



Whangaparāoa School

Minutes of Whangaparāoa School
BOARD OF TRUSTEES MEETING
27 May 2025

Present - Kevin Cronin, Jacqui Marks, Jonathan Felcey, Bridget Platt, Ryan Densem, Laura Davis

In attendance - Caroline Butland (minute taker), Jennifer, Nicole, Jane, Maiana McCurdy, Graham Fox, Sam Gilmore (SENCO), Adam, (Adam's wife), Matt, Adam, Michelle, Timeana, Sandra, Vaughan, Odette, Fleur,

Apologies - Zane Dykman

Meeting opened at 7.00 pm

Karakia timatanga - Whakataka te Hau

Kevin welcomed everyone attending the meeting.

Whakawhanaungatanga for visitors. Kevin explained the structure of the meetings and the purpose of various staff attending meetings during the year.

Video from Grit Camp was shared.

April Minutes

These were taken as a true and correct summary of the meeting.

Jacqui moved the minutes.

Approved: Jacqui

Second: Bridget

Conflict of Interest - Nil

Principal's Report

- Kevin's report was taken as read and a few points highlighted.
- NELPS - National Education Learning Priorities - criteria from the MoE that they would like us to be working through. A column alongside to show how WPS is working through this. Reviewed twice a year. These are not part of our Annual or Strategic Plan.
- School roll - we look at how many children are in the school and how many will be joining to ensure we have enough space. We keep in touch with the MoE regarding extra classroom space according to our school roll. We currently need 2 more classrooms.

(to be continued below)

Curriculum Speakers

Admin team - We're looking at rearranging the downstairs area to ensure things work a bit better and provide more privacy for students and staff. With the roll growth, the current layout is no longer fit for purpose. Entry to the sick bay for students would be separate which will be more hygienic and ensure privacy. Students report to the Student Office to be triaged to stop students crowding the main reception. Late passes, uniform passes etc are also administered from this space. Proposed changes will include replacing a window with a door, a new window and ensuring that the new desk will be at children's height.

Approximate cost is \$25k. Jacqui advised that the Board will discuss this request and get back to the Admin team.

Attendance - At the end of every school day, our attendance gets sent from HERO to the MoE. This is a mandatory requirement for all schools. Our regular attendance percentage improves every term - we work hard to improve this level.

The team shared how attendance works on a daily basis and the process involved. A process is followed to ensure each student is accounted for on every school day. Students with chronic attendance get sent to Attendance Services to work with us. Other agencies are involved where necessary - depending on the circumstances and outcomes between the school and Attendance Services.

Kevin and Jacqui thanked the team for their continued work on this important aspect of our school. We appreciate your diligence, care and understanding in this space, wanting the best for our children.

Maiana - Te Ao Maori

Maiana and Graham shared their pepeha. They presented what resources are used by everyone at school, as well as what the focus areas are and Professional Learning areas. Various activities and groups are available for students to join in eg: Tu Maia, Fiafia, Hibiscus Tuakana and PL is available for staff. All this has shown an improvement in the Te Ao Maori space for both students and staff and builds confidence. Attending workshops and events are beneficial for students and staff to be with like-minded people and network. This gives opportunities for focused learning.

Goals have been set in collaboration with Lenora.

Data was shared on how Maori students are tracking with writing, reading and maths which shows great stats.

Jacqui thanked Maiana and her team for their work.

SENCO

Sam shared the SENCO report with the Board prior to the meeting and was taken as read.

Sam highlighted a few points and explained how students with special learning needs are supported. In some cases, external agencies are also involved in the student's learning, high health, speech & language, vision and hearing needs which was explained. Family lawyers, OT, ACC amongst others are also involved in some cases.

Various impacts of trauma affect student's learning and the SENCO team does their best to support each student's individual needs.

Each student's needs are taken into account when they are placed in a class.

Sam was thanked for her continued work.

Principal's Report (continued)

- Various areas of the school are shared at certain times throughout the year to keep the Board updated. Information on tonight's topics have already been shared with the Board prior to the meeting so that they can ask any questions at the meeting.
- A new PFA has been established - we need to make sure that there's liaison between the Board and the PFA.
- Kevin received a quote from Direct Lighting to update our school to LED lighting which they believe will be more cost effective. Speaking to other schools who have updated to LED lighting, they're really happy. Kevin is getting another quote to compare and this will be shared with the Board via email once received.

Kevin moved that his Report be accepted

Moved: Jacqui

Seconded: Bridget

Finance Report

- Jacqui shared that our financial position is looking really good.
- Kevin explained that we have received extra funding from the MoE for staffing and we're making the most of this.
- MoE guidelines show how much money we should have in the bank per child and we're sitting between 'luxury and comfortable' in MoE terms.

Health & Safety

- Bridget advised that there was whole staff emergency drill training with Harrison Tew in Term 1. Students were then trained. Classrooms are well prepared in the case of a lockdown. Parents are notified of lockdown training prior to this taking place.
- The Earthquake drill will be in Term 3 and Tsunami in Term 4.
- Policies will be checked and approved at the next meeting.
- Medical bay was mainly from children telling their teacher that they felt unwell in class - less students were hurt outside the classroom.
- What we report to WorkSafe - any child who is admitted to hospital (not a visit to A&E). The DP's will contact WorkSafe when necessary.

Personnel

- Kevin asked for feedback and thoughts on requesting LWOP in the workplace
 - Some workplaces allow you to use leave in advance
 - Depends on what's happening in the workplace at the moment - busy period?
 - Teachers are seen as having so much leave during the year already - although much of this time is used to tidy up the previous term, plan and prepare for the next term.
 - Some places are looked at on an individual basis - has the staff member gone over and above workwise is considered.
 - Is the teacher a valued member and resource of the school? Allowing leave may ensure they are retained.
- Keeping an eye on attendance and teacher shortage - these are topical at the moment.
- Kevin advised that applicants for current vacancies are all from offshore. The NZ school system is different to other systems so this makes it tricky.
- Reminder to ensure staff are to remain politically neutral and maintain the MoE conduct lines - be impartial and professional.

Question time for visitors to find out more about what it entails to be on the Board, how portfolios are delegated, how much time is required per month etc.

Karakia whakamutunga

Next meeting: **Wednesday 25 June 2025**, 7 pm.

Meeting closed at 10.16 pm

ACTIONS

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