



## MINUTES OF MEETING

### TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 8 December 2025 - held at Te Ara Koropiko West Spreydon School

**PRESENT:** Marina Shehata (Staff Representative), Shailesh Singh (arrived 4:26pm), Jodi Apiata, Michael Odering, Jess Thomson (Co Presiding Member), Michael Pretty (Co Presiding Member), Amy Scott

**Apologies:** Marriene Langton (Principal)

**In attendance as a guest:** Geoff Gilliam (Account). TAKWSS Staff; Hannah Gardiner (Assistant Principal), Denali Lord (Middle Leader), Tamara Kepa (Middle Leader), Amy Duckmanton (Middle Leader)

**In attendance for minute taking:** Helen Ross

Meeting opened: 4:02pm

1. **Karakia, Welcome followed by a Karakia Kai**

2. **Finance - Guest Presentation by Geoff Gilliam, school accountant**

Geoff was welcomed to the meeting and he spoke of his professional background. Explanation on how to read the monthly financial statements was presented. M.O.E operational grant is received x4 times each year. Codes and percentages explained and questions welcomed. Geoff encouraged follow up email if further clarity was needed in the future. Board members asked questions around percentages and funds carried over. Geoff highlighted the importance of coding to the correct budget to get an accurate overview of actual spend. Look at the bottom line in each section for the overview of total spent. Geoff spoke of school reserve funds being for large maintenance projects, e.g. painting, playgrounds, hall and property projects. The 2026 budget has decreased due to the amount of enrolled students, therefore less M.O.E funding. This funding is based on the 1st July roll return each year. The end of the school's financial year is 31 December each year. Questions were asked around out of zone students funding. Geoff made mention of the PTA funds being excluded from the annual accounts as they had their own identity and were not part of BOT.

Jess thanked Geoff for his valuable information session as a new board. Marina presented Geoff a gift basket as a koha for his time. Geoff left the meeting at 4:33pm.

A brief break was taken for shared kai

2. **Strategic Discussion**

Data presentation from SLT Hannah Gardiner and Middle leaders Denali Lord, Tamara Kepa, Amy Duckmanton. Staff were welcomed to the meeting at 4:35pm by Jess.



Introductions around the table were done. Jess thanked the staff for their mahi, acknowledging it is a difficult time in education currently with so much change. Jess read out questions compiled from the group in advance, expressing many board members were new. Hannah explained our schools data is above standard for NZ schools. This is accessible via the schools website and is sent to the M.O.E each year. Marina explained the schools ESOL programme, teacher time and teacher assistant support time. Tam explained collaboration of teaching and student assessments and results including prediction of grades. Hannah spoke about phonic testing and trained teachers conducting assessments. Collaborative teaching benefits are each student is taught by more than one teacher and many personal opinions can give an overview. Tam and Denali explained the testing process and spoke of the SMART trial being introduced. Teachers reflect on students' results for their own professional development. Hannah discussed the new curriculum and approaches including the colour wheel assessment. End of year results v's mid year results queries were asked, with Marina confirming we have seen improvements. Engagement in wellbeing question was asked with Tam explaining the triple AAA's: creativity, confidence, responsibility. Attachment theory is used to guide students in these areas. Denali spoke of pastoral care meetings for student wellbeing, being a supportive school and knowing our students. W.A.L.T (we are learning to) to be implemented in 2026. Meaningful feedback to students is done with the student and teacher, marking in class time, discussed with the student then and there. Success is communicated to whanau via school assemblies, Edge SMS, learning conversations, reports, student/teacher discussions. Teaching philosophies discussed, with new programmes used in 2025 used and how in 2026 continuity throughout the school will look. SMART tool to be used by TAKWSS in 2026. TAKWSS is proud of its data. What we are doing works. With the new curriculum - new resources are needed, time is needed to implement new programmes and more support is needed. Staff are guided by 'Leading to the North East' book by Russell Bishop. Relationships and attachment between students and teachers make quality teaching. Developing relationships is a collective approach for learning. After school activities such as hangi, fono hui, choir, dance, school pool, 5 day camp, sports coaching, assemblies and cultural nights are examples of whanau and staff supporting tamariki. Further teaching staff professional development in 2026 includes MAC subscription.

Hannah, Denali, Amy and Tam left the meeting at 5:48pm with Jess thanking them for their mahi throughout 2025, wishing them a good holiday break.

**Moved:** Jess Thomson

**Seconded:** All in agreement

**Approved:** ✓

A brief break was taken by remaining attendees

### **3. Property and Health and Safety Report**

- 3.1** The new pool fencing meets MOE requirements yet unlawful access is still happening. Old razor wire was removed from the previous fencing as MOE saw this as a hazard. The pool committee did want the old razor wire to stay. The new pool fencing has health and safety issues because it is able to be climbed despite the wire netting being a smaller



size, it has not deterred this. Video footage shows it is climbable. A lip addition was added as an alternative to the razor wire in the design phase. Questions asked around if the lip is adjustable to make access more difficult? A suggestion of an alarm addition to the top and/or security lighting and a voice recording, flood lighting, motion sensor. Can we approach the MOE to get approval of razor wire addition? Analysts would be needed for options and costs. Recommend that the pool closing up process is not done alone for health and safety reasons.

- 3.2 There is a property grant from the MOE for repairs and maintenance with a deadline to be spent by the end of term 1 2026. Dennis has a list for the leadership team to approve. Question asked around if this grant can be used for pool fencing alterations?

**Action points:**

Mike Pretty to contact pool fencing Project Manager Ian McKenzie with the boards concerns and suggestions

**Approved: Jodi Apiata**

**Seconded: Michael Odering**

**Moved: Jess Thomson ✓**

**4. Principal's Report and Variance Report**

The Principal's report has been circulated in pre reading. As read, questions only.

- 4.1 Questions were asked around staff restraint authority. Teacher Aides have been given letters around the process signed by the Principal. All teachers must do online training. Records are kept of who has completed the module and who is authorised to do restraint.
- 4.2 The school policies have standard wording which is done via school docs.
- 4.3 Amy discussed a new draft report template which is aimed to be introduced for 2026 if ok'd. The current template v's new draft template for ease of viewing explained. the development of progress over time may be unclear in the current document. Ease of tracking and seeing at a glance.

**Action points:**

Amy to discuss with Marriene upon her return to implement in 2026. Could be used as a trial at the first 2026 meeting.

**Moved: Jess Thomson**

**Seconded: Michael Odering**

**Approved: ✓**



## 5. Board Business

### 5.1 Attendance Plan

captures all absences and all attendance. SLT has met with MOE to discuss our attendance plan. Attendance codes were discussed. Presented by Marina.

### 5.2 Zoning review update

Jess has been researching. Amy has offered to assist going forward.

### 5.3 Delegations of Responsibility

Document updated to new board members with input from all board members. Responsibilities distributed fairly in consultation

### 5.4 Board statement regarding honouring Te Tiriti o Waitangi

Draft document reviewed/discussed

### 5.5 Matters arising from the minutes/action points of November 2025 meeting minutes

Discussed

The minutes of the previous meeting dated 3 November 2025 had been circulated in pre reading. The Board had approved the minutes via email which were signed at tonight's meeting

#### Action points:

- Amy to find out what counts as attendance to get clarity on if sickness alters statistics. Amy to contact MOE around this
- Helen to upload the attendance matters termly reports to board pre read folder
- Jess and Amy to work on zoning together and contact MOE
- NAGS reported in the Principals template? Amy to follow up with Marriene
- Helen to send approved formal statement on honouring Te Tiriti o Waitangi out by end of 2025 to school community, email, website, skool loop
- Reply to board email within 48 hours, agreed by all members

Approved: Jodi Apiata

Seconded: Jess Thomson

Moved: All in agreement ✓

## 6. Finance (continued)

Finance folder circulated in pre reading

October 2025 financial accounts questions asked/approved

2026 draft budget discussed within group all in agreement as approving

ORS funding queries asked, Marina explained

Approved: Amy Scott

Seconded: Michael Odering

Moved: Jess Thomson ✓



7. **Communication in/out**

Approved as read, these had been circulated in pre reading

**Approved: All in agreement** ✓

8. **In Committee discussions**

**Jess Thomson moved** - *that the meeting moved into a public excluded session at 7:18pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

**The meeting was resumed at 7:48pm**

**The meeting closed with a karakia at 7:49pm**

**Next meeting Monday 23rd February 4:30pm, Te Ara Koropiko West Spreydon School boardroom**

Upcoming Board Meeting Dates 2026:

Term 1:

- Monday 23 February 2026
- Monday 30 March 2026

Term 2:

- Monday 11 May 2026
- Monday 14 June 2026

Term 3:

- Monday 3 August 2026
- Monday 14 September 2026

Term 4:

- Monday 2 November 2026
- Monday 7 December 2026



*J Thomson*

Approved: .....

Date:..... *23.02.2026*

Jess Thomson, Co Presiding Member

*Michael Pretty*

Approved: .....

Date:..... *23/02/2026*

Michael Pretty, Co Presiding Member