

1.0 ADMINISTRATION

CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with prayer.

PRESENT: Norman Johnston (in the Chair), Sifa Pole, Jean Paul Eason, Nashua Morrison, Dr Nasili Vaka'uta, Joeli Bogitini, Gillian Laird and Brian Evans

APOLOGIES: Patisepa Tala'imanu, David McGeorge, Viliami Ngaluafe and Jeff Johansson

IN-ATTENDANCE: Barbara Ngataki, Board Secretary

WELCOME

Mr Johnston welcomed the Board to the first meeting of 2020.

CHAIRPERSON'S COMMENT

The Chairperson noted the:

- positive increase to the school roll; at the end of 2019 the school was at cap 380 students with 20 student applications on the waiting list. This year we have already received 16 applications for 2021.
- academic results are very good particularly Maori and Pasifika-embracing Kairangi values

The Principal advised that the final NCEA results are not available until March.

The Principal also noted the change to measurement, which now includes all students enrolled in 2019; he is expecting Level 1 and 2 to be lower than previous years, UE will be at its highest with an estimated 50% pass and Level 3 will have a good result. The Principal will provide the full results to the Board in March.

- subdivision is moving ahead fast selling 150 properties per year.
- positive response of the Presidential team who attended the Service of Beginnings
- uplifting daily Chapel messages sent out by Rev. Salesa
- ongoing discussions with Trinity College to progress the proposal to move on site
- current Board has been in place for the past 6 months, it would be opportune to arrange a Board photo.

It was **AGREED** that Mrs Ngataki contact Photolife to arrange a time for a Board photo to be taken.

- ongoing Governance PLD for the Board

Mr Pole presented his emailed proposal for Board PLD and expressed the importance of Board members taking up the opportunity of professional development.

Mrs Ngataki advised that the full staff PLD held at the beginning of the year would have been ideal for the Board to attend. It included the Special Character, the Principal, and Departments across campus it was very informative. The Board would have also had to opportunity to sit with staff and be a part of the school community.

BN

Mrs Ngataki also advised that the NZSTA Annual Conference is scheduled for 17-19 July in Rotorua. The theme is Effective Governance. Previous Board members have attended and enjoyed the sessions.

Mrs Morrison also advised that there were local Governance PLDs happening as well.

Following further discussions, it was **AGREED** to schedule a Board PLD for 30 April, at 5pm, agenda Special Character – Rev Salesa, NZ History of the Methodist Church – Dr Vaka’uta and the School Secondary System – Principal. **BN/BE/NV**

ACKNOWLEDGMENTS: There were no acknowledgements.

2.0 STRATEGIC DECISIONS/DISCUSSIONS

Annual Plan and Charter

The Principal advised that the 2020 Annual Plan goals are a continuation of the Strategic plan. The goals have set the school theme for the year “the path to leadership and success is service” encapsulating leadership across the school.

It was **AGREED** to defer approval of the 2020 Annual Plan and Charter to the March meeting of the Board.

Election Chairperson/Deputy/Secretary/Confirm Delegations/Subcommittees

Mrs Ngataki assumed the Chair for the Election of Chairperson and called for nominations.

Chairperson: Norman Johnston **EASON/VAKA’UTA**

Mrs Ngataki called for further nominations for Chairperson.

There being no further nominations Mrs Ngataki declared Mr Johnston elected as Chairperson for the ensuing year.

Mr Johnston assumed the Chair.

Mr Johnston thanked the members of the Board for their continued confidence and advised that he will require the support of the Board to fulfil his role as the Chairperson. Mr Johnston also advised that this will be his last year as Chairperson and encouraged members of the Board to consider taking up the role.

Deputy Chairperson: Sifa Pole **MORRISON/EASON**

There being no further nominations the Chairperson declared Mr Pole elected as Deputy Chairperson for the ensuing year.

Secretary: Barbara Ngataki **POLE/JOHNSTON**

There being no further nominations the Chairperson declared Mrs Ngataki elected as Secretary for the ensuing year.

Confirmation of Delegations

Mrs Ngataki advised that Mr Wood, Deputy Principal is now the EOTC Officer.

It was **AGREED** to confirm the 2020 Delegations

**MORRISON/BOGITINI
AGREED**

Confirmation of sub-committees

COMMITTEE	2020
EMERGENCY COMMITTEE	Chairperson Board of Trustees Deputy Chairperson Board of Trustees Secretary (Principal)
<p>DISCIPLINE COMMITTEE Sections 16 and 17 Education Act 1989</p> <p>[and such other members who may be required to ensure gender and ethnic balance for each hearing] The Chairperson to review procedure followed by the Committee in the event of an appeal.</p> <p>The Principal attends the meeting but leaves the meeting when the Committee meets to consider its decision.</p>	<p>(c) Jeff Johansson Patisepa Tala’imanu Jean-Paul Eason Gillian Laird Sifa Pole Nashua Morrison</p> <p>Substitute list: Rod Gabb – Co-opted</p> <p>Other Board members can be co-opted</p>
<p>COMPLIANCE SUB-COMMITTEE Self-review Policy Legislative Compliance Strategic Plan</p>	<p>(c) Patisepa Tala’imanu Jeff Johansson Joeli Bogitini Sifa Pole Principal</p>
<p>HUMAN RESOURCES SUB-COMMITTEE Senior Appointments Emotional Safety Harassment Prevention EEO Employment Agreements (including complaints)</p>	<p>(c) Principal David McGeorge Jeff Johansson Gillian Laird Joeli Bogitini Nashua Morrison Nasili Vaka’uta</p> <p>Note: Other Board members can be co-opted</p>
<p>PROPERTY AND FINANCE SUB-COMMITTEE Property Management Physical Safety Finance</p>	<p>(c) David McGeorge Gillian Laird Sifa Pole Principal Denise Bellette</p>
<p>HOSTEL COUNCIL REPRESENTATIVES Combined Council of the Trust Board and Board of Trustees. Invited representatives. Discusses matters of interest in the Hostels Meets twice termly</p>	<p>Jeff Johansson Nashua Morrison Nasili Vaka’uta</p>

It was **AGREED** to confirm the 2020 Sub-Committees.

**EASON/MORRISON
AGREED**

2020 Discipline Committee Co-Option

It was **AGREED** to reaffirm the co-option of Mr Rod Gabb to the Discipline Committee.

**EASON/MORRISON
AGREED**

3.0 MONITORING

NAG 1: Student Learning, engagement, process and achievement

- **Principal's Report**

The Principal advised that we have had an excellent start to the year with our Service of Beginnings, prefect training, and Year 9 induction and camp. Swimming and Athletics sports have been completed. Students are focused and engaged in the classroom. Sport practices and Polyfest preparations are well underway.

A terrific start to the year:

- Year 13 leadership camp very successful
- Year 9 camp was outstanding
- School is settled and engaged
- Roll is at the cap approx. 376
- Service of Beginnings went very well
- New staff members settled in well
- All staff attended a campus-wide staff information sharing and wellbeing day in January
- The push for better attendance is definitely working with 90% plus students returning to school on time on Sunday evening
- The first day of the school year saw Chapel completely full!
- Feedback is that there seems to be a definite tone of engagement and embracing Kairangi values and the push to excellence

Academic Mentoring 2020

Overview

The aim of academic mentoring in 2020 and beyond is to provide weekly mentoring for all students so that they reach their potential and achieve their goals. Academic mentoring will lead to increased responsibility for future goals.

Goals

- Provide 1:1 mentoring, once a fortnight for all students with a significant adult
- Using broad data, gain a holistic picture of the student's overall wellbeing
- Support the student to achieve their individual goals

The focus

The focus of the two-way academic mentoring session is to:

For years 9 and 10:

- Transitioning the students into the secondary school environment
- Building the skills and knowledge they will need to succeed with NCEA qualifications
- Identifying potential Future pathways
- Identifying factors that may impact overall wellbeing

For years 11, 12 and 13

- Supporting students to gain the required number and quality of credits for the relevant qualification (NCEA Level 1,2,3)
- Ensuring that their courses enable them to be successful in their chosen pathway / career.
- Identifying factors that may impact overall wellbeing

Wesley College Prefects' Service model 2020

Year 13 prefects balance school contributions and prefect service.

Prefect committees are led by a staff member and include Year 11/12 students. The committee's seek to connect Year 13 leadership to Year 11/12 – the Year 11/12 are taking the opportunity to identify themselves as leaders BEFORE Year 13

In time, Year 9/10 will join the groups.

Year 11/12 leadership group:

- Actively involved in community (or in our case in school?) activities for an hour or two a week.
- Working with community service groups
- Wesley College Leadership Service Model

AREAS OF SERVICE COMMITTEE'S

1. Chapel
2. Kairangi and Student Council / Health Council
3. Winstone Cup/ Extra Curricular/ Peer Support
4. Culture

PREFECTS

(Year 13 Dean/ SLT)

- Face of the school/ Set the standard
- Always in Number One Uniform for Chapel and any Service during the year
- If addressing the school must be in Number One Uniform
- Seated in front of the Chapel services in the front row - Lead the school
- Leadership Training (WESLEY WAY) - Methodist Ethos/ Special Character

Mr Eason advised that the student Leadership model is working very well across the school.

It was **AGREED** to receive the Principal's report.

MEETING ADJOURNED FOR DINNER 5.57pm

MEETING RECOMMENCED AT 6.25pm

NAG 2: Self-Review – per Principal's Report

Growth Leadership Coaching

The Principal advised increasingly, both in New Zealand and internationally, school leaders are turning towards teacher coaching as the preferred method of supporting and encouraging performance development, as even if a reform activity is externally or intrinsically driven, teacher coaching allows a teacher to feel a sense of ownership towards their own professional learning (Allyne & Tomasylo, 2007; Ashby, 2009; Blase & Blase, 1994; Neufel & Roper, 2003; Pearce & Gilly, 2009).

Teacher coaching is a performance development approach that has developed out of the popular concepts of sports coaching, business mentors and life coaches (Barkley & Biasco, 2010; Rush & Shelden, 2003). Coaching in the context of educational organisations is a learning based relationship usually employed in order to develop a person's skills in a particular area. As part of this relationship the coach focuses on evidence relating to their practice and explores an issue raised by the evidence (Megginson & Clutterbuck, 1995). Coaching is typically provided in a structured format that is part of an organisation's professional development, appraisal or induction programmes.

This year will see Growth Leadership Coaching introduced to Wesley College on a formal basis. It will involve a 2-day course for four staff who will then in turn coach 2 or 3 middle leaders each on a specific challenge within their area.

Growth Coaching International's is a proven 'relationships to results' methodology for coaching individuals and teams. This very practical programme is designed to introduce participants to leadership coaching so that they can:

- exercise leadership with increased confidence and capability
- address performance management issues constructively
- enhance levels of motivation and commitment
- support the development of others more effectively
- provide difficult feedback while maintaining positive relationships
- facilitate higher standards and results

How does it work?

This programme covers the three elements of the Growth Coaching System:

- Growth model
- Skills of coaching
- Coaching Way of Being

Over two days Wesley College coaches (Mr Pole, Miss Lalakai, Mrs Nisha and Mrs Saunders) will both explore and experience the impact of coaching conversations. In addition, considerable time is devoted to giving feedback in the coaching.

The programme will then be supported in school on an ongoing basis by Dr Paul Bennett who has a PhD on educational leadership coaching.

The review of our teaching practice remains a key goal under NAG 2. The quality of classroom teaching is a key driver in the success of our students. Professional learning groups that support teachers with an inquiry into their classroom practice are again in place for 2019. There is still a lot of work to do in this domain.

Key PLG focus themes for staff in 2020 are all linked to our 6 strategic goals drawn from our Annual Plan.

The Charter, strategic plan and annual plans are all available and have been circulated to Trustees. The 2020 annual plan is attached. The expectation is that all areas of the school (subject departments, Deans etc.) all have an annual plan based on the same model.

NAG 3: Personnel - per Principal's Report

- **Resignations:**

Rob Watson, Geography and Robyn Chavez, COL, Mr Brandon Robert, Sports Coordinator

It was **AGREED** to receive with regret the resignations of Rob Watson, Robyn Chavez and Brandon Roberts.

**LAIRD/VAKA'UTA
AGREED**

- **Teacher Registration Status**

It was **AGREED** to receive the teacher registration status listing.

NAG 4: Property and Infrastructure

- **Hostel Council Minutes:** has not meet since the last meeting of the Board

- **Finance Report – P&F Sub-Committee**

In the absence of Mr McGeorge, Mr Johnston presented the Finance Report.

Mr Johnston noted that the draft accounts showed a small surplus.

Cyclical Maintenance:

It was **AGREED** to approve the increase to the Cyclical Maintenance to \$31,000.

**LAIRD/POLE
AGREED**

Depreciation Rates:

Mr Johnston requested that the following depreciation rates be approved

Audio Visual	10 years
Plant and Machinery	10 years
Furniture and equipment	10 years
Information and communication technology	2-5 years
Leased assets	3 years
Motor vehicles	10 years
Textbooks	3 years
Library resources	12.5% Diminishing value

It was **AGREED** to approve the 2020 depreciation rates.

**LAIRD/POLE
AGREED**

- **Charity Applications**

It was **AGREED** to reaffirm the following applications on block.

**LAIRD/POLE
AGREED**

TO	Amount	For
Grassroots Foundation	\$53, 647.50	Athletic Nation training programme
Trillian Trust	\$12, 184.25	2020 CNI Transport 1st XV Away Game
Trillian Trust	\$10, 595.00	2020 CNI Transport 1 st XV Away Game
Four Winds Foundation	\$14,131.80	2020 CNI Transport 1 st XV Away Game

NAG 5: Health and Safety- See Principal's Report

- H&S Committee Minutes – has not meet since the last meeting of the Board

NAG 6: Administration and Compliance

- **Combined Community / Māori and Pasifika Consultation Feedback**

Mr Ngataki advised that Community Consultation is the responsibility of the Board.

Following discussion relating to possible avenues to consult ie hostel meet and greets, Polyfest practices, school events, online survey it was **AGREED** that the Board continue discussions by email to progress community consultation.

**POLE/MORRISON
AGREED**

- **Compliance Sub-Committee**

It was **AGREED** to defer the following policies to the March meeting of the Board.

- Self Review
- School Uniform
- Achievement Assessment
- Reporting Achievement

Mr Pole enquired in light of the Coronavirus outbreak if there was anything the Board should be doing.

Mrs Ngataki advised that although there has not been a confirmed case in New Zealand yet the DHB and Ministry of Education has been providing information to schools; the information is also emailed to families.

It would be a good to review the Pandemic Procedure.

It was **AGREED** to refer the Pandemic Plan to the Compliance Sub-committee.

ST

It was **AGREED** to receive on block the following policy procedures

- Timetabling
- International Student Critical Response

4.0 ADMINISTRATION

- **Approve Minutes, 28 November 2019**

It was **AGREED** to confirm the minutes of the meeting held 28 November 2019, as a correct record.

EASON/MORRISON

AGREED

- **Correspondence**

DATE	OUTWARD	REGARDING
	No outward	

DATE	INWARD	REGARDING	SUGGESTED ACTION
Nov/Dec 2019	STAnews Issue 298		Information
29.11	Aqualab	Drinking Water Results	Information
18.12	Aqualab	Drinking Water Results	Information
04.01	Resignation Mr Rob Watson (Geography)	Effective T2, 2020	Receive
23.01	Aqualab	Drinking Water Results	Information
31.01	NZSTA Memorandum	NSTA President Elections/Nominations Close 5 March	Information
14.02	Resignation Robyn Chavez (COL)	Effective 6 March 2020	Receive

MATTERS ARISING:

NZSTA: The Chairperson noted the article “Suspension Meetings what the Board need to check”

It was **AGREED** to receive the inward correspondence.

EVANS/JONSTON

AGREED

IN-COMMITTEE

It was **AGREED** at 6.55pm that in terms of Section 48 of the Local Government and Official Information Act 1987, the public be excluded from this part of the meeting, to discuss matters which, in public would infringe the privacy of a natural person under Section 9(a) of the Official Information Act 1989.

BOGITINI/MORRISON

AGREED

It was **AGREED** that the Board of Trustees return to open meeting at 7.26pm after discussing student discipline and staff matters.

VAKA’UTA/BOGITINI

AGREED

GENERAL BUSINESS

Academic Dinner, 6 March: Ms Laird, Dr Vaka’uta and Mr Johnston tabled their apologies.

Identify agenda items for next meeting

- Adoption/Approval: Annual Plan and Charter, Policies
- Confirm April PLD
- Update Community Consultation

The meeting closed at 7.28pm with members sharing the Grace with each other.

Signed as a correct record this 30 April 2020



CHAIRPERSON