The minutes will be open to the public with no login requirement.

It was acknowledged this is Drew's last Board meeting. Byron thanked Drew for his contributions and dedication over the past 3 years on behalf of the Board. Drew noted that Board members take on an important role in governing the school and he will certainly keep an eye on the minutes via the school website going forward. Being a member of the Board is a lot of work and Drew has appreciated the experience of being a Board member. This is also Tara's last meeting as staff representative on behalf of Anna.

The school does not have any RATs tests. Lillian noted that the pharmacy at Avalon still has free RATs to collect.

Agenda Items Next Meeting

- Strategic Plan
- Interim results
- Appoint Returning Officer for Student Elections

The meeting closed at 8.42 pm.

The next Board meeting is scheduled for Monday 19 August 2024 in the Tawari classroom at the High School

Signed Presiding Member, Wā Ora Montessori School

Date 19 August 2024

(Please note Action Items are on the following page)

Action	Personnel	Due

Ava to report to the Board regarding the long distance hike during Odyssey 2024	Ava	August Board meeting
The strategic plan sub-committee to report to the Board regarding the new 3-year strategic plan review in February 2025	Strategic plan sub-committee	February 2025
Anahera to proceed retirement interview with Donna	Anahera	After Donna retires on 2 August

2024 Council/BOT Meetings

7.00pm at Wā Ora Montessori School – Tawari Classroom

January – No meeting
Monday 19th February 2024 (Week 4, Term 1)
Monday 18th March 2024 (Week 8, Term 1)
April – PD Session - TBC
Monday 20th May 2024 (Week 4, Term 2)
Monday 17th June 2024 (Week 8, Term 2)
July – PD Session – TBC
Monday 19th August 2024 (Week 5, Term 3)
Monday 16th September 2024 (Week 9, Term 3)
Monday 21st October 2024 (Week 2, Term 4)
Monday 18th November 2024 (Week 6, Term 4)