



Minutes of School Board meeting

Monday 17 October 2016 at 7pm
Held at Wilford School library
William Street, Petone

| ITEM | PRESENT | | ACTION |
|------|---------|--|--|
| | | Ced Simpson (Chair), Neil Sargisson (Principal), Edward Cox, Emeli Sione, Vaughan Smith and Sarah Mataiti. | |
| 1. | a | Welcome | Ced welcomed all |
| | b | Apologies | Siosiana Lotaki |
| | c | Confirmation of Agenda | The Board confirmed the meeting agenda. |
| 2. | | Minutes | Agreed: 1. Minutes of the board meeting held on 17 September 2016 adopted, subject to identified corrections. |
| 3. | | Strategic planning for 2017-19 | Action: 1. Timetable adopted: first draft of Charter by 2 November 2016, consultation by 12 December, final draft approved by 20 February 2017 and Charter to MOE by 1 March 2017. 2. ES, VS and SM to work with CS and NS on charter planning. |
| 4. | | Report on meeting with MOE | Noted: 1. MOE concerns are the L&A report, relational trust in the management team, and Nga Puawai leadership. 2. MOE concern that we recognise the urgency of the ERO review situation. |
| 5. | | Review inputs: literacy and numeracy follow-up to last | Noted: 1. Keith Alexander's email dated 7 October 2016. Agreed: 1 Future communications to ERO will reflect and focus on their priorities. |
| 6. | | Review inputs: Stakeholder survey: student survey | Agreed: The board welcomed the teacher and management analysis and agreed with the conclusions in their report. Action: Management team to talk to students about highlighted answers to allow more worthwhile conclusions. |
| | | Review inputs: stakeholder survey: whanau survey | Noted: 1. Response rate low. 2. Desire for more arts and music. 3 confirmation of strong school culture 4. Desire for more board communication 5. Maori respondents consistent with all respondents 6. Possibly parents seeking more knowledge how well their children to school 7. Digital portfolio desired. Agreed: 1. SL to draft communication to parents of key messages. 2. Next year seek a much higher response rate by use of social media, multiple reminders and conduct earlier in the year. |
| | | Review inputs: teacher workplace | Agreed: 1 the board thanks the staff's participation because it provides important information but disappointed that five staff did not respond. 2 notes the number of staff looking for other jobs and |

survey

general low morale.

Action: 1 management team to develop comprehensive action plan to respond to survey data (NS and CS)

**Meeting
adjourned to 26
October 2016**

The meeting was adjourned until 26 October.



Minutes of School Board meeting

Monday 26 October 2016 at 7pm
 (Reconvened 17 Oct meeting)
 Held at Wilford School library
 William Street, Petone
 (public excluded)

| | | | |
|------|---|--|--------------------|
| ITEM | PRESENT | Ced Simpson (Chair), Neil Sargisson (Principal), Edward Cox, Emeli Sione, Vaughan Smith, Siosiana Lotaki and Sarah Mataiti. | ACTION |
| 1. | a Welcome | | |
| | c Confirmation of Agenda | The Board confirmed the amended remaining agenda from the 17 October 2016 meeting. | |
| 2. | Review inputs: (2) stakeholder surveys (staff) | Action: VS and NS to find qualitative reasons for the negative responses, including motivation for the negative answers and proposed solutions. | NS & VS |
| 4. | Review inputs: (3) stewardship review | Agreed: That the summary of learnings from the stewardship review (attached) are agreed. | |
| 5. | Review inputs: (4) Nga Puawai hui and progress | Noted: Principal's report. Agreed: Our intention is to work toward employing a second teacher dependent on requisite numbers of students. | |
| 6. | Review inputs: (5) Pasifika fono and progress | Agreed: The board asked the principal to ensure that 1. Staff pronounce names of students accurately; 2. The school use Pasifika greetings on all formal occasions. The board will progress work on school culture reflection of Pasifika culture in 2017. | |
| 7. | Review inputs: (6) Principal's appraisal | Noted: 1. Report by Dr Paul Potaka. Agreed: 1. Appraisal will be finalised as at Q3. 2. Additional areas for development (not identified in Potaka report are: (a) Proactively identifying items of governance significance, (b) Stronger strategic performance in dealing with ERO, (c) Address perception that issues raised with Principal are dealt not with. 2. CS and EC to write up final appraisal to lead to 2017 performance agreement | CS and EC |
| 8. | Principal's report | Agreed: That the Principal's report be accepted. Action: The board's thanks to be given to Faye Mayo for the publicity about our Kiva program. Action: 1 management team to develop comprehensive action plan to respond to survey data (NS and CS) | NS |

**9 Leadership
workshop**

Agreed: That the priorities agreed at this meeting be shared with the management team.

**10 Community
communication**

SL to prepare

A handwritten signature in black ink, appearing to read 'Cedric', with a long horizontal stroke extending to the right.

Confirmed by Chair

Date 14 November 2016