



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 23 February 2026 - held at Te Ara Koropiko West Spreydon School

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

Apologies: Nil

In attendance as a guest: Rachel Eadie (Pool Committee Chairperson)

In attendance for minute taking: Rachael Stafford

Meeting opened: 4:33pm

1. Karakia

2. Property

2.1 Guest Presentation by Rachel Eadie Pool Committee Chairperson

Rachel Eadie introduced herself and her longstanding connection to Te Ara Koropiko. Rachel talked about the history of the pool and its significance in the community. The pool's survival relies on partnerships and kaitiaki with the community, whānau, the school, Board and pool committee. Rachel discussed the extensive Health and Safety regulations, costs, budgets, challenges around security.

Current seasonal income from sale of pool keys is approximately \$14,000, annual expenses approximately \$6000, with most chemicals donated. A surplus is necessary for ongoing maintenance, big projects and to cover wear and tear, specifically pool lining and high tech equipment in the plantroom. Any expense under \$5000 is Board approved, anything over is considered capital works and needs permission from the Ministry of Education.

The committee is currently looking at a long term solution so the pool covers can be housed and used securely.

The security of the pool is an ongoing issue, unlawful entry occurs regularly and the risk of drowning is a serious concern. The new fencing installed in 2025 is not a deterrent as promised. Cinder block could be considered in the future. As all reasonable precautions and steps are taken to secure the pool and to educate keyholders the Board cannot be held liable.

Suggestions were made about visually reinforcing the school values and kaitiaki around the pool through signage and ways of incentivizing key holders to volunteer time and expertise with reduced key costs.

Amy asked about community funding applications for the pool, could the community provide assistance with a re-usable format for future projects? Rachel asked whether they could apply for funding of a project before the Ministry gave approval?



Action point: Marriene and Michael Odering to seek clarification about the timeline for funding applications and MOE approval for pool/capital projects at the property meeting scheduled 18 March 2026

Rachel was thanked for her time and the efforts of the Pool Committee members. She left the meeting 5.20pm

A brief karakia kai and break for shared kai

- 2.2 The repair of the slide was discussed. As the repair was wear and tear the Board need to approve the costs to come out of Board reserves

Action points: Helen to follow up with suppliers for final results on pricing/quotes
Rachael to follow up with Geoff about releasing the funds from investments for final payment.

Moved: Michael Pretty

Seconded: Michael Odering

Approved: ✓

3. Health and Safety Report

As read

Moved: Jodie Apiata

Seconded: Amy Scott

Approved: ✓

- 3.1 Jess sought clarification from Marina around the policies that needed to be reviewed, as the Board Assurances, Policies and Actions timeline differed over different School Docs review schedules. It was agreed to follow the document rather than the spreadsheet.

Action point: Marina to seek clarification from School Docs of correct schedule to use.

- 3.2 Mike Pretty led a discussion on year 5 & 6 school camp risk management document. He raised concerns around Waipara's lack of descriptors in its Risk Matrix on their website and the ability of the Board to approve the Risk Management when the level of risk was



not detailed in clear terms. Board approval relies on understanding that the internal processes, methodology and auditing of Waipara was transparent and up to date.

Was it necessary to ask for mitigating qualifications and data to understand and be satisfied that all procedures are followed for maximum safety?

Action point: Mike to email Marriene questions for Glen Campbell and Waipara Camp seeking risk management clarification

4. Finance

Finance folder circulated in pre reading

Jodie mentioned that Property Maintenance was under budget in final 2025 report and wondered whether more of the communication budget could be used in marketing the school.

Marriene mentioned that each year some budgets would be over and under budgets the overall percentage was important.

Approved: Mike Pretty

Seconded: Marina Shehata

Moved: Jess Thomson ✓

5. Strategic Discussion

5.1 Strategic goals: the implementation of the annual plan is part of this

The Principals report feeds into the daily implementation

Marriene advocated that the current Strategic Goals, established by the former Board, were fit for purpose

5.2 The upcoming Education Review Office audit of Te Ara Koropiko will likely involve (including but not limited to):

- Board policies and procedures
- Board assurances and Health and Safety, EEO
- A special Board meeting
- Compliance needs to be proved, draft report established and evidence provided
- Legal requirements for employment contracts
- Financial audits inspected
- Data and curriculum looked at - new curriculum progress
- Attendance plan
- Staff personal growth cycles
- Assurance statement and paperwork completed prior to visit

For further information the latest model/requirements are online



6. Principal's Report

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

- 6.1 Jess suggested that any proposed works in the Board development plan wait until there is confirmation on the Hall project.
- 6.2 Discussion around the need to plan for the Caregiver Sexuality Survey. The curriculum is constantly changing and the current draft Health and Sexuality curriculum is online to view. Board to review documents ready for questions.

Moved: Jess Thomson

Seconded: Jodie Apiata

Approved: ✓

7. Board Business

Minutes of previous Board meeting approved

- 7.1 Amy led the discussion based on her research around current zoning processes. Amy met with Ben Alcock from the Ministry where they analysed the data from the March and July Roll Returns. If the roll grows above 340, currently enrolled out of zone students will not be funded by the MOE. There becomes a fine balance between future thinking and planning and the needs of immediate roll growth. Currently 65% of primary aged students living in our school zone go to our school. The school can request a zone review but overcrowding, at ours or surrounding schools, is what triggers a review and potential boundary changes.

What could be our strategy?

- Canvas local families about where and why they send their children to our/other schools
- Make connections with local ECE centres, create visibility
- Connecting with the local church
- Campaigns with open nights/afternoons
- Digital billboard advertising school events and successes
- PR strategy to be developed. Connecting with staff, friends and whānau and Board to brainstorm ideas

Amy proposed having roll growth as a strategic goal and to develop a measurable strategic plan to support this.

Action points: Amy to research the costs of a digital billboard
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Moved: All in agreement ✓

8. Communication in/out

Approved as read, these had been circulated in pre reading

- 8.1 A brief discussion on the recent lockdown. As a result staff protocols and procedures have been reviewed. A serious threat would be managed with police on site.

Moved: Mike Pretty

Seconded: Mike Odering

Approved: ✓

9. In Committee discussions

Jess Thomson moved - *that the meeting moved into a public excluded session at 7:03pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

The meeting was resumed at 7:22pm

The meeting closed with a karakia at 7:23pm

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



Upcoming Board Meeting Dates 2026:

Term 1:

- 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

Approved:

Date: 30.3.2026

Jess Thomson, Co Presiding Member

Approved:

Date: 30-3-26

Michael Pretty, Co Presiding Member