



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 3 November 2025 - held at Te Ara Koropiko West Spreydon School

PRESENT: Jess Thomson (Presiding Member) Marina Shehata (Staff Representative), Jodi Apiata, Michael Odering, Michael Pretty, Amy Scott

Apologies: Shailesh Singh, Marriene Langton (Principal)

In attendance as a guest: Ian McKenzie

In attendance for minute taking: Rachael Stafford

Meeting opened: 4:33pm

1. Karakia

1.1 Whakawhanaungatanga/glimpses of the vision

Members of the board shared reflections of family time and glimpses of the vision reflected in recent school highlights, athletics and school camp. The mahi and commitment of teachers and parents, especially during camp, was mentioned by attending board members.

1.2 Property - Hall update

Lead by Ian McKenzie - Hall Project Manager

Ian brought the board up to date with the status of the school hall project. There has been a Ministry of Education instructed reduction of the scale from the previous hall design.

The Ministry is seeking a robust cost comparison between various design options, including a Ministry driven repeatable and scaleable design, in different locations on the school grounds.

The scale of the repeatable design which the MOE is recommending for our school is 250sqm. Ian asked would the Board consider contributing funds to secure more hall area? The Ministry has not yet given any guidance around what their proposed funding contribution to the project would be. Members of the board agreed they are open to the conversation about a financial contribution, however the Board would not commit without a firm idea of the projected costs.

The Ministry's preferred location of the hall is at the front of the grounds, however cost comparison may show the current site as the better financial option. This needs robust investigation. All Board members agreed that the current site is the preferred location.



The primary issues if using the current location:

- school's lack of access to a hall during construction
- future access to the hall for the community.

Geotech plans were presented and discussed. A quantity surveyor is needed to investigate the best approach.

Ian advised the Board to get robust design analysis costs for preferred options both at the front of the school and in the current location. The Ministry is waiting for an answer on the Boards next steps and Ian requires written instructions from the Board before he proceeds on cost comparisons.

The Board approved in principle to get a quantity surveyor to look at constructing on the current site. Jess asked if this could include a cost comparison between the 250sqm and 300sqm repeatable design on the current site and the previously approved Arthouse design on the current site.

Ian McKenzie left the meeting 5.35pm and normal board business resumed.

2. Property and Health and Safety Report

A trip and fall by a staff member inside a school building and a student's fall from a tree branch was discussed. It was noted that a worksafe form was completed by the staff member and the school's Student Management System documents health and safety incidents for students. A plan is in place to remove the tree the child fell from. The school has performed all necessary health and safety checks around these incidents.

Amy asked about the process and procedures around restraining a child. Marina explained that all restraint situations require notification to be sent to the Board, the Ministry of Education and the caregivers. The Ministry does not provide formal hands on training for restraint, but school staff have all completed a Ministry-provided online restraint module. Incidents are dealt with in collaboration between team members and the leadership team who provide support as needed for students, staff and caregivers.

It was noted that if measles arrives in our community, as it has in other areas of New Zealand, the Ministry has provided guidelines for our response.

Action point: Marina to follow up a conversation with the Friends and whānau.
--



Moved: Jess Thomson

Seconded: Michael Odering

Approved: ✓

3. Strategic Discussion

2026 School dates:

Amy asked why our school dates differ so significantly from other schools? Marina clarified that the Leadership team had calculated these dates multiple times, other schools may not be counting Ministry days.

Action point: The Board has agreed senior leadership/Marina is to seek clarity from Kahukura schools about calculation of 2026 school dates before approval is given

4. Principal's Report and Variance Report

The Principal's report has been circulated in pre-reading

Amy asked whether a different format could be used for the principal report.

Amy questioned the rationale of training new teachers in the use of UFLI, when there were more local resources available which are more aligned with the Te Ao Maori vision for the school.

Action point: Amy to discuss further with Marriene

Moved: Mike Pretty

Seconded: Jodi Apiata

Approved: ✓

5. Board Business

5.1 Matters arising from the minutes/action points of September 2025 meeting minutes Discussed

The minutes of the previous meeting dated 8 September 2025 had been circulated in pre reading. The Board had approved the minutes via email. In-Committee minutes were signed.



5.2 Code of Conducts signed by all members present. Delegated responsibilities and board committees signed by all members present

- 5.3** Jess led with a realisation around the scale responsibilities of the Presiding Member. The initial idea of sharing the role over six monthly tenures was not practical. The role and expectations require every member to be available and invest in understanding the processes and responsibilities of the vision and purpose. How can we make this work as a team? Can we share the load and divide responsibilities within the board collective as and when needed? Responsibilities might look like: policy readings, employment matters, school newsletter.

Jodi mentioned 'Strengthfinders' as a tool to create an understanding of how individual strengths can work together in a collective. This could be looked at for the Board in 2026.

Questions were raised around possible tools/ways of making notifications and delegated reading easier.

Jess proposed a resolution that Michael Odering resigns as deputy chair and Mike Pretty comes on as co-chair.

Moved: Jess Thomson

Seconded: All in agreement

Approved: ✓

5.4 Current zoning review

Marina led the discussion around the Board approaching the Ministry of Education to review our current school zone to assist in building the school roll. Unaffordability of housing within our area means families are moving elsewhere.

Action points: Marina to seek advice on the ethics of adding outside email addresses to Board correspondence.
Helen to locate contact details, and any previous correspondence around zoning review, with person/s from MOE.

6. Finance

Finance folder circulated in pre reading

August and September 2025 accounts approved with questions

2026 Draft budget discussed, to be approved by December meeting



Questions were raised about the strategic purpose Board savings in light of the 2026 projected deficit. Should the Board seek clarity around making strategic decisions for Board finances?

Amy asked if the Board needed a summary of the rationale for budget cutting decisions?

There were key areas where the budget was not cut, is there logic around these choices?

Questions were raised about some overspend of budgets in the August/September budgets.

Amy excused herself and left the meeting at 6.45pm

Action points: Michael Pretty and Jodi would collate questions around budget overspend and send to Marina for clarification.

Moved: Michael Pretty

Seconded: Michael Odering

Approved: ✓

7. Communication in/out

As read, these had been circulated in pre reading

Moved: Jess Thomson

Seconded: All in agreement

Approved: ✓

8. In Committee discussions

Marina Shehata moved - *that the meeting moved into a public excluded session at 6.55pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

The meeting was resumed at 7:20pm

The meeting closed with a karakia at 7:21pm



Next meeting Monday 8th December 4:30pm, Te Ara Koropiko West Spreydon School boardroom

Upcoming Board Meeting Dates 2025:

Term 4:

- Monday 8 December

Approved:

Jess Thomson, Presiding Member

Date: 8/12/2025