

Minutes of School Board meeting

Monday 30 October 2017 at 7pm
Held in the Library, Wilford School,
William Street, Petone
(open to the public)

1. **PRESENT** Trustees: Ced Simpson (Chair), Emeli Sione, Kaapua Smith, Sarah Mataiti. Neil Sargisson (Principal), Keriana Tawhiwhirangi.

Management team: Faye Mayo, Jamie Marment, Ropene Johnstone, , Vanessa Phillips

Apologies Vaughan Smith.

2. **Review of school walk-through** The Board reviewed conclusions reached by groups walking through the school during the previous half hour:
- Work needed on the two “other” entrances to make them more welcoming and better reflect the school’s diversity/character.
 - Both to be upgraded
 - William St to separate pedestrians and traffic
 - Tennyson St to reflect status as key entrance for parents of young children and entrance to Ng Puawai;
 - Murals and planter boxes to break up blank walls and plain concrete surfaces;
 - Thinking of how to provide stronger unity amongst buildings;
 - Ways of reflecting multicultural diversity of school (eg flags of each nationality);
 - Creation of family-friendly space in school (based on Nga Puawai whanau room looking out onto central space?);
 - Review of building maintenance;
 - Distinct physical identity for Ng Rangitahi;
 - More explicit learning opportunities in the physical environment (eg one cubic metre sculpture, cutaways illustrating functioning of infrastructure such as plumbing, wiring...).

The Board resolved that students (and their parents) should participate in a 2018 term 1 inquiry into improving the physical environment of the school

Neil

3. **Review of focus group feedback** The Board reviewed feedback given in parent focus groups:
- Ako Tahi Tatou:*

- Strong support for underlying themes of inclusion, partnership, but little awareness of the motto itself.

The Board agreed that Ako Tahi Tatou should be the key theme of the 2018 plan and an approach similar to that undertaken in relation to the discrete values should be taken within the school: explanation, exploration, frequent reference.

Neil, Ced

Communication:

Neil

- Multiple channels to be used more often: especially emailed versions of written notices; use of Facebook;
- Website poorly designed, incomplete, often not used;
- Need for regular sharing of educational programme with parents (at least monthly);
- Reporting to parents on student progress to consistently cover all curriculum areas and lead with student strengths.

The Board agreed that Nick should lead the development of a comprehensive communications strategy to be in place for the beginning of 2018.

Nick

Neil agreed to circulate the T4 report form for board feedback.

Neil

Trustees

Nga Rangitahi:

- Need for more consistent promotion of distinct identity and achievements of Nga Rangitahi

Nga Puawai:

- Need to explore relationship between Nga Puawai and the rest of the school;
- Need to review and improve promotion of Nga Puawai.

The Board agreed that Sarah, Neil and Kaapua should discuss as soon as possible what is to be shared and how with Nga Puawai's forthcoming hui.

Sarah
Neil
Kaapua

The Board agreed that the management team should review implementation of the Te Reo Implementation Plan in the light of perceptions of inconsistency of teacher practice and unclear progression across years.

Neil

Choosing Wilford:

- Reasons included diversity, grounds, friendliness, locality.
- Need to explore perceived importance of academic success in survey

Nick

Transitions:

- Need to review all key transitions (students and parents) in 2018 T1

Neil

			Ced
		<i>School leadership:</i>	
		<ul style="list-style-type: none"> • Still perceived to be an issue by some; need to probe in survey. 	Nick
		<i>Google accounts/internet safety:</i>	
		<ul style="list-style-type: none"> • Lack of clarity about student Google accounts 	
		The Board agreed that the principal should review communications with parents about the issuing of Google email accounts, and that an information forum about internet use and safety for parents should be held.	Neil Ced
4	Management team planning	The Board reviewed the management team's planning input (attached).	
5	Te Ropu Tiaki Whanau	Kaapua reported on the progress of the Maori whanau advisory group.	
		The Board welcomed the progress in developing the role and functioning of Te Ropu Tiaki Whanau, and the enthusiasm and commitment of its members.	Ced Kaapua
6.	Communication to community & meeting review	The Board agreed to thank participants in the focus groups and to outline the next steps in the 2018 planning process, including the stakeholder surveys.	Ced

Confirmed by Chair:



Date: 27 Nov 2017