Board of Trustees Meeting Minutes
Monday 16 September 2024 from 8:35 pm to 9:15 pm

Present: Byron Lynds (Presiding Member), Stacey Newlands (Deputy Presiding Member), Ava Szabo (Principal), Rod Webster, Anahera Brown (via Zoom), Jenny Jellicoe (via Zoom), Lillian Pak, Anna McLean (staff representative), Juliette George (staff representative), Hayley Luan (minutes)

Apologies: Toby Champion (student 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 19th August were accepted as a true and accurate record.

Moved by Anna/ Seconded by Ava/ Carried unanimously with no abstentions or nays.

Presiding Member Update

Byron noted that the Board is due to write a school newsletter article for Term 4 by 22nd November - Jenny volunteered to write the article. In terms of topics for the article, Byron noted a property update from the Board would be good. Ava noted she could write the article regarding property updates as a Principal article.

Tumuaki/Principal's Report – September 2024

Ava presented the Principal's report which aligns with the Strategic Goals.

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

Ava presented the data from the recent numeracy and literacy exams. The government is making a multitude of changes in relation to numeracy and literacy which will transition over the next 2 years. The 2nd sitting for Year 11 exams took place last week. Students and staff are provided only pass or fail results with no feedback. The literacy rōpu is working hard to assist students with their literacy moving forward. The school has provided feedback on the 124 pages maths and statistics curriculum and the feedback on literacy will be provided tomorrow.

Ava attended 2 parent education evenings, both differently presented, but with useful information. Ava's next newsletter article will discuss the excitement brought to whānau from attending the parent education evenings.

Stacey questioned numeracy and literacy testing and if there is an opportunity to provide feedback? Ava noted it is difficult as the school does not mark it. Tanya teaches English to Year 11s and has noted both the numeracy and literacy testing is quite wordy. Juliette noted that the numeracy test has become another literacy assessment with quite comprehensive questions and requiring very detailed writing. Students have to read a lot of information to be able to answer the questions and also have to write how they intend to answer the questions. One of the numeracy questions was not even about Maths - rather to write how to do the Maths. Another maths question had a graph about Tuatara labelled in Te Reo Māori which is hard for students to understand if they do not know specific words. Ava noted that the testing is new and needs more practice. It should really be written to test the skills that it is supposed to test.

A teething problem was that the technology did not work from the MoE end. The school has spent a lot of time investigating and found that it was MoE's issue. It is stressful for students when they find their answers have disappeared after a toilet break. It is frustrating and could mean they have not achieved literacy and numeracy credits. It would be good if feedback is given for the areas they have to work on. Principals have issued their comments on the importance for teachers and students to receive feedback on their results as It is difficult to know whether the results are a fair reflection when no feedback is provided.

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.

9-12 and Kawakawa students were scheduled to attend the Hikoi in Wellington today, however the event was cancelled this morning due to adverse weather conditions. The commitment to go to the event was lovely and we look forward to attending the event in 2025 if there is one.

Personnel

No further discussions at the meeting.

Roll

The school roll continues to grow and the Preschool is full. The movement from the Preschool to the Primary is good with preference students.

High School Whānau Tour Update

There have been 3 whānau High School tours scheduled, with the first 2 tours taking place in Term 3 and the 3rd tour scheduled for Term 4. There is space for 15 whānau on each tour and all 3 tours are fully booked. It is exciting for Primary parents to see how the High School classrooms have been set up. Stacey has heard very positive feedback about the tours. Rachel Visser (student) has been the tour guide and has done a great job.

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

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

Arts Report

Ava presented the Arts report and noted that it is a very robust report.

Byron questioned whether the recommendation of extra funding for the Tawari arts projects is endorsed by SLT? Ava noted it has been endorsed but not happened yet - she will have further conversations with the Art teacher regarding this. The music teacher discussed having a common room for the specialist teachers where they can meet and make plans. Ava noted she has spoken with Michael Stebbings, the music teacher, and mentioned it will not happen immediately, however there will be available space in the future eventually. The Board acknowledged the recommendations received and will take them into consideration when the new Kawakawa classroom and gym are designed.

Tawari Outdoor Education Hike

Ava apologised for the lateness in sending through the form for the Tawari outdoor education hike.

Tanya, High School DP, has recently taken on the role of teaching Tawari outdoor education which is her specialty. The Tawari PE teacher position is still vacant and therefore PE lessons have transformed to outdoor education and are organised by Tanya.

It is an overnight event that falls under the outdoor education category. The SASS form was sent out prior to the meeting. The event proposal states that the event is for up to 15 students depending on who decides to go on the day. It is designed for the students to analyse the application of safety management strategies in a challenging outdoor environment. The students have spent Term 3 coming up with their own risk management and will apply it to an overnight camp. Budget is $675 for the whole event.

The plan is to meet at 9 am on Tuesday 15th October and return between 2-4 pm the following day. Tanya and Jason are the teachers in charge. Tanya has an outdoor first aid certificate and Jason (prior Kawakawa teacher) has attended quite a few school camps in the past. There are no water activities, no river crossing and they will keep a close look at the weather.

Stacey questioned whether all 15 students will fit into the school van? Ava noted that not all 15 students may attend, however there will be the school van plus another vehicle used for the event. Question asked if there is storage room for the bags when they are driving? Ava noted the bags can be stacked at the back of the van or underneath the seats. They are not camping so there will not be too many bags. The bags will not be packed too high up to cause a hazard of falling or block the view of the driver.

Motion: That the Tawari outdoor education hike SASS form is accepted.

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

Year 4 Sleepover

Ava presented the proposal for the Year 4 sleepover. Helen is the teacher in charge of the event and will be returning to the classroom in Term 4, so is available when the event takes place in December.

Juliette questioned what is the raise alarm time? Ava noted that it is for the teachers to notify Ava before the event if something happened which caused them to have to cancel the trip.

Byron acknowledges and appreciates that the proposal comes to the Board early.

BoT Financials

Hayley presented the BoT financials.

The Board will request $300k Trust donations in November to cover the extra staffing cost. The current forecasted end of year bank balance is about $164k including the $300k donations. There is still an overspending on FTTE at present but 2.5 full time staff will be paid from the bulk grant from 4th September and the FTTE will be balanced out at the end of 2024. The Te Reo Maori teacher position is still vacant which has saved the school some money. The 2024 budget will be closing at the end of November. The draft 2025 budget will be presented at the November Board meeting.

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

Moved by Anna; Seconded by Lillian; All in favour motion carried.

Administration

Correspondence

The correspondence was noted.

Other Business

The Board thanked Toby for his contribution during the previous 12 months as the student representative.

Anahera congratulated and acknowledged Lillian on receiving the community service awards.

Agenda Items Next Meeting

- Welcome new student representative
- PD: planes of development
- Maori consultation survey

The meeting closed at 9.15 pm.

The next Board meeting is scheduled for Monday 21 October 2024 in the Tawari classroom at the High School

Signed Presiding Member, Wā Ora Montessori School

Stacey Newlands
Deputy Presiding Member

Date 21/10/24

Action	Personnel	Due
Ava to write the Term 4 Board newsletter article providing school property updates	Ava	By 22nd November 2024
Hayley to send through the Trust donation request of $300k on behalf of the Board to cover extra staffing cost	Hayley	By the end of November 2024
Hayley to prepare the draft 2025 budget	Hayley	By the November meeting on 18th November
Helen to provide SASS form and EOTC form for Year 4 sleepover	Helen	By the next meeting on 21 October

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)