



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 12 May 2025 - held at Te Ara Koropiko West Spreydon School

PRESENT:

Miriam Marshall (Presiding Member), Marriene Langton (Principal), Shailesh Singh, Julia Mallett, Andy Dumbleton, Michael Odering

Apologies: Jodi Apiata, Marina Shehata (Staff Representative)

In attendance as a guest/observer: Hannah Gardiner

In attendance for minute taking: Rachael Stafford

Meeting opened: 4:37pm

1. Karakia, Welcome

Welcome to guest and reminder of their rights as an observer

1.1 Whakawhanaungatanga/glimpses of the vision

Members shared their reflections of family time and glimpses of the future.

2. Strategic Discussion

2.1 Changes to the Education Act

Lead by Miriam. It was noted the volume of changes and the amount of new information was overwhelming. How can staff be supported?

Focus on attendance. Marriene outlined the absenteeism followup process and the strategies around supporting and increasing school attendance

Marriene talked about Russell Bishop: making improvements through relationships and building connections

The board recognised that the attendance statistics do not give the big picture, that there are broader influences and whānau circumstances at play

Members discussed the upcoming community consultation process reviewing Health Education in schools.

Teacher only days set for May and November

Marriene and Miriam to finalise annual report

<p>Action point: Marriene to check document outlining requirements for consultation with community for Health Education</p>



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

The Principal's report has been circulated in pre reading

Discussion points:

Upcoming Kapa Haka events

Options for accessing the history of the carving from the old library

Cataloguing and archiving of school records in storage

Moved: Miriam Marshall

Seconded: Michael Odering

Approved: ✓

4. **Board Business**

Matters arising from the minutes/action points of March 2025 minutes

Discussed

The minutes of the previous meeting dated 31 March had been circulated in pre reading.

The Board approved the minutes and these were signed

- 4.1 Julia Mallett confirmed that the EOTC schedule on School Docs was on schedule to be updated

5. **Finance**

Finance folder circulated in pre reading

March 2025 accounts approved

Marriene outlined the overcharge which appeared on the March visa statement, refund received into the bank account

PTA finances - Marriene meets with the chairperson monthly and monitors finances. PTA is audited annually

Changes to the Building Warrant of Fitness requirements may mean contractors Beattie Air will change maintenance from 6 monthly to 3 monthly checks, increasing costs as a result.

Annual Accounts - in surplus, will deplete with new hall expenditure

Miriam and Marriene to sign and send off document liability

Action Points: Annual accounts to be approved by all members via email by Wednesday 9am

Moved: Miriam Marshall

Seconded: Shailesh Singh

Approved: ✓

6. **Property and Health and Safety Report**

6.1 **Health and Safety**

Replacement of old mechanism on pool gate to be actioned

Michael asked about any possible improvements in the area where the cleaner fell and hurt herself. Marriene to investigate reflective tape as an option



6.2 Hall project update

Final plans reviewed and briefly discussed

Deadline of 23rd May for any questions regarding plans

Importance of correct details/macrons on signage was raised

Orion now has 24/7 access to important cable on school property as requested, gate code provided.

Action Points: Dennis to look at reflective tape for trip hazards in administration block
Discussion with the Pool Committee around gate mechanism

Moved: Miriam Marshall

Seconded: Julia Mallett

Approved: ✓

7. Communication in/out

As read, these had been circulated in pre reading

New SMS Edge, will make data access easier

8. In Committee discussions

Miriam Marshall moved -that the meeting moved into 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.

The meeting was resumed at 5.43pm

9. General Business

9.1 Policy review

Julia reminded the members that the Term 2 School Docs assurances/review was coming up. Miriam walked through the processes for the benefit of the new member. Shailesh to review Term 2 policies

A reminder to connect with community around the upcoming Board Elections

The meeting closed with a karakia at 5.51pm

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



Upcoming Board Meeting Dates 2025:

Term 2

- Monday 23 June

Term 3:

- Monday 4 August
- Monday 15 September

Term 4:

- Monday 3 November
- Monday 8 December

Approved: M. Marshall

Date: 23/6/25

Miriam Marshall, Presiding Member