



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 4 April 2022 in the Boardroom at Te Ara Koropiko West Spreydon School

Present: Marriene Langton – Principal, Abbey Parsons – Board Chair, Michael Down, Jodi Apiata and Rosa Wakefield

Apologies: Marina Shehata – staff representative (unwell)

In attendance for minute taking: Linda Parsons

- 1. The meeting opened with a Karakia**
- 2. Whakawhanaungatanga:** Members shared their reflections of family time in the covid environment, family occasions and glimpses of the future.
- 4 Minutes of the previous meeting:** The minutes from meeting dated **7 March 2022** had been circulated, read and approved online. They were agreed to be an accurate record.

Approval moved: Abbey Parsons

Seconded: Jodi Apiata

In Committee minutes dated 14 February were circulated, read and approved with one correction

Moved: Abbey Parsons

Seconded: Michael Down

In Committee minutes dated 7 March were circulated, read and approved

Moved: Abbey Parsons

Seconded: Rosa Wakefield

5 Matters Arising: Discussion

- Action points completed
- Webinar training courses – some Board members have booked in and Rosa will represent the Board and report back. More will complete during the year
- Newsletter Biographies – Tim will write the first one (underway) and Michael for the following month
- Pool Committee minutes – Query re sale of Wood is underway. Minutes go to Marriene as manager of pool not to Board. Gratitude for a job well done by Pool Committee.

- Training with Tom Scollard – Tom suggests end of term 2/early term3 rather than wait until after elections. Suggests getting an earlier start on NELPs training

6 Principal's Report: had been circulated and taken as read – discussion points –

- Triennial review: Query what is required by Board – 3 year period to work through all NAGs – requires 2 or 3 deep dive audits each year. NAG 6 next.
- STA has guiding documents for these reviews – all to read online
- Two board members to work together on each review
- Marriene may highlight one and board can choose a topic within it to drill down and review
- At least a month would be required to have the time to review properly and report back at next meeting.

Action point: Review of NAG 6 Legislation Topic to be reviewed – Truancy. Rosa and Jodi will complete this review in time for the meeting dated 26 June. Requires reading of appropriate part of document, checking it with policy, discussion/questions with staff member in charge (Marina in this case) and any other information to clarify

- The next NAG will be NAG 1 – Domain 3 – Curriculum to be completed August/September for reporting on 19 September – for further discussion.

Report was accepted:

Moved: Marriene Langton **Accepted - All read online**

- 7 Moved: In Committee discussions: Moved:** Abbey Parsons *“that the meeting moved into public excluded session at 5.37pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*

The meeting returned at 6.15pm

8 Financial report: Had been circulated and taken as read

Discussion points:

- Power review
- Cost for power for Pool – review end of season – all accounts come through Principal
- Power costs appear high

9 Health and Safety: Report had been circulated in pre reading and accepted

Discussion point -

- Attendance comparisons 2021 and 2022

Moved: Abbey Parsons **Seconded:** Rosa Wakefield

10 **Policies:** Term One Policies reviewed and signed off

11 **Communication:**

- Emails to and from Tom Scollard
- Emails to and from STA (School Trustees Association)

12 **General Business:**

- Michael Down - new work position He advised the board he will need to consider stepping down – will discuss further at next meeting. He will discuss this situation with STA to clarify the position in respect of co-option, selection or election and report back.
- **Self Reviews:** Reminder to keep doing these

Action point: Michael will extend an invitation for this interested person to attend the next board meeting to see how things happen.

Michael will clarify new person required with STA as above


- **Discussion re pre reading material for Board meetings – raised by Rosa**
Amount of pre reading needed. Is there any easier way to connect it all online to the meeting agenda? Would this require a software package? Or can it be done another way. Consideration given to communication with school community. Public availability. Further discussion needed.

13 **Table of action points -**

<u>Action Point Tasks</u>	<u>Who</u>	<u>When</u>

NAG review to be started for NAG 6 – Legislation – Topic Truancy	Rosa Wakefield and Jodi Apiata	ASAP
Webinar course	Rosa Wakefield	Date Booked
Discuss co-opt with STA	Michael Down	Immediately
Invite possible co-opt person to next Board meeting	Michael Down	ASAP

Next meeting 2 May 2022 4.30pm Boardroom

Approved:  Date: 2/5/2022

Chairperson