Board of Trustees Meeting Minutes
Monday 18 March 2024 from 8.53 pm to 9.10 pm and from 9.18 pm to 10.12 pm

Present: Toby Champion (student representative) (left @ 9.30pm), Stacey Newlands (Deputy Presiding Member), Rod Webster, Lillian Pak, Jenny Jellicoe, Anna McLean (staff representative), Byron Lynds (Presiding Member), Ava Szabo (Principal), Juliette George (staff representative), Anahera Brown (via online), Jo Dyer (minutes)

Apologies: Drew Mayhem, Hayley Luan

The meeting was opened with a karakia.

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 February were accepted as a true and accurate record.

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

Presiding Member Update

Byron went to the new parent evening in Pohutukawa class recently with around thirty people attending. All of the families in attendance have had children starting in 2024.

Byron gave an update in relation to the Treasurer role. At this point we have not identified an existing board member to take up the role and we are looking to the wider school community to identify whether there is someone interested and suitably skilled. There can only be one more person co-opted onto the Board - previously this has been a member from Whanau Hui. There could be the opportunity to co-opt a Treasurer, however Ava would like to check with members first at the next Whanau Hui meeting if they would still like to put someone forward to be co-opted onto the board again. It is stated in the Strategic Plan/Charter that someone from Whanau Hui would be co-opted onto the Board. If they do not want to co-opt someone onto the Board, this could be minuted at the Whanau Hui and then we could look at co-opting someone else in a Treasurer role.

There is also an election coming up at the AGM for a vacancy on the Council, so it could be possible to see if someone who has financial skills would like to step up for nomination. After the Whanau Hui the board can send out communications to the community through the newsletter around the upcoming elections at the AGM and Council vacancy.

Tumuaki/Principal's Report – February 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

Ava is dealing with many conversations with the MoE at present and these conversations seemed to have increased over the previous year.

There have been two big changes with the new Government, including phones away for the day and 1 hour each of reading, writing and maths per day. The new phone procedure has not been such a big deal to introduce and has mostly been felt in the High School in Tawari. We are using the new phones away for the day policy that is on School Docs. This policy will be finalised by the beginning of Term 2. The one hour each of reading, writing and maths per day has been challenging in the Montessori School environment. Teachers are using recording sheets and these are also being used by Juliette, the reading mums and teacher aides/assistant teachers. This sheet is completed on a weekly basis and shows how often each child has received lessons on reading, writing and maths. It is then given to Ava so she can easily see any gaps and follow up with teachers. A lot of reading, writing and maths is already integrated. The hardest part is trying to record it. The SLT is meeting with ERO in Term 2 to discuss this recording further, however this is new for them as well so it will be interesting to see what they have to recommend. There is a policy from MoE in relation to the 1 hour a day rule and it's currently sitting with SLT to review so that it best suits Wa Ora.

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.

Becky continues with her Preschool Montessori training.

Nadine Smyth will be beginning her AMI Primary training in May 2024 and observing in her own class as part of her course.

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

No discussions at the meeting.

Personnel

We are still currently advertising for a Te Reo teacher.

We have been having conversations with a teacher based in the US in regards to the Primary teacher position recently advertised. He is not officially Montessori trained but has lots of experience in a Montessori School environment.

A new Assistant Teacher has been appointed in Rata.

Roll

The role is currently looking good in both Preschool and the Area School and we are nearly at capacity.

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

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

Principal Update

In-committee Meeting from 9.10 pm to 9.18 pm

Motion: That the public be excluded from the following part/s of the proceedings of this meeting namely for agenda items under In-Committee. Minutes are kept in the PEB minute book.

The meeting reopened at 9.18 pm.

Annual Plan

Ava presented the Annual Plan to the Board before it is required to be submitted to the MoE.

Ava has used percentages of total numbers of children who gained NCEA Level 1 instead of using numbers due to the small cohorts and sometimes children can be identified.

There are three strategic goals and the focus for 2024, Ti Tiriti, is highlighted. The SLT spent a couple of days at a retreat completing the Annual Plan. The Annual Plan provides areas of focus on what we plan to do throughout the year and who will be responsible. The SLT focused on curriculum and the new Yr11 assessment. NELPS (National Education Learning Priority) have now been included in the Annual Plan instead of NEGS and NAGS. The NELPS have been set up by the government and are designed to be used as goals for schools.

The Annual Plan is a living, breathing document that is updated and reported on at the beginning of every term. Sometimes the focus may shift in what we are going to do for future terms. The Annual Plan is monitored throughout each term and is then updated and Ava reports to the Board through her Principal Report. The Annual Plan must be approved by the Board and endorsed so that Ava can submit it to the MOE by the beginning of May. The Strategic Plan is still being worked on and has also been submitted to the MoE with the note that it is still being developed.

Question raised that without a Te Reo teacher appointed and Ti Tiriti is the focus for the Strategic Plan, what happens next? The focus will be on the whole school community and what else we do in this area. Ava has arranged with some leaders from Sacred Heart School to assist students that want to do some learning around Te Reo. THe Preschool is holding kapa haka classes once per week for those that would like to attend and they will be performing in Term 2. Ava is also bringing in other ideas to support in

this area. Whanau hui will also play an important role in this area. Many teachers and other staff across the school are invested in Te reo courses. Ava noted there are a lot of other schools in similar positions as Te reo teachers are difficult to find at the moment.

Motion: That the Annual Plan 2024 be accepted.

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

Analysis of Variance

Ava presented the Analysis of Variance which outlines any discrepancies from the 2023 Annual Plan and what may have caused these discrepancies. The Strategic Goals have been included in the Analysis of Variance for MoE. There have been some really good results and some not so good.

Writing continues to be the focus, particularly with priority learners and boys. There were less priority learners focused on this time as we had to be careful who we included, however they have made very good accelerated progress. The boys lost some ground, however this only reflects two students, but it would be more preferable for the numbers going up considering the amount of work we have been doing. There has been a slight drop in Maori akonga as well. There is ongoing writing PD for Term 1 and Term 2 in 2024 with Dr Helen Walls with a focus on Primary akonga and using targeted strategies in specific areas. All teachers are using the same processes/strategies so it is easier to track and gain relevant data. A lot of work is being done on writing, however issues are nationwide and worldwide.

Maths results have always been good due to the Montessori method of delivery.

Reading – There is no Pacifika representation included as there were only two akonga. Those students that have been provided additional support have made huge jumps, especially in Kawakawa compared to overall school results. Students in Kawakawa have been receiving targeted literacy lessons.

NCEA data – This year students have done really well. Ava has some further data to add and is awaiting the next refresh of information and results - figures and data are correct as of the 11th of February. Literacy and numeracy were also new last year. Ava is very pleased with these results. UE represents only those students that want to go to university and all students who want UE achieved it.

Rod acknowledged Ava's hard work and for the amount of information that is put into these documents. He also commented that integrated learning is proving successful results.

Motion: That the 2023 Analysis of Variance be accepted.

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

BoT Financials

Byron has looked through the documents, however doesn't have anything else to comment on. Byron noted that there is usually not a lot of activity that happens for the first two months of the year. No further questions were asked.

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

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

Administration

Correspondence

The correspondence was noted.

Other Business

Community Consultation

The Board has the responsibility to consult with the community on a regular basis and the last consultation was done in 2022. The next consultation will be around the review of the Strategic Plan. This is the umbrella over the Annual Plan and is a big piece of work.

It was suggested that it would be worthwhile to have a subcommittee to lead this consultation process. Involvement would include looking at the current Strategic Plan, what should change, if anything is minor or major and then provide an opportunity for consultation with the community. Review questions can be asked i.e. where did we want to be and reflect on this in relation to what worked well and what didn't work well - is the information in the document still relevant etc. The SLT lives and breathes this document, so it must also work for staff.

Ti Tiriti sits with Whanau hui. Authenticity and curriculum are the two areas left. A subcommittee was formed with Rod, Anna, Ava and Stacey for a three-year cycle from 2024 to 2026. There needs to be engagement with different parts of the community. Ava noted that she has some good resources from the MOE that she can share. Lillian noted she would like to join the subcommittee for the community consultation process.

Question raised by Rod if the Annual Plan could be more descriptive with data (numbers/percentages). Ava noted that she used to include targets however ERO mentioned that that wasn't necessary. She suggested that maybe there could be more focus in the curriculum area compared with the Analysis of Variance and include further details here. It is possible that Ava could enter further information on priority learners also, however at this time she didn't have the information. It was noted that it would be helpful if the Annual Plan could be teased out more with information on actions and slightly change the way the report is written.

Question was raised if there should also be community consultation around attendance dues? It was noted that the attendance dues conversations and Strategic Plan consultation should be separate. It was suggested that Term 3 would be the best time for a Strategic Plan consultation. Attendance dues conversations and consultations could be held in Term 4. The Strategic Plan sub-committee will meet before the end of Term 1.

Agenda Items Next Meeting

- NCEA Report
- Tara to attend the Board/Council meetings in lieu of Anna during Term 2 whilst Anna is away on sabbatical
- Update from strategic plan committee
- Update from finance subcommittee as financial statements, approval of documents need to be completed by the 31st of May

The meeting closed at 10.12 pm.

The next Board meeting is scheduled for Monday 20th May 2024 in the Tawari classroom at the High School

Signed Presiding Member, Wā Ora Montessori School

Date 20/5/24

Action	Personnel	Due

Ava to check at the next Whanau Hui if anyone would like to be co-opted onto the Board as per the Strategic Plan/Charter.	Ava	Before the next Board meeting on 20th May 2024
Byron to complete an article for the newsletter with information about the upcoming Council AGM, elections and the vacancy on the Council (possibly someone with financial skills)	Byron	Before the next Board meeting on 20th May 2024
A subcommittee was formed with Rod, Anna, Ava and Stacey for a three year cycle from 2024 to 2026. Their responsibilities will be to consult with the community on the review for the Strategic Plan.	Rod, Anna, Ava, Stacey	Community Consultation in Term 3
Update the sub-committee list with the new Strategic Plan sub-committee	Hayley	Before the next Board meeting on 20th May 2024
The Strategic Plan sub-committee to meet to discuss responsibilities and timelines	Rod, Anna, Ava, Stacey	Before the next Board meeting on 20th May 2024

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)