



Minutes of BOT meeting 08 May 2023

- **Meeting opened: 11.10am**
- **Present**
Allan Edmondson – Presiding member.
Necia Rickit - Member
Carol Willard - Principal
Gina Ward – Minute taker
Craig Serenge – Joined meeting 11.45
- **Attending Via Teams**
Mel Foote - Member
- **Absent / Apologies**
Alexis Jensen – Member
- **Minutes**
Monday 20 March 2023 - 11.00am meeting – Moved, AE 2nd CW
Monday 20 March 2023 – 7.00pm meeting – Moved, AE 2nd NR
- **Financial**
February, March 2023 governance Reports – Moved, NR 2nd AE

CW: We are still at an underspend, though the amount of money being spent on learning resources has increased across the school.
- **Personnel:**
Staff Joining Parkside - 3 X Teachers, 2 x Teacher Aides.
Staff Leaving Parkside – 1 x Teacher.
Maternity Leave Term 2 – 2 x Teachers.
Baby showers for teachers were organized within the hub and syndicate they work within, and this included the Wellbeing team.
- **Principal Report:**
Current roll 161 – Conversation with Deirdre Alderson, who had received concerned enquiry from an iwi. CW has sent through our information re our roll closure and explained the process we followed. CW also shared that Parkside have not yet set up a waiting list.

Events, Tm 2 are going well, including joining Duffy Books school wide for all to get free books, this week is New Zealand Sign language week.

CW: many SL, including Principal teaching in class due to staff shortages across school,

NR: What is pride week?
CW: Supporting the right of people to self-identify and choose their sexual orientation. Being aware of different Genders and ways in which individuals and groups may identify themselves and wish to be identified..

CW: I am currently pushing and emphasizing the importance of our Strategic plan and reasons for why we do what do and how we do it, and how it links with our Strategic Plan. As a result of this it is now in front minds of our senior leaders, it is showing to be helpful with the Teachers and their understanding, while continuing to grow school wide alongside understanding of NELPS. New format strategic plan required from 2024 and preparation is underway at Parkside.

FB: Has begun his research.

We are told that the build has been completed but there are still many issues:
Puddles in parking

Cross bars in multi-sensory area - Been told to just wait and see.
External surroundings are not completely enclosed, so students can leave the property.
Office spaces have no actual suitable lighting.
We have been told the PCU has been completed, and to move in but there will still Electrician's and some other contractors still in on site.
We were not invited to the PCU Sign off walk around, and the PUC has been Issued of PCU – meaning we can move in. We are not prepared to at this stage due to unresolved issues that could lead to potential danger for our students and have implications for the BOT.
Requested written communication, had no response.

In preparation of moving in we have already emptied the hired storage unit at National Storage and the container at Wellington Street.

Issue with Tamaoho is still not rectified yet.

FB & CW: We are going to Christchurch next week to look into the rebuilding programme of schools in Christchurch following the earthquake.

Behavior team is going well, we are continuing with collecting data and having a record of daily incidents. This has resulted on less incidents over time and staff feeling more supported. We have a team with staff skilled with Behavior expertise and this is building confidence with Teachers. – The place all incidents are held, and record is within our SMDS E-Tap, and here we can observe patterns and address these as they arise.

CW: Staff meeting format has changed. Each meeting starts with the following three sections: Behavior, Therapy, and Māori 'bites' from different members of each supporting team. Following on from these we go to our usual agenda with Catherine leading each staff meeting.

Principal Report - Approved – AE

- **Matters arising:**

CW: Letter to Andrew Bailey has been sent through last week, as at today, there has been no reply.

SL Research and Innovations Projects

Both Senior Leaders this term are going well, FB shared with the Senior Leaders this week and we have adopted his terminology of – Architecture ignorance. This week FB is out visiting other Schools, discussing issues.

SVZ is getting to grips with the policies and keeping on top of them and making sure they are all valid and up to date.

- **Senior Leader Presentation – Sara Everitt – Lead Therapist, Senior Leader**

Sara Everitt joined meeting at 11.48am.

SE: I am an experienced OT by Trade, bringing a difference in vision and point of view to the Teams I work within. I have opportunity to feedback from the Therapy team, I am strong supporter and driver of working in collaboration with our therapy and teaching team as identified as a need following the report requested by the Principal in 2021 (Principal engaged external experienced therapists and academics to carry out survey with out therapy team and to investigate collaborative working). When I began at Parkside there was quite a divide between the two.

Enhancing part of working together Parkside Specialist School. Fortunate enough to have a Therapist Team of 3 x SLT's, 3 x OT's, 2 x Contract PT's and 2 x TA Therapy assistant's – 2 x of the Senior contract therapists (PT, SLT) do mentoring, alongside growing staff across the school. This is the biggest Team Parkside has ever had and has developed over the last three years. Having this number of Therapists makes it possible to spread them across school and have them in classes longer, building relationships and quality therapy. The aim is to promote more evidence across school of how therapists work and the impact they make over and above that our teachers and by working alongside them. Intention to link with local Special Schools. We have input around behavior, and equipment across school. Along with our own Therapist goals.

CS: There is a much more unified approach between the Teachers and Therapist across school with great focus within the classrooms. Showing importance that Therapist's respect education as well.

AE – Equipment how do you get from storage to in use.

SE: Depending on the category then each type of equipment has its own process for application and implementation. Eg: Health needs – are MOH applications. Travelling equipment such as car seats are – MOE applications. Device and Tech equipment are applied for from various different areas.

To complete certain applications OT's PT's and SLT's have to have certain accreditation. Once our new staff are up to standard I will be able to step aside and just support from the OT aspect. JW – Senior PT has full accreditation along with, MC SLT – meaning they can do particular equipment applications directly.
Our aim is to get more staff accredited sharing the load across the team.

SE: Left the meeting 12.06pm

- **Vehicle Quotes –**

2 x cars – 1 for the STOS Team and one across school – Principal Car

1 for STOS, - this can be a smaller type vehicle as will only be one person and resources travelling in the majority of the time.

1 for Principal – Quote presented for smaller type vehicles and was suggested by AE that we look into the following two options:

1. Hybrid car, Electric car, Lease option for Principal Car
2. Look at a reasonable size vehicle such as the size of an Outlander for example.

Cars received quotes for so far are Toyota Corolla, Suzuki Swift, MGZST Range of 3, Sangyong Tivoli

Van – Not available until end of 2024 due to demand

- **BOT Policy Review – Education Outside the Classroom – (EOTC) Policy**

CW: I have read through and see nothing outstanding to change or update.

AE: I have also read through and saw nothing outstanding.

Approved, AE 2nd NR

All EOCT must have a RAMS prior to any outing, event for safety and BOT responsibility. This must be signed off by the Principal or Senior Leader allocated the role in her absence.

- **Other business:**

CS: I have been around the school and noted staff are generally happy, due to new processes in place and working well.

NR: Because we all go to different hui's and are familiar with a range of Karakia, we should responsibly think about having an appropriate opening and closing of our hui's. AE: We should think about this as a team and what feels appropriate, some form of Prayer, opening and closing?

How would this look? What would be acceptable?

No one wants to be disrespectful to tikanga practices. All membs to think about this and come with ideas at the next meeting.

CW: I had an arranged visit from the Open Home Foundation – re respite home option, this connection was through HVZ, SVZ's husband who was briefly our BOT Presiding member. HVZ took some of our aims, wishes and plans and shared with the Open Home Foundation, they are very keen to work alongside us to look into south Auckland respite venue. Open Home Foundation have expertise in this field regarding, we (Parkside) have the funds. There is nothing in South Auckland.

So a possible option would be for us to identify a property, make any required adjustments, to prepare the building, then Open Home Foundation would then be engaged to operate it for us, weeks, weekends and make it viable.

Open Home Foundation would be very prepared to come and meet with the whole BOT group or a representative and look at what parameters there might be.

AE: Agreed to have them visit. Asking if CW could arrange to meet, sometime during the Week of 24th July, then we can discuss in further detail at our Monday 31st July BOT Meeting.

- **General Business:**

AE – Option for Lawyer to present to parents regarding rights of Students once they are 18 years of age. An opportunity to share what are our children's rights from 18years old?

MF – An option for some parents re the student's disability can be a, Welfare Guardianship and Property Guardianship. Neither of these are common knowledge but well worth looking into depending on individual student ability and decision making capability.

CW: I suggest we investigate getting access to External Transition Services. Maybe look at starting this information contact for parents from Student the age of 14 – 16 years, to give them time to be fully prepared for 18.

Specialist schools lack Social Worker within school to help with Parents.

CW – I want to also consider are these the same External Services we would offer students that have decision making abilities, making sure they do not get overlooked and are fully informed and prepared for life after 18 as well.

Using local external services will further develop our relationships within our community.