

NAENAE COLLEGE BOARD OF TRUSTEES

Minutes of the Board of Trustees Meeting
held (via Zoom online link) on Thursday 26 August 2021 at 6.30pm

Present: Sarah-Jane McCosh (Chair), Andy Soper (Deputy Chair), Nic Richards (Principal), Karen Shepherd (joined 6.41 pm), Tia Turahui, (Co-opted member), Tafaoimalo Loudeen Parsons, Devon Turi (Staff Representative), Rome Vailini and Trudy Stead (Parent Representatives)

Apologies: Te Rina Isa'ako (Student Representative)

In attendance: Annette Dyer (Secretary)

S-J provided the karakia for opening and closing of meeting.

S-J welcomed everyone to this online meeting.

Focus topic: Covid-19 update

- Devon - Uptake in devices with students this week. We've done this before so the knowledge is being applied again. We have to go with the flow. Students are being advised to look after themselves and not to stress.
- Seniors are a bit worried about credits etc. – they are reminded that school is still happening and to keep engaging. Engagement is the important thing.
- Expectations of teaching hours: It is face to face with a class at least once a week. The work is set at the start of the week. For example, Devon checks in with his LAR twice a week. With other classes he checks in once a week and then the 2nd period he has them he is available if they need support. Devon has been keeping in close contact with the parents of his students.
- Parents are contacted if the child doesn't connect.
- There are a few students with incorrect contact details in our database, but in general most students have been contacted. The sort of thing that happens, for example, is a family who had just moved and they don't have internet at the moment. They are using hotspot data and trying to engage.
- Nic advised that the team are being mindful of pressure on people. Being on screens all day is not healthy for students or teachers. Email has become overwhelming. Every student wants a response and it can be quite exhausting. This is the reason why today (26/08/21) was the last day SLT were onsite.
- Nic is keen to make sure staff are supporting students.
- Wellbeing: some staff are coping better than others and we are trying to keep in touch with them.
 - Staff are more stressed this time. Devon said this lockdown feels different and he too feels stressed. He teaches only 1 senior class and they were well ahead. Staff are stressed out about this lockdown.
 - The pressure to provide resources is quite significant. Some documents had to be scanned in to be able to then be shared with students.
 - Potentially long hours with technology and we are quickly learning. We have pivoted much more quickly with online learning this time.
 - Wellbeing is fundamental with how we look after students and everyone. We are experiencing this lockdown later in the year than previously and it does increase anxiety.
 - There is definite pressure in our school community and a need to make sure everyone is ok.
 - In the wider NZ community it seems that this time there is more disunity and also racism.
 - Loudeen feels differently to the last lockdown as this was so sudden. Emotionally and spirituality it feels different and there is the added racism to the Samoan community.
 - Vaccination programme as well this time. Adds to the disunity.

- Teachers are also dealing with the whanau as well as students. There have been complaints to the principal; these seem to be out of frustration: for example, “My student hasn’t got enough work to do”. Wellbeing is at the forefront this time.
- The vast amount of communications have been really positive. The bad tells you when something may need to change.
- Devices:
 - S-J noted that, for example, among her colleagues a lot of households have only one device which everyone is trying to use. This is probably common in many households in NZ.
 - There will be a mop-up of devices next week. There have been issues needing tidying such as devices with the wrong power cord and there is always an element of human error.
 - More chromebooks will be provided next week.
- Updating Contact Details:
 - People don’t notify the school when their contact details change. What can we do to encourage school when vital communications change?
 - Nic and Loudeen suggested we need an automated form on the website. People go onto the website and add their contact details if these have changed.
 - As Kamar and the parent portal can be seen, Nic wonders if it would be possible for people to update their changes of details in Kamar.
 - Suggestion to put a message on Facebook to get people to message their LAR teacher of any changes.
- Other Lockdown level issues (bearing in mind that this could be extended or that lockdown could happen again):
 - Some seniors are being called into work at supermarkets with the shortage of workers.
 - Kāpura had donated food, but other than that, NNC doesn’t have the facility to be an intermediary to assist people who don’t have enough food at home.
 - Karen – accessed Stokes Valley foodbank and she delivered some food to families. There are a number of food banks still operating.
 - Tia – Kokiri are delivering food packs. You ring them on the number. Suggested this could go on our website.
 - Jacqui and Kamaia may be assisting families via their networks.
 - When we move to level 3, the children of essential workers will go to school. (Last time we had 8 students onsite). There will be a similar system set up to last time.
 - Re: essential workers – is there an expectation for parents to supply information to schools so you know they are essential. NNC asked for names of students similarly to last time.
- NCEA credits:
 - Rome queried whether there is flexibility around assessments and credits. Noted that last year we had very good academic results for the year. Perhaps this was due to the flexibility around the number of credits and additional programmes and students engaged with additional programmes like the manaaki marae programme. There is a 9-week window so there will be a sprint to the end.
 - Nic - agencies are still expecting responses to matters – our resilience hasn’t bounced back to 100%.
 - The plan hasn’t been advised many days in advance.
- Rome led the board in acknowledging Nic and the team with looking after staff and students’ wellbeing. Health and wellbeing are more important than anything at this time.

1. Student Representative report

Nil.

2. Staff Representative report

Devon’s update provided within the Covid-19 update.

3. Principal's report – 26 August 2021 (Screen shared)

- 2 new staff have joined NNC. Kelly Sheridan, HOD Careers (is currently still in Palmerston North) and Nadia Ioane, Gagana Samoa. Kelly's husband is one of four staff at Rongotai College who can't start their roles.
- Rose Ruzicka will be on maternity leave shortly and her position (Maths teacher) has been advertised. We are advertising for an LSC, replacing Jo Bell who is moving to the South Island. Noted that there are many positions advertised in the Gazette today.
- Subject selection is moving forward. More information will be available for the next board meeting.
- Due to lockdown, School formal is now rescheduled to the last **Friday** of the holidays (15 October).
- Attendance from the start of this term – there has been a trend reversal for Y12 and Y13. Y9 and Y10 are similar. Y11 attendance has dropped off this term. Information is by ethnicity. There is a lower trend across the years so far this term.

Questions –

- Progress with the attendance project - Nic has met with Jess several times and significant progress has been made. We had issues getting back to core data, but the data may be able to be wrapped up by the end of the term and then reporting back will probably be at the start of next term. Jess has spoken to all the principals in the Kāhui āko.
- Karen wondered if the lower attendance was related to the RSV virus? In some whanau sometimes the whole whanau has stayed home.
- Query re: the 1% difference between girls and boys in the average attendance rate? Nic had checked this and it is correct.
- Nic will include the ministry information in the next report which will show where NNC fits in the Kāhui āko.

Motion that the Principal's report be accepted.

A.Soper/R. Vailini

Carried

4. Sub-Committee Reports

Resource Committee

Additional staffing – Recommendation to offer our social worker a contract to the end of 2023

- Nic advised the process – job descriptions were provided together with information from Kamaia and Jacqui. The Social Worker role is a vital part of supporting the pastoral arm of what we do and is seen as 'vital'.
- Loudeen had previously asked are we sure there is delivery on the position and suggested looking at an alternative way of providing this role eg. Youth workers. (ie. younger, māori or pacific youth workers, perhaps being contracted in), or a former student from several years ago who could come into the school. Looking at the position holistically and in a way more tailored to the student group and culturally related to the student group, especially around attendance and around certain whanau.
- Nic outlined the range of social agencies currently involved at NNC: Josh is part of Challenge NGO who have worked in this area for the last 5 years (part of the Massus group. The model has been shared with Taita school and there are māori and pacific people working in this space). Josh is with us permanently and his role is not shared. He is invested in the school and ongoing. Youth workers come into the school as well, who are associated with a church. Also there is another group which covers leadership and we also have Vibe. These groups provide a good mix with Jacqui and Josh – Jacqui has experience and Josh is young. There are serious complexities for some students and also whanau complexities. Khya Wilson (from Naenae) has recently been employed and is working as a teacher aide. There is definitely a need for a mix. We have also been working more recently with MSD. The ministry met with an intermediate and Josh from Challenge recently where 14 new students were

discussed and the complexity of the students. It is a difficult space and we don't have access to further resource. Principal Richards is concerned how we can progress in the future as long term this is not sustainable if this level of complexity continues. Different models are being looked at, and noting also that we employ teacher aides. This position is not for youth workers.

- Loudeen suggested a one-year contract and to use the next 12 months to look at what would work sustainably going forward. MSD etc. coming on board. However we also want to balance this against Jacqui's need for a stable role. Her work impacts our Counsellor too, so having a gap would put our Counsellor under huge pressure. As an example Loudeen had suggested at a previous meeting having some Kaumatua to do social work – generational wellbeing to support students. Kaumatua/ Younger social workers, technical support etc. mental health, physical and emotional health.
- The board discussed opportunities to fund the social worker position as there are definite staffing consequences.
 - Andy contacted the Nikau trust and they have funding for education initiatives and would be very keen to talk to us. Their next funding round is February next year. This allows time for some conversations. Andy and Nic to explore this further.
- In summary re Social Support at NNC:
 - Something formalised needs to be in place around job descriptions and processes; and
 - we need to make sure we are not closing ourselves off to other types of relevant help which we could use in our school.
 - S-J suggested we could still meet those two concerns and still move forward with retaining Jacqui at the moment. In this way we wouldn't see the school facing a gap in much-needed capabilities. Therefore a robust well-planned solution is needed. A board member should drive this as a project. We have the *current* need and two years will go by quickly. Therefore the suggestion is that we keep the 2-year recommendation in place for the Social Worker position AND drive this project alongside it. If done properly, this work will require time to do a comprehensive holistic approach anyway. In addition the Principal noted that we need to advocate with the Ministry, and agencies, for support. Board members feel Jacqui does a wonderful job but there is more we can do as well. Tia has a contact who might be the sort of person we seek as part of broader avenues of support, someone who is passionate about Naenae and the college. S-J recommended that a project is worked on around pastoral support for students.
 - Loudeen offered to add this project alongside the fale project if required. Karen has also offered help with research and support.
 - The board agreed on a small working group to look into pastoral support for students, and to offer a 2-year contract to Jacqui.

Motion: The board agrees to establish a small working group to investigate and suggest a new Kaupapa for social support in our school.

S-J McCosh/K. Shepherd
Carried

Motion: That the board offer another 2-year contract to Jacqui.

K. Shepherd/A. Soper
Carried

Admin Plan

- Karen - there are 2 stages - the structural aspect, walkway etc. Recommendation to accept the structural part of the Admin Plan initially. The next stage concerns the colours, interiors wheelchair access etc. This will be improved on from the plan. Stage 3 is the landscaping, fale etc.
- Nic - Loudeen and the board's feedback was put in front of the designer, so in the interim the architect had redesigned the frontage. The ministry doesn't allow curved walls because of the cost. The normal

process is for pricing, followed by tender and then the ministry will price it again because costs are increasing so much.

Recommendation to accept the structural concept of the Admin Plan.

K. Shepherd/S-J McCosh
Carried

Technology Block Toilets

Recommendation: To approve \$50k on the Technology block toilets.

- There are currently two toilets and they will be fully enclosed cubicles, non-gender. Cost is approximately \$50k.
- Costs are exploding – if we don't do this, it won't be done. The toilets won't last another 10 years.
- Once the house money comes in, there can be a list of board priorities and a better overall picture of where our funds are committed and where they are at.
- Karen said \$50k can be afforded; also the floor and kitchen in the marae will require some remedial work.
- Nic - We wish to commit funds to the toilet block. The old SNU area, now the Services Academy is probably a luxury item; the marae renovation will fit in the same space as the toilet block funding.

Recommendation to spend \$50k on the Technology Block toilets.

K. Shepherd/L. Parsons
Carried

- Ongoing one – Taylor will talk about maintenance requirements for the marae. Loudeen asked if the Marae Committee will look at the Lottery Commission's Community funding which closes in March next year. Suggested that It would be a good time to apply for eg. \$80k for repairs to the marae and it would allow funds to be held for ongoing work. Because the marae is available for the wider community it fits into the criteria. Loudeen can email this information to the Marae Committee.

Action: Loudeen to forward the Lottery Commission funding application to Nic for the Marae Committee.

- Lotteries application - Karen is happy to help the Marae Committee with an application. Nic asked for the application to be emailed to him as well and he will forward the papers to Alex for the Marae Committee.
- Fale – Nic is having conversations around costings and thoughts from our property managers – the ballpark figure is \$500k.

Motion that the Resource Committee minutes be accepted.

K. Shepherd/L. Parsons
Carried

Resource Committee Minutes – 16 August

Approvals – agreement for the design scheme for the Administration upgrade and Agreement of the NNC conceptual plan for grounds and roading.

Motion that the Resource Committee Minutes be approved.

K. Shepherd/ ?
Carried

5. General Business

Nil

Correspondence

- NZSTA changes to Covid was passed on.
- The term update from Schooldocs can be emailed by Andy, as required.
- The OIA request re: information on decision making on a child who hasn't been placed in our SNU. The letter is due for a response shortly. Nic has 2 answers and needs one further response.
- Email to the board – a woman complained her son had been put down by a teacher/teacher aide. Nic hasn't received any further information on this.

6. Minutes of meeting held 29 July 2021 Tabled in pre-reading pack and taken as read, apart from particular queries or corrections.

Previous Minutes

- One typo to be amended in the name Barnardos.

Outstanding actions:

- Have been addressed except for the Strategy document.
- Mental Health documents have been passed on - Andy
- Rainbow club – Devon followed up. Students didn't like the third colour idea for a shirt. They were in support of blue or white shirts and non-gendered as well.
- Te Rina –was to take the uniform discussion to the LAR Council. S-J will follow up on this.
- The Rainbow Club follow up and Te Rina's LAR council follow up to be added to the actions list.
- Karen – drafted a letter for the Ministry around funding. (ongoing)

Motion that the Minutes of the previous meeting are accepted.

S-J McCosh/A. Soper
Carried

7. General Business

Nil

8. Items for next meeting:

- Additional Staffing – Nic will add this into his next board report.

Closing karakia/reflection by Karen.

Meeting closed: 8.48 pm

Signature: _____ **Date:** _____

MEETING	ACTIONS REGISTER	Responsible/ Actioned (✓)	Due Date/By Next Meeting
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AUG 26	Email the Lottery Commission funding application to Nic and the Marae Committee.	Loudeen	Asap
AUG 26	Email the Lottery Commission funding application papers onto Alex for the next Marae Committee meeting.	Nic	Asap
FEB 25	To draw up appealing strategy document for website. Organised to meet in the holidays.	Rome/SJ	Ongoing
FEB 25	Schooldocs - Andy will send a message to members to flag documents which come up for review.	Andy	As required

REFLECTION/KARAKIA ROSTER

	28 Jan	25 Feb	25 Mar	15 Apr	27 May	24 Jun
Kai	Karen	Trudy	S-J	Loudeen	Trudy	Karen
Meeting opening & close	Tia	S-J	Rome	Andy	Devon	Tia
	29 Jul	26 Aug	23 Sept	28 Oct	25 Nov	
Kai	Te-Rina	Tia	Andy	S-J	Rome	
Meeting opening and close	Loudeen	Karen	Trudy	Devon	S-J	

If you cannot do a session your name is down for, please just separately arrange a swap with someone else.

MEETING SCHEDULES

Draft dates for Resource Meeting (Mondays) – 2021

21 Jan (Thurs)	15 Feb	15 March	12 April (no meeting held)	17 May	14 June
12 July	16 August	13 September	18 October	15 November	

Dates for BOT Meeting (Thursdays) – 2021

28 January	25 February	25 March	15 April	27 May (Faculty Heads presentation – 5pm)	24 June
29 July	26 August	23 September	28 October	25 November	