TE ARA KOROPIKO
WEST SPREYDON SCHOOL

MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 22 June 2026 - held at Te Ara Koropiko West Spreydon School

Meeting opened: 4:35pm

PRESENT: Marriene Langton (Principal), Marina Shehata (Staff Representative), Shailesh Singh, Amy Scott, Jess Thomson (Co Presiding Member), Michael Pretty (Co Presiding Member), Michael Odering, Jodi Apiata *(arrived 5:05pm, prior apology received)*

Apologies: Nil, all present

In attendance for minute taking: Helen Ross

Karakia, Welcome
Conflict of interest (stated in committee meeting)

Previous Board Meeting Minutes
Jess proposed that the minutes be accepted as a true and accurate record of the meeting held on 11 May 2026. Minutes signed.

Moved: Marriene Langton **Seconded: Michael Pretty** **Motion carried : All in agreement** ✓

1. **Property update**
Fencing
Marriene spoke to the board to present an update
Points discussed:
    - Images sent to Ian McKenzie the project manager showing how people are able to unlawfully get into the pool area
    - Ian will make some suggestions for fencing improvements/health and safety based
    - Different mesh is an option and a higher height so the fencing is not as climbable
    - Ian is an expert property project manager for schools. A robust process is followed

Hall
- Progress is parked
- The MOE approved design has gone over budget
- Building costs have increased

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Administration block windows - replacement update

- Administration windows are single glazed. The replacement was never addressed at the time of the schools 2020 rebuild.
- No further update. Future updates to come from Ian McKenzie

3. **Health and Safety**

Points discussed:

- Attendance record is showing improvements with attendance data looking good
- Staff efforts being a contributing factor acknowledged
- There is a small amount of students that are of concern with truancy
- Absences may be deemed unjustified if medical certificates are not provided
- Difficult conversations have been needed with case by case follow ups
- Property updates - replacement of vandalised slide due to be installed during the July school holidays
- Curtains have now been installed on the office door for health and safety reasons in case of a lockdown

Moved as received and accepted: Michael Odering **Seconded: Amy Scott**
All in agreement: Motion carried ✓

4. **Finance**

April and May reports - as read, questions only for approval discussed:

- Mike Pretty raised that learning resources curriculum spend is showing a current underspend - budgets are tight and staff are being cautious
- Property is showing an underspend but recent vandalism will use a large amount of this and may go over budget
- Camera app training needs to be done and it costs
- The alarm sound is quiet and may need a technician to fix
- Teachers relief salaries are tight due to staff sickness
- MOE operational grant funding may reduce again due to the number of enrolled students
- Michael Odering queried the reason the property/repairs and maintenance budget is well over. Marriene explained that our cleaning company is expensive and the MOE is only funding the budget for school cleaning based on the number of students, not the size of the school

Moved as received and accepted : Marina Shehata **Seconded: Shailesh Singh**
All in agreement: Motion carried ✓

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5. **Principals Report and Variance Report**
Report as read
Additional discussions:

- Check in on ML as so much happening at school
- The Principals Newsletter and blog are resources for updates
- Strategic planning
- Attendance takes a large amount of administrative time
- EAP in on offer to staff - to remind staff of this service and encourage leaders to remind their teams
- Assessment development: Smart Tool is free but not user friendly with teachers finding it difficult and tedious, teachers are feeling frustrated. PAT, eastle are other options
- Report terms are misleading for parents. The wording comments are dictated from MOE to be streamlined. A clear script is provided from the government/MOE
- Learning conversations can hold further discussions from teachers/caregivers. The goal posts have changed for achievement standards. Data will now not look as good as previous years due to the government new expectations
- Teaching plans have been altered to keep up with curriculum changes
- ERO were impressed with the changes TAKWSS has already implemented
- A communication breakdown between school and families. Issues with our SMS not being satisfactory and parent frustrations. Believed the SMS would have all communication in one place but this has not been delivered
- Caretaker vacancy is advertised with an appointment to be confirmed in term 3. No hand over time, but Dennis is contactable if queries arise
- An appointments committee to be formed. A volunteer was asked from the board. Jodi Apiata agreed to take on this role.
- Concerns of work not being done until a new caretaker is appointed. The main areas are the lawn mowing and urgent repairs. All in agreement that a tradie can do work as required in the meantime
- In case of emergency - after hours and in term break time situations discussed. Emergency contact policy explained with delegation line ML/MS/HG then a nominated person with prior agreement. A fail safe plan needs to be established in case of emergency contact being required. School management role rather than a board governance role discussion had. Policies and procedures are in place to support SLT. Safety of staff on their own comes first. Teacher call backs are a contract union issue/this is a SLT role only. The board raised risk concerns.
- Current contract with security company discussed. Feedback has been given by SLT on areas needing improvement. Board suggestion of seeking out alternative companies and board complaints is a possibility. Positive feedback of securing the school plan being in place and was put into action recently which worked well.
- Vandalism - to check school speakers due to being quiet. Have any been stolen? Locking gates to reduce vandalism is a possibility. Some schools have a gate locking policy. Do we need to look at this as a trial? First in and last out?

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Moved as received and accepted: Jess Thomson

Accepted: Marina Shehata
Seconded: Michael Pretty
Motion carried : All in agreement ✓

6. **Centenary update presented by Marriene**

- The committee is a small group of people
- Fence signage as a timeline tells a story of the school's history. This story board can remain permanent
- Marquee afternoon tea is a risk due to unknown numbers for catering, security and volunteers
- $20,000 is being requested from the board for the event
- Tea towels - an order requires a minimum print run. Costs are upfront to the board before whanau costs
- The programme and timeline is confirmed. The programme is to be printed and advertised
- Board members would like a proposal as currently they are not clear on what needs approved. The supplied folder was not easy to follow for some members
- Marriene has taken the committee lead with delegations and deadlines given.
- Clashes of workable meeting times for all committee members to attend meetings is difficult
- Advertising can happen once board funds are approved to be able to proceed
- Risk management, grant proposals and auditing discussed

Delegate Authority:
Actions:
Meeting to be organised. Proposal to be done. Risk management explained. Funding proposal Chat GPT is a possibility

Marriene to circulate the updated centennial plan with funding proposal. Once confirmed the board will respond via email

7. **Board/Governance Topic**

Points discussed:

- A roster was suggested by Michael Pretty
- Gov Hub is easy to navigate and find information on. A resource centre with good learning live seminars are recorded if you are unable to attend
- Michael Pretty showed on screen what resources are available and how to navigate the site. He suggested 10 minutes each at board meetings on a roster to discuss and report back to other members for professional development

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8. **Board Business**

Board self assessment and improvement framework - Lead by Amy Scott

Discussion points:

- Self review/leadership areas for growth
- Induction process to be developed
- Improving communication and engagement

Amy suggests the following:

1. Board government manual*
2. Establish an annual board PD schedule
3. Develop a board induction manual

Next priority steps:

What, Who, When

*to have clear expectations, management vs board roles. This is a priority area that Amy has offered to oversee

- Marriene suggested a reference sheet with links to gov hub documents is possibly all that is needed rather than a manual. Board members agreed that information is difficult to find. This could be a master document with a map and links to find which can be added to

Delegate Authority:
Actions:
Mike Pretty, Jess Thomson and Amy Scott will start to prepare a manual that will be shared with the board at the next meeting

- Student achievement webinar to be looked at by all board members during the term break. A link to come via govt hub. There is an option to go in person or via online. Members to engage with student achievement on gov hub for learning and discuss at the next meeting

Community Consultation, 2027 - 2029 Strategic Plan

Update from Amy Scott

- Options discussed by Amy
- Marriene shared what other schools do regarding community consultation; in person hand outs, surveys by board members
- A presence on athletics day, discos and other school events
- Whose voice do we want to capture? Children, parents, aunties, uncles, staff
- Could make fun with prizes on offer to gain more responses. 'Go in the draw to win'
- Questions on printed paper handed out at whanau connect meetings, to be returned at a future date
- Google form with 3 questions, could be sent by office
- Edge survey to parents?
- Board members attending events to have a presence to explain what is done with data,a structured approach

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- Learning conversations could be an opportunity to scan a QR code
- Amy offered to put together something to go out via email to whanau shortly to be discussed via email by board members
- School Ipads/parent phones for school disco to gather community consultation. Matariki themed questions, hopes and dreams, future, looking forward with promise, educational aspirations

Delegate Authority: Amy to prepare questions for the community consultation

Tikanga/Hui - Presented by Jodi Apiata
Points of discussion:

- Narratives/understanding
- MAC - Anaru consultations
- Mihi Whakatau - immediate, rather than waiting weeks later
- Hangi - whakatau needs changed. This is being addressed by meeting with MAC/Anaru and discussing with other schools do
- Cultural intelligence

Moved as received and accepted : Jess Thomson

Approved: Marriene Langton
Seconded: Jess Thomson
All in agreement: Motion carried ✓

9. **In Committee discussions**
Jess Thomson moved - *that the meeting moved into a public excluded session at 6:44pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

The meeting was resumed at 7:19pm

Next meeting Monday 3rd August 2026, Te Ara Koropiko West Spreydon School boardroom

Note the earlier start time of 4:00pm due to data presentation

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The meeting closed with a karakia at 7:22pm

Upcoming 2026 Board meetings

Term 3:

- Monday 3 August 2026 (earlier 4:00pm start due to data presentation)
- Monday 14 September 2026

Term 4:

- Monday 2 November 2026
- Monday 7 December 2026

Approved: .... **Date:** 03-08-2026

Jess Thomson, Co Presiding Member

Approved: .... **Date:** 03-08-2026

Michael Pretty, Co Presiding Member