



## MINUTES OF MEETING

### TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 11 May 2026 - held at Te Ara Koropiko West Spreydon School

**PRESENT:** Marriene Langton (Principal), Marina Shehata (Staff Representative), Shailesh Singh, Michael Odering (*arrived 4:33*), Jess Thomson (Co Presiding Member), Michael Pretty (Co Presiding Member), Amy Scott, Jodie Apiata

**Apologies:** Nil

**In attendance as a guest:** Carole Clarke and Christine Harris, Evaluation Partners, Education Review Office

**In attendance for minute taking:** Rachael Stafford

**Meeting opened:** 4:30pm

**Karakia, Welcome**

**Conflicts of Interest - Nil**

**Previous minutes**

Jess proposed that the minutes be accepted as a true and accurate record of the meeting held on 30 March 2026. Minutes signed.

**Moved:** Amy Scott

**Seconded:** Jodie Apiata

**All in agreement: Motion carried ✓**

#### 1. **Education Review Office Visit**

Jess welcomed Carole and Christine from ERO, emphasising our school's vision of deep attachment to tamariki, helping tamariki to thrive to their full potential.

Jess proposed that a motion was passed to allow Carole and Christine speaking rights for this board meeting

**Moved:** Jess Thomson

**Seconded:** Marriene Langton

**All in agreement: Motion carried ✓**

Carole informed the Board that the compliance and legalities of the ERO process had been completed 11 May.



Points discussed:

- The school's reporting process to FENZ after all fire/emergency drills had not been completed for past events. Reporting needs to be completed at the end of each drill for the school to be compliant.
- The school is recorded as a signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. However as we have not enrolled any international students for many years it is recommended that we remove ourselves as signatories of the Code.
- All other legislative checks passed with no issues
- Tomorrow the evaluation partners will observe the classrooms
- Once Carole and Christine leave a report will be written. As the report process is new there will be strict quality assurance.
- The expected timeframe of report delivery is one month
- Once the report is received the Board has 10 days agree or disagree with the data

Carole proposed the following questions for feedback from the Board:

**What do they see as the strengths of our school/community?**

- The care of kaiako throughout the school and their strong intention to maintain relationships
- Inclusivity of the school creating a sense of safety and belonging
- Attachment modelled by teachers filters down to students - tuakana/teina
- Tamariki who need support are recognised
- Our kura is grounded in a strong attachment pedagogy which our teachers are committed to
- We are leaders in education, adapting to curriculum changes and adopting resources such as Better Start Literacy

Christine reflected that inclusivity had been identified in her observations and pastoral care was evident. Students had identified in conversation that caring for each other was part of the school.

**What do they see as the challenges of our school/community?**

- Pace of curriculum change and effort required to implement
- System decisions that are out of the control of the school creating an imbalance between short term and long term issues
- Looking after the wellbeing of the staff.

**How does the Board manage governance portfolio/work together?**

- A work in progress as the board is new. The current Board is getting to grips with governance and their roles
- Separate committees are established as and where needed
- The Board is learning efficiency and working as a collective



### What kind of professional development do they think will be necessary for the Board?

- Strengthfinders
- Established knowledge and experience
- GovHub - Ministry of Education governance advisory service, learning and professional development services

### Have you thought about ways to evaluate yourself?

- Featured on current agenda
- Self assessment checklist from GovHub
- Effective internal evaluation develops over time. It requires ongoing reflection that resources are being used effectively for the best of the tamariki.

Carole and Christine thanked the Board for their time and hospitality. They left the meeting at 4.55pm

## 2. **Employment Assistance Programme (EAP) for Kaimahi**

As prepared by Jess - Supporting documents and evaluation in Board folder

Jess discussed that with the dissolution of the Ministry Funded EAP that the Board needed to consider how they can best provide for kaimahi ongoing Health, Safety and Wellbeing. She had outlined three providers for consideration

Points discussed:

- How does the Board mitigate the unknown costs?
- What is the maximum amount that the Board could fund?
- There is no budget in the 2026 year, do we use reserves or override a designated budget this year?
- Incidents at school could make the need greater, what is the perceived uptake?
- Each researched provider has pros and cons, based on what's outlined which one offers the best options for our kura?
- How do we communicate the EAP provisions clearly with staff?
- Non-disclosure/staff can approach the chosen provider directly

**Board resolution:** Subject to engaging with school accountant Geoff Gillam Associates regarding interim budget allowances, and future ledgers, Jess proposed a motion that Te Whare Awero (Hope House) is contracted to provide EAP services to our kura

**Delegate authority:** Jess to contact Te Whare Awero as confirmed provider and meet with Marriene to discuss communication with staff.





#### 4.2 Year 5 & 6 Camp

- Board to approve year 5 & 6 Camp at Waipara Adventure Camp subject to further contract and agreements delegating responsibilities by Waipara
- Documents circulated to Board for final approval

Moved: Jodie Apiata

Seconded: Marina Shehata

All in agreement: Motion carried ✓

#### 5. Finance

As read

- Question raised around preparing for financial implications of roll targets not being met. Budgets are being closely monitored.
- It was noted that the school budget was on target.

Moved: Michael Odering

Seconded: Amy Scott

All in agreement: Motion carried ✓

#### 6. Principals report and variance report

As read

Additional questions raised:

- Should the narrative be in line with the strategic goals, is there a narrative of importance?
- Karakia gifted to Te Ara Koropiko by Anaru from MAC, a special and magical gift that will be introduced to classrooms going forward
- 2027 term dates outlined for consideration don't yet require approval
- Increased number of new enrollments for term 2 noted

Moved: Marina Shehata

Seconded: Shailesh Singh

All in agreement: Motion carried ✓

#### 6.1 Centenary update

- A small committee has been established to organise centenary event, last meeting had to be cancelled due to clashing schedules
- No proposals formalised, questions regarding what the Board would be willing to financially underwrite
- The board requests a plan to be drafted, a minimum of three quotes for each major cost would be necessary
- The aim would be for the event to break even at a minimum
- Without a formal proposal, agenda of events or financial outlook the board felt unwilling to underwrite
- Consideration would need to be given to the risks involved in holding the event on school grounds during a school day



- Marriene emphasised that the timing is critical, the Board would need to approve costs and risks with urgency

**Delegate Authority:** Marriene to follow up with the Centenary Committee for quotes, budgets and final plan.

## 8. Board Business

### 8.1 Annual report update

- Checklist on Ministry website, the data is ready to go
- Presiding members and Marriene can provide a statement (optional)
- Auditors report
- Board members names (optional)

### 8.2 Community consultation 2027 - 2029 Strategic Plan

Ideas discussed:

- Global cafe - getting ideas down on paper
- Survey Monkey to randomly selected whānau
- Fono/hui feedback
- Meeting with the Board and whānau, having conversations and answering questions. How could we facilitate this?
- Amy offered to research her past experiences in community consultation on another Board

### 8.3 Student Achievement - mid year update

Student reports go out later in term

### 8.4 Strategic Goal - roll growth update

- It was understood that there was a zone review pending for Somerfield Primary, possibly Addington and Hoon Hay Primary, this was a lengthy process.
- Other schools in the area had also experienced roll loss
- We are still waiting for an update from MOE
- Staff in contact with local preschools, school visits arranged

What does the next action plan look like?

- Board preparing letter drop to the community
- Communication in school newsletter
- Jess acknowledged Amy's mahi in this area and suggested that she could share her ideas via email and decisions could be made based on this research

**Delegate Authority:** Amy to communicate ideas on next steps



**8.5 Board Actions Log**

- Past actions discussed and updated
- Completed tasks acknowledged

**8.6 Fuel Crisis**

- No noted influence or adverse effects on community
- Attendance unaffected
- MOE contacted for guidance

**9. In Committee discussions**

**Jess Thomson moved** - *that the meeting moved into a public excluded session at 6:56pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

**The meeting was resumed at 7.23pm**

**The meeting closed with a karakia at 7.24pm**

**Next meeting Monday 22 June 2026 4:00pm, Te Ara Koropiko West Spreydon School boardroom**



Upcoming 2026 Board meetings

Term 2:

- Monday 22 June 2026

Term 3:

- Monday 3 August 2026
- Monday 14 September 2026

Term 4:

- Monday 2 November 2026
- Monday 7 December 2026

22.06.2026

Approved: .....

Date:.....

Jess Thomson, Co Presiding Member

22.06.2026

Approved: .....

Date:.....

Michael Pretty, Co Presiding Member