



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 4 August 2025 - held at Te Ara Koropiko West Spreydon School

PRESENT:

Miriam Marshall (Presiding Member), Marriene Langton (Principal), Julia Mallett, Shailesh Singh, Michael Odering, Jodi Apiata (arrived late, prior apology of this received and acknowledged)

Apologies: Andy Dumbleton, Marina Shehata (Staff Representative)

In attendance as a guest/observer: Hannah Gardiner

In attendance for minute taking: Helen Ross

Meeting opened: 4:30pm

1. Karakia, Welcome

Welcome to guests and reminder of their rights as an observer

1.1 Whakawhanaungatanga/glimpses of the vision

Connection - Board members shared glimpses of their current and recent personal and professional life events.

Board members reflected on recent school event highlights and the learning opportunities. The Arts area is exciting at present with the Kahukura Music Festival, Jump Jam and ignition for deep learning "what in the world are we eating"? A blind taste testing competition.

2. Strategic Discussion

2.1 Senior School Camp

Draft camp documents for board approval reviewed. More work is required prior to final approval.

2.2 Triennial School Board Elections

Potential outcome scenarios of the election process discussed.

Election Pilot are running our school board electronic election. Call for nominations of 6 parent representatives and 1 staff representative has a deadline of 12:00 noon 6th August 2025. Election Pilot will be in contact following this date to guide us on the next step/s. A hand over for any departing board members to new members would be needed. Julia mentioned the 'nuts and bolts' of the board would be handy in plain terms for future reference. Access to google docs and an induction will need to be coordinated.



2.3 2026 onwards

- Board meeting dates for the 2026 year have been set with the new board to approve
- A deadline of 31.03.2026 noted for the strategic plan. Brainstorming ideas mentioned for looking ahead to the future and the school's annual plan. Marriene and Miriam discussed what this looks like with our school goals and values
- Tom Scollard Consultancy has been booked by Miriam to facilitate the strategic planning session of the board meeting to be held 3rd November 2025. This is to assist the new board coming in as a guide
- Strength Finders is yet to be booked for new board members in 2026. This is to get an overview of the group's strengths. The current board found this to be really beneficial

Action points:

All members - Camp folder to be further reviewed with urgency. Comments needed before Friday 8th August 2025

Julia and Miriam - to have a coffee date to brainstorm 'handy hints' for a handover

All members - Next meeting departing board members are to bring hand over notes to be documented. Bring all your ideas to the next meeting

Strength Finders 2026 date to be booked

Moved: Marriene Langton

Seconded: Miriam Marshall

Approved: ✓

3. Principal's Report and Variance Report

The Principal's report has been circulated in pre reading

Moved: Miriam Marshall

Seconded: All in agreement

Approved: ✓

4. Board Business

4.1 Matters arising from the minutes/action points of June 2025 minutes

Discussed

The minutes of the previous meeting dated 23 June had been circulated in pre reading. The Board approved the minutes and these were signed.



4.2 Attendance

A MOE online attendance seminar was attended by Hannah, Marriene and Helen 04.08.2025. This had a focus on attendance codes. MOE suggests referring to their updated documents for guidance. A summary of the seminar is to be emailed by MOE for reference.

4.2 Triennial School Board Elections

We are in the final days of the call for nominations. Keep encouraging people to come forward.

4.3 Term 3 Policy review

It was agreed that Miriam and Michael would do this terms current reviews

4.4 Enrolment scheme/MOE review

MOE will review in 2026. Enrolments are slow currently. The board will review in term 4 when there is a new board to determine if any changes are needed by then. Our school zone is small and slow roll growth. New builds in the area are not in our school zone.

4.5 Camp 2025

Helpers to be confirmed/vetted. Costings were discussed as well as a discussion on what still requires action. There are many items to look over with some urgency. Approval via email to be done.

Action points:

All members - Camp folder to be further reviewed. Comments needed before Friday 8th August 2025

Moved: Miriam Marshall

Seconded: All in agreement

Approved: ✓

5. Finance

Finance folder circulated in pre reading
May and June 2025 accounts approved
Overspend known with IT and Cleaning departments

Moved: Miriam Marshall

Seconded: Julia Mallett

Approved: ✓

6. Property and Health and Safety Report

6.1 Property - New Hall

The M.O.E have indicated the architect's pricing may be too high. This is under review by M.O.E and a reassessment team will visit. M.O.E to update us.



6.2 Current hall access

The existing hall requires an access pathway update for health and safety reasons. This has been put on hold due to the future new hall. Two quotes have been received

1.) Artificial grass - cheaper but possible drainage issues

2.) Concrete path - more expensive and permanent

This will need to be board funded as it is not covered by 5YA funds

6.3 Administration block windows

There is no update on the upgrading of windows in the administration block

6.3 Health and Safety

Orion's request for access requires alteration to the new fencing. This is awaiting M.O.E approval of a quote.

The fire truck access is resolved with car park alterations being needed. This resulted in losing one staff car park and altering the disabled car park. Emergency gate access codes have been given to emergency departments.

Staff first aid training booked for 12-13 August 2025.

Action points:

Decision on hall pathway to be made by the end of week 08.08.2025 when the hall future is known by M.O.E. Marriene to follow up M.O.E for an update.

Moved: Miriam Marshall

Seconded: All in agreement

Approved: ✓

7. Communication in/out

As read, these had been circulated in pre reading

8. In Committee discussions

Miriam Marshall moved - that the meeting moved into a public excluded session at 5:35pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Hannah Gardiner left the meeting at 5:35pm. Board member Jodi Apiata arrived at 5:36pm to join the meeting.

The meeting was resumed at 5:37pm

The meeting closed with a karakia at 6:06pm

Next meeting Monday 15 September 4:30pm, Te Ara Koropiko West Spreydon School boardroom



Upcoming Board Meeting Dates 2025:

Term 3:

- Monday 15 September

Term 4:

- Monday 3 November
- Monday 8 December

Approved: M. Marshall

Date: 8/9/25

Miriam Marshall, Presiding Member

