

Waitakere Education Sector Trust

PO Box 12 1190 • Henderson 0650 • Waitakere City



Waitakere is a place that values & provides outstanding educational opportunities
and fosters life-long learning. [WEST Vision Statement, 2008]

MINUTES

WAITAKERE EDUCATION SECTOR TRUST

AGM

Friday 12th September 2008, 8am - 10am

AT LEARNING NETWORK NZ
289 LINCOLN ROAD, HENDERSON

Attending	Carol Ngawati (Chair & Maori); Serei Barford (ACE, WPB); Dale Bailey (Careers Services); Cherie-Taylor Patel (Flanshaw Rd Primary); Awa Hudson (Maori); Joy Eaton (WAPA); Yvonne Hawke (Unitec/Tertiary); Susan Gribble (Community Waitakere); Rosemary Barrett (Careers Services); Anita Weir (ECE); Tim Armstrong (MoE, Schools Performance); Gayle Lafaiali'i (WCC) - note taker
Apologies	Cr Linda Cooper (WCC); Cr Paul Mitchell (WCC); Faye Hauwai (Learning Network); Christine Healey (ACE Space); Mike Carswell (Birdwood Primary); John Wadsworth (Waitakere Enterprise); Siliva Gaugatao (Pasifika Education, WPB); Alec Abraham (BoT); Elizabeth Lind-Mitchell (Careers Services); Sue Dodds (WCC)

Awa opened the AGM with a Mihi and Karakia (8.20am)

MINUTES OF 2007 AGM MEETING:

Minutes from the 2007 AGM were circulated and read as a true and correct record.

Moved: Joy
Seconded: Serei
CARRIED

MATTERS ARISING:

- Carol took the opportunity to explain WEST's process of allocating Trusteeship via Mandatory seats and General Seats.
- Each sector is responsible for mandating their representative, with WEST endorsing this at the AGM
- The Mandatory seats represent the original groups who set up the WEST Trust
- Co-opted members can be involved in the Trust - but they don't have voting rights

CHAIRPERSON'S REPORT

Carol tabled her report

No matters arising from Chairperson's Report

Moved: Anita

Seconded:

Gayle

CARRIED

STRATEGIC PARTNERSHIPS ADVISOR: EDUCATION & LEARNING'S REPORT

Gayle tabled her report

Moved: Yvonne

Seconded: Awa

CARRIED

Matters arising from this Report

- Questions raised around process of approving MoU - confirmed that it had been through an internal process of approval prior to signing. Members of the WEST Trustee's had the opportunity to provide feedback/input into the design of the MoU.
- Joy Eaton noted that she hadn't received any correspondence about the MoU. Gayle to check if Joy's email address is correct on the mailing list.
- Carol confirmed purpose of the MoU was to provide clarity around the role of WEST vs WCC, and in particular to ensure that WEST maintained the mandate to drive the direction of the Waitakere City Education & Learning Plan; the MoU also outlined responsibilities in terms of the administration of WEST general business, given that there is now no coordinator for WEST (some of this responsibility now sits with Gayle's role)
- Awa noted the importance of Te Whanau o Waipareira being involved in the WEST forum. Carol confirmed that both her and Awa would develop this relationship with Donna Awatere-Huata (General Manager, Education)
- Serei recommended that it would be appropriate for Trustees to complete a Conflict of Interest register. Gayle will follow this up.
- Yvonne asked Gayle to provide to the group an idea of what she thought she might be reporting on at the AGM

in 2009? Gayle replied that the hope is:

- consultation is completed regarding the key priorities - articulated in a 20 year strategic plan
- action points are determined, and actioned by the key players - articulated in a 1-3 year action plan
- co-ordinated relationships are working effectively to implement the actions - articulated in a monitoring report.

FINANCIAL REPORT:

- Financial report for 2007 tabled

Financial report
was Received

MATTERS ARISING FROM THE 2007 FINANCIAL REPORT:

- Noted that the report is to December 2007, and that the Trustees have been receiving updated Monthly Financial reports throughout 2008.
- Incoming Committee to organise for the accounts to be audited.
- Cherie reiterated that it was important for WEST to have access to ongoing funding, to enable it to promote its various activities
- Carol highlighted that with Gayle's role now being located at Council, WEST actually has very little expenses (eg Meeting room hire once a month, AGM expenses etc)
- Carol clarified that WEST maintained their Trust status, to enable them to apply for funding, when and as required. Currently, the accounts had sufficient for 2008/09 operating expenses.
- Carol confirmed that the post-funding report to ASB has been completed
- The new executive will be asked to discuss 'invoicing to schools' - this was one of the ways that WEST was funded in the early days

The Financial
statements
were accepted:
Anita

CONFIRMATION OF MANDATORY & GENERAL SEATS

- The mandatory seats remain the same.
- The incoming committee will discuss what to do about the 2nd BoT representative vacancy at the next monthly meeting (due to Les Bush's resignation)
 - Maori - Carol and Awa
 - BoTs - Alec and one other to replace Les
 - WAPA - John and Joy
 - WCC - Cr's Cooper and Mitchell
- The newly appointed general seats are:
 - Anita Weir - ECE
 - Siliva Gaugatao - Pasifika

Moved:
Seconded:
CARRIED

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- Yvonne Hawke - Tertiary
 - Dale Bailey - Careers Services
 - Serei Barford - ACE
 - John Wadsworth - Waitakere Enterprise
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- Gayle will follow up to find out a suitable PTE to be included as a co-opted member
 - Gayle will follow up with Faye Hauwai as to her intentions with WEST.

GENERAL BUSINESS:

- Rosemary Barrett (Careers Services) noted that in her community work in Ranui, the key issue is disengaged youth
- Tim advised his role and offered to be the main contact for Gayle in regards to Ministry links for the West Auckland area, especially around Schooling. He also noted that Mereana Anderson is the newly appointed Education Officer for our region, and she would soon become the key link for the WAPA group.
- It is recommended that the incoming committee review the allocation of Trustee membership by the 2009 AGM

The AGM meeting closed at 9.25am, followed by morning tea.