

1.0 ADMINISTRATION

1.1 PRESENT: Norman Johnston (in the Chair), Jeff Johansson (4.55pm), Sepa Tala'imanu (4.53pm), David Denny (4.56pm), Gillian Laird, David McGeorge and Brian Evans (4.50pm)

1.2 CONSTITUTION OF MEETING: Mr Johnston constituted the meeting with a reading from the daily Chapel messages and with prayer.

1.3 APOLOGIES: Uinise Smythe, Rose Tapuvae Papuni, Imraz Sahib and Nasili Vaka'uta.

1.4 IN-ATTENDANCE: Ms Anne-Marie Lalakai – HOD Music, Mrs Natalie Faitala – HOD English and Barbara Ngataki, Minutes Secretary

WELCOME

Mr Johnston welcomed Ms Lalakai and Mrs Faitala to the meeting.

Ms A Lalakai, Music

Recap results of 2017

Internally music assessments have improved immensely and Wellington NZQA having a 100% agreement with our marking and moderation.

- *-90% pass rate 27/30 senior music students achieved 14+ with 10% 3/30 not achieving this. In 2016 it was a 75% passing rate with 14+ credits.*
- -Year 11 100% completing the course with 14+ credits attempted and passed.
- Introduction of externals as a class year 12s, year 11-1 and year 13-1 external outcomes out of the 9 that sat 4 passed.
- Extra curricular music: Revival 801 band making finals again for Pacifica Beats, a year 11 band entered into Rockquest and Gabrielle Togatama making semi-finals for Stand Up Stand Out solo vocalist.

Moving Forward:

Junior Music

- Y9 programme perhaps looking at a 'music academy' for Gifted and Talented students.
- Y10 options splitting into a practical option and music theory option to retain numbers.

Senior Music

- Ensuring that the year 11 cohort continue with the results attained in previous years.
- Year 13s and the standard organization moving the 'harder' standards to the beginning of the year.
- Subject endorsement through. All senior students to now sit an external not only for endorsement purposes but also for a holistic music learning.

How can this be done?

- Engage in higher level thinking with the students in the classroom.
- Exam prep throughout the year.
- Regular prep given to students to work on outside the class time/tutorial times.
- Expectations that ALL students attempt and submit all standards.

Other factors to consider

Due to the increased number of students being taught across the junior school, there is a need for more gear especially with the larger year 9 cohort in classroom gear.

Mr McGeorge enquired with the increase of cohort if the classrooms were well equipped e.g. instruments.

Ms Lalakai advised that she finds a way to adapt but caters per Year level ie Y9, 15 students. Ms Lalakai cannot put an exact number on requirements but it would be 1 – 22.

Mr Johnston enquired if students find it hard to perform.

Ms Lalakai advised that if a student is not confident to perform in front of 20 people they perform in a safe environment with only five people present.

Mr Johansson advised that there used to be band performances at Choral and if that were a possibility. Mr Johansson also enquired if there was still a brass band.

Ms Lalakai advised that she has been considering holding a performance night for friends and families. Brass and choir are the next big projects for the department.

Ms Laird advised that the Methodist Ideologies hold a ‘Sound of Music’ September each year, which may be an option for students to participate.

Mr Evans advised that there is also the “Big Sing” where our students would thrive.

Mr Johnston thanked Miss Lalakai for her report to the Board.

Mrs N Faitala, English

STAFFING: Natalie Faitala (HOD), Lavinia Manoa (Assistant HOD), Ana Tangi (Across Schools CoL Leader), Desiree Pole (New to school 2018, TIC Drama), David Ryan (New to school 2018 – Teach First NZ Participant)

ENGLISH CLASS TEACHER ALLOCATION 2018

NF	LA	AN	DP	DR
12	13	11	11 (1x period)	12
11	12	10	10	11
9	10	10	9	9
	9		Drama 12/13	

2017 RESULTS

Senior English - Subject Endorsement

(Number of Endorsements improved each year – First Excellence endorsement in Year 13).

	Year 11	Year 12	Year 13
Merit Endorsement	4	1	1
Excellence Endorsement	3	2	1

Senior English - Number of Students attaining 14 or more credits in English

	Year 11	Year 12	Year 13
Total Number	41/60	19/60	7/18
%	68%	31%	39%

There was an improvement in overall achievement percentage outcomes for Year 11 while Year 13 results also improved by significant margins. Results for all levels continue to be relative to the outcomes gained for Decile 2 schools and move closer to the National Statistics for this subject.

Achievement outcomes for Level 2 and 3 are not as high as for Level 1 and this can be attributed to a number of factors including the significant jump in difficulty between the levels and variability of cohorts in both number and academic ability.

Results for Level 2 English were also affected by Mr Fisher (employed to teach Drama 2017) leaving his Year 12 English class with no teacher half way through the year. In addition, a large number of students in Year 12 were regularly absent from classes to attend Gateway or Wintec courses which had a negative impact on their achievement in their English programme.

Across the senior school, it was evident that students were choosing to focus on achieving the more accessible credits (often Unit standard programmes) at the detriment of core academic subjects. The English Department had been affected by the implementation of “booster” or “catch-up” credit programmes that allow students to attain large numbers of credits in very short time spans. This makes working hard for a standard that may take many weeks or even months to complete very unattractive.

JUNIOR ENGLISH PROGRAMME (YEAR 9 AND 10):

In the Junior English programme, excellent progress continues to be shown in the strand of literary essay writing that has been tracked for each student once a term. (Community of Learning achievement focus). AsTTle testing at intervals was completed as part of the Junior English assessment programme and student tracking showed good gains across the junior cohorts.

There was a significant overall improvement in the Year 9 cohort’ reading supported the MoE’s target to improve reading by three sublevels. The writing coincides with the shift but at a slightly lower rate.

The Junior English programme has been moving towards more integrated learning in the past 2 years with links made across in the curriculum for the units/topics studied. The integrated junior curriculum has focused on English, Social Studies and Health other HODs have been asked to make links to the integrated topics as well.

OTHER HIGHLIGHTS/ ITEMS OF INTEREST FROM 2017

- Re-introduction of Drama has a subject option at Years 12 and 13
- Teachers have been encouraged to actively participate in English Professional Associations.
- Reading Plus trial
- Sheilah Winn (Shakespeare Festival)
- Winstone Cup Speech Competition
- Spoken Word Poetry Workshops and Competition
- Writing competitions/workshops advertised for students
- Southside Rise – Interschool Production/ Leadership project.
- Year 13 Drama Show – Goldilocks and the Three Little Puaka

THIS YEAR SO FAR - DEPARTMENTAL GOALS 2018

- Create a cross-curricular project for the junior integrated programme.
- SEXY writing across all levels in the English Department
- A continued focus on improving the number of endorsements for NCEA Levels 1, 2 & 3.
- As a department, we continue our focus on ensuring that students are provided with a full range of opportunities including being enabled to gain subject endorsement for English and UE Literacy at Year 12 and 13.
- High Expectations; we are encouraging the production of a high standard of work (Merit/ Excellence) not just achieved.
- We are striving to meet the 14 credit per subject goal in English. (This is a goal for year 12/13 in particular).

- In the Junior Programme, the focus on writing continues with both AsTTle reading and writing testing being used to track progress.
- In addition, we want to work on improving our classroom environments and are making our learning spaces more conducive to student achievement.
- We are organising our resource room space to make it user friendly and to ensure resources are easily accessible to all teachers within the department.

FUTURE THINKING 2019 AND BEYOND

We hope to implement literacy acceleration projects (such as ALL and AVAILLL) for learners who are struggling.

Looking forward to moving to a BYOD model the English Department is beginning to use Google Docs and Google Classroom as part of regular teaching and learning. In addition, we hope to be able to use the programmes that we have been using in a piece-meal way because of limited access to devices such as Reading Plus, Write that Essay and Education Perfect more widely in the future.

Mr Johnston enquired if the Rotary Reading Enhancement programme is making a difference.

Mrs Faitala advised that the programme is relatively new to the school however, the more students read can only benefit them. Mrs Faitala will track results and report to the Board.

The Principal advised that he has had positive feedback from other Principal's about the Reading Plus programme for Y9 and 10 students.

Mr Johansson enquired if there is continued learning support through the hostel/prep programme.

Mrs Faitala advised that the department often hold its own tutorials to assist student learning as and when required. Mrs Faitala held a tutorial for students during the holidays.

Mrs Faitala also advised that she and another teacher were moved from their usual classrooms due to maintenance work not being completed. The disappointment in the move was that the classrooms were well below standard with broken furniture, no ICT access, damp, mould and dark.

The Board apologised to Mrs Faitala and assured her they will follow up the situation.

Mr Johnston thanked both Ms Lalakai and Mrs Faitala for attending the meeting.

Ms Lalakai and Mrs Faitala left the meeting at 5.22pm.

ACKNOWLEDGEMENTS:

- Roger Biddle, Past DP: Mr Johnston advised of the passing of Mr Roger Biddle. Mr Biddle was a long serving member of staff and there was a good number of old students present at the service.
- Sonny Livingston, Past HOD Maori: Ms Laird advised of the passing of Mr Sonny Livingstone.
- Denise Bellette: Mr Johnston advised of the passing of Mrs Bellette's father.

CHAIRPERSONS COMMENT:

The Chairperson advised that:

- there is a proposal to increase Day Student numbers to 110. This is not a legislative issue; but whether it will adversely affect the Special Character. The request should come from the Board of Trustees to the Trust Board.

Following discussion, it was **AGREED** that the Board of Trustees write to the Trust Board to request increasing day student numbers to 110.

**JOHNSTON/JOHANSSON
AGREED BE**

- Mr Michael Leach, Edsolnz assisted the Board with the appointment of the Principal. As it is the Principal's 1st year Mr Johnston suggested that Mr Leach be engaged to complete the Principal's Appraisal.

Following discussion, it was **AGREED** that Mr Michael Leach be engaged to complete the Principal's Appraisal.

**JOHNSTON/MCGEORGE
AGREED**

- discussions are taking place to consider buying more computers rather than leasing.
- there is further information relating to the new NCEA attainment measurement in the NZSTA.
- he attended both the Maori and Pasifika consultations as scheduled unfortunately there were no attendees. The Board may need to revise its methodology for consultation. There is also good information about consultation included in the NZSTA newsletter.
- it is requirement that the Board consider the appointment of the Auditors.

Following discussion, it was **AGREED** to confirm the appointment of Hayes Knight as the Auditors.

**JOHANSSON/MCGEORGE
AGREED**

- Ms Laird had attended the NZSTA Conference.

Ms Laird advised that the Conference was held in Rotorua with approximately 1400 attendees from various schools. Some schools had sent their whole board. Ms Laird attended three workshops, Property 101 with MOE, Accounting 101 and Learning disabilities. Ms Laird found the workshops interesting and informative and encouraged other trustees to take up the opportunity to attend next year.

- The Board meeting time of 4:30pm.

Following discussion it was **AGREED** that the Board meet at 5pm.

**JOHNASSON/LAIRD
AGREED**

2.0 STRATEGIC DECISIONS/DISCUSSIONS

2.1 2018 Charter – No items

2.2 2018 Annual Plan – No items

2.3 2019-2021 Strategic Plan – to be tabled Term 4

2.4 2019 Board of Trustees Succession Planning/Election – for information

3.0 MONITORING

3.1 NAG 1: Student Learning, engagement, process and achievement

- **Receive the Principal's Report**

General comments

Term two concluded well with the focus for students being clearly on academic attainment and the completion of assessments. The winter sports season continued with teams entered in Rugby, League, Basketball, Netball and Soccer competitions. The girl's rugby team won the first Counties Manukau Girls 1st XV title comprehensively. League, Senior Basketball, Soccer and Netball teams are doing very, with senior boys league, basketball and soccer looking likely for the finals. Alongside that the school held the Choral competition, had a band in Pasifika Beats (Tribe 101) and had a large number of students in the Head Held High production, with several of them having lead roles.

- **Stand-downs and Suspensions**

Year	Ethnicity	D/B	SP/SD	Days	REASON	Date
12	Samoan	B	SD	2	AWOL. Forgery of teachers initials on note	21/03/2018
12	Samoan	B	SD	2	AWOL. Forgery of teachers initials on note	21/03/2018
12	Tongan	B	SD	2	AWOL. Forgery of teachers initials on note	21/03/2018
12	Samoan	B	SD	2	AWOL. Forgery of teachers initials on note	21/03/2018
10	Tongan	D	SD	2	Offensive discriminating behaviour toward a teacher	7/06/2018
13	Tongan	B	SD	2	Continual disobedience	18/06/2018
13	Maori	B	SP		Continual Disobedience	14/06/2018
Board decision 20/06/2018					Expel	

- **School Roll 5/7/2018**

2018	Full Roll		Day		Boarding	
	Male	Female	Male	Female	Male	Female
Year 9	64	23	24	7	40	16
Year 10	76	10	16	3	60	7
Year 11	47	15	11	8	36	7
Year 12	57	12	14	5	43	7
Year 13	31	16	3	1	28	15
Sub Total	275	76	68	24	207	52
Total	351		92		259	

International 11 Sec Tertiary 1
Domestic 339

- **Attendance**

1/1/2018 – 5/7/2018	
	Attendance Rate
Attendance rate for School	92
Attendance by gender	
Female	88.5
Male	93

- **‘REP’ (Reading Enhancement Programme) reading programme**

The Principal advised that the project has started and so far has been hugely successful and popular with students.

- **BYOD**

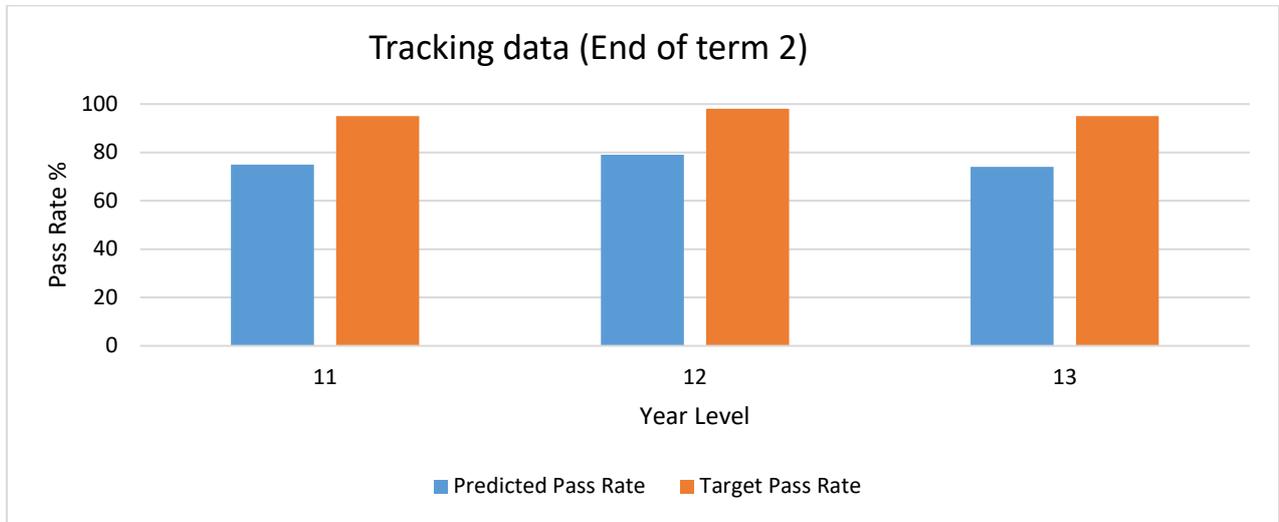
The Principal advised that the latest discussion is to hold off on BYOD and investigate buying or leasing more school wide computers to be on hand for teachers to use.

- **NCEA Summary End of term 2**

Targets

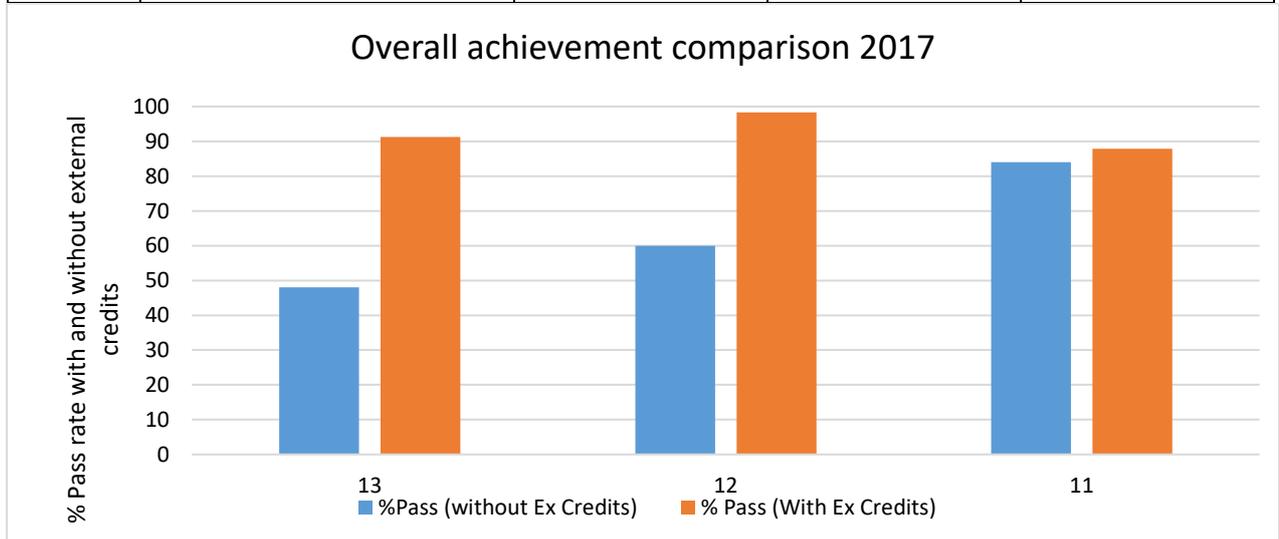
	Year Level		
	11	12	13
% of students currently with 30 + Credits	36% (23/63)	20% (14/68)	13% (5/47)

	Year Level		
	11	12	13
Predicted % Pass 2018	75% (47/63)	79% (54/68)	74% (37/47)
Target % Pass 2018	95% (60/63)	98% (66/68)	95% (44/47)



- **Comparison of 2017 overall achievement data, with and without external credits**

Year	Number of students that passed <u>without</u> External credits	2018 Roll	%Pass (without Ex Credits)	% Pass (With Ex Credits)
13	24	50	48	91
12	40	66	60	98
11	61	73	84	88



- **New NZQA roll based measurements**

The Principal reported on the fact sheet for Board of trustees and school communities as provided by NZQA regarding the new enrolment-based measurement of NCEA attainment.

- **Using new measurement with past 5 years data:**

The Principal reported on the data as contained in the Board Information Pack.

It was **AGREED** to receive the report of the Principal.

- **June 1 and July 1 MOE Return and Roll Return Summary**

It was **AGREED** to receive the June 1 and July 1 Returns and the Roll Return Summary.

**LAIRD/DENNY
AGREED**

- **2019 Rugby Tour Proposal**

Mr McGeorge enquired where the funds previously raised were held.

Following discussions:

It was **AGREED** to request a report on the fundraised funds from Mr Bean and Mrs Bellette. **BE**

It was also **AGREED** that the Principal discuss with Mr Bean a 2019 Rugby Tour. **BE**

It was **AGREED** to approve in principle a 2019 Rugby Tour. **EVANS/JOHANSSON
AGREED**

MEETING ADJOURNED FOR DINNER 6.04pm

MEETING RECOMMENCED AT 6.37pm

3.2 NAG 2: Self-Review

- **Full staff hui/PLD day**

The Principal advised that in June the first full staff hui was held offsite at Counties Manukau Stadium which included every aspect of personnel in the school - teachers, admin, hostel, kitchen, etc. come together. The focus on the day was to bring everyone together and create a sense of 'team' and ownership. Workshops were led by members of SLT and other staff which included Special Character (Rev Tasi), Creating a Wesley Graduate Profile (Chris Bean), Beginning the Strategic Plan (Chris Wood) and Developing our Kairangi Values (Christine Pereira and other staff members).

Below are the visions developed by staff that will be the foundations of the Strategic Plan. The Wesley Graduate Profile created follows that. See further attachments for info on the day's presentations.

- **Strategic Plan**

Vision 1: Special Character, Student Service & Pastoral Care

- Vision, respectfulness, understanding of our Methodist ethos, each individual having respect for all aspects within the school.

Vision 2: Shared, effective team vision

- Open communication and working collaboratively, school wide so that everyone is valued.

Vision 3: Students and their Learning

- Develop pathways to suit student needs that result in confident, educated, adaptive learners with core skills who are equipped for the real world.

Vision 4: Staff Effectiveness

- Wesley College is to be one of the leading schools for meaningful, relevant, effective teaching and learning.

Vision 5: Property, Personnel and Financial Resources

For the school to provide the resources to enhance students and all staff for lifelong learning and wellbeing for the 21st Century.

- **Profile of a Wesley College leaver (graduate)**



- **PLD Update Attended**

It was **AGREED** to receive the report of Professional Development attended by staff in Terms 1 and 2.

3.3 NAG 3: Personnel

The Principal advised that Mr Divnesh Singh, teacher of Mathematics was welcomed to the school.

3.4 NAG 4: Property and Infrastructure

Mr Johnston raised concern following the advice of Mrs Faitala relating to the substandard conditions of the classrooms they are working in. It is completely unacceptable.

Mr McGeorge advised that it is not good enough that staff and students are subjected to poor classroom conditions especially when we are trying to promote and increase the school roll.

The Principal advised that he also had some frustration in work not progressing when requested. The Principal also felt that an upgrade of rooms 1-9 would help to alleviate many of the problems.

Mr Denny also advised that he is frustrated that work the Board requested some months ago still has not commenced.

Following discussions:

It was **AGREED** that rooms 1-9 be upgraded with paint, flooring, heating and furnishings suitable for classes.

**MCGEORGE/LAIRD
AGREED**

It was **AGREED** that Mr McGeorge and the Principal meet with Mrs Bellette to discuss the poor condition of the classrooms and their upgrade.

**MCGEORGE/LAIRD
AGREED**

- **Hostel Council Minutes** – not met since the last meeting of the Board.
- **Finance Report – P&F Sub-Committee** – did not meet.
- **Charity Applications: Trillian Trust, \$6861.40 VEX Robotic Sets**

It was **AGREED** to reaffirm the above Charity Application.

**MCGEORGE/LAIRD
AGREED**

SPECIAL MEETING:

It was **AGREED** to move into Special Meeting at 6.45pm to approve an application for funding.

LAIRD/MCGEORGE
AGREED

It was **AGREED** to return to the Open Section of the meeting at 6.50pm after approving an application for funding to Trillian Trust for Gateway Course, Forklift OSH, Health & Safety, Manual Handling & Hearing Conservation and PPE.

LAIRD/MCGEORGE
AGREED

3.5 NAG 5: Health and Safety

- **OSH Committee Minutes 20 June 2018**

Mr McGeorge advised that following a lightening strike at his organisation he made a claim against their insurance cover. Mr McGeorge suggested that the school also make a claim against the schools insurance for cover.

It was **AGREED** to ask Mrs Bellette to look into the possible insurance cover for the lightening strike.

It was **AGREED** to receive the OSH Committee Minutes dated 20 June 2018.

3.6 NAG 6: Administration and Compliance

- **Moderation:**

The Principal advised that Moderation of assessments continue so we are able to meet the expectations of NZQA.

- **Community / Māori Consultation - Sunday, 22 July**

Ms Laird advised that no one attended the consultation.

- **Community / Pasifika Consultation – Sunday, 22 July**

Ms Johansson advised no one attended the Pasifika consultation.

Mrs Ngataki advised that both consultations were advertised via the Principal's Newsletter and KAMAR email. She had also received confirmation from some families that they were going to attend.

Following discussions relating to the Maori and Pasifika consultation it was **AGREED** that more thought is needed as to how to encourage families to participate.

- **Compliance Sub-Committee**

Policy: Strategic Planning, Smoke-Free, Food and Nutrition

It was **AGREED** to adopt on block the Strategic Planning, Smoke-Free, Food and Nutrition policies.

TALA'IMANU/JOHANSSON
AGREED

- **Procedure: Parenting/Custody Order, Communication and Complaints, Health Clinic Communication and Complaints.**

It was **AGREED** to receive the Parenting/Custody Order, Communication and Complaints, Health Clinic Communication and Complaints procedures.

- **Student Representative Election – Timeline/Appoint Returning Officer**

It was **AGREED** to receive the timeline and to appoint the Principal as the Returning Officer for the Student Representative Elections.

**LAIRD/MCGEORGE
AGREED**

4.0 ADMINISTRATION

4.1 Confirmation of Minutes, 24 May 2018

It was **AGREED** to confirm the minutes of the meeting held 24 May 2018, as a correct record.

**JOHNSTON/LAIRD
AGREED**

4.2 CORRESPONDENCE

DATE	OUTWARD	REGARDING
	No correspondence	

DATE	INWARD	REGARDING	SUGGESTED ACTION
May	STAnews	Issue 282 and Annual Report (tabled)	Information
June	STAnews	Issue 283	Information
29.05	Aqualab	Results for Drinking Water	Information
31.05	Auditor General	School Audit Arrangements	Information
07.06	Aqualab	Results for Drinking Water	Information
14.07	Aqualab	Results for Drinking Water	Information

TABLED CORRESPONDENCE:

PPTA – Challenge in Court: Information to Boards.

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

**LAIRD/TALA’IMANU
AGREED**

5.1 IDENTIFY AGENDA ITEMS FOR NEXT MEETING

- HOD Reports: Mr Sheppard, Workshop and Mrs Chainey, Art

6.0 IN-COMMITTEE

It was **AGREED** at 7.04pm 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.

**JOHNSTON/TALA’IMANU
AGREED**

It was **AGREED** that the Board of Trustees return to open meeting at 7.35pm after discussing student discipline and staff matters.

**TALA’IMANU/DENNY
AGREED**

GENERAL BUSINESS

NZSTA Conference – BOT Remuneration:

Ms Laird advised that a remit notice voted on at the AGM related to increasing BOT remuneration.

School Ball: The Principal advised that the school ball was held at the end of Term 2.

Smoke and Drugs:

The Principal advised that there are small incidents of smoking and he is awaiting the report from when the drug dogs went through the school last term.

The meeting closed at 7.40pm with members sharing the Grace with each other.

Signed as a correct record this 27 September 2018

Norman Johnston
CHAIRPERSON