



THE MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD

on Monday 14 February 2022 in the Boardroom at Te Ara Koropiko West Spreydon School

Present: Marriene Langton – Principal, Marina Shehata – Assistant Principal and Staff Representative, Abbey Parsons – Board Chair, Jodi Apiata, Rosa Wakefield, Michael Down, Tim Hayward on Zoom.

In attendance for minute taking: Linda Parsons

1. **The meeting opened with a Karakia**
2. **Whakawhanaungatanga:** Members shared their reflections of family time in the school holidays, and back to work with some glimpses of the future. Everyone had enjoyed a break and family time during the Christmas holidays.
4. **Minutes of the previous meeting dated 6 December 2021:** had been circulated, read and approved online. They were agreed to be an accurate record after a couple of spelling corrections
Minutes of the meeting dated 6 December 2021- approved
Moved: Jodi Apiata **Seconded:** Rosa Wakefield

In Committee minutes dated 6 December 2021 – were circulated, read and approved

Moved: Michael Down **Seconded:** Abbey Parsons

5. **Matters Arising:** Data comparison with local schools – in the term of the mid-year data run

<p><u>Action Point:</u> Michael to diary this data comparison to be completed in the middle term to link with the information from the mid-year data run.</p>
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6. **Principal's Report:** had been circulated and taken as read –
 - ◆ Principal's blog updated

- Question and clarification of discretionary leave during Covid
- National Achievement Goals (NAGs) will change to National Education Learning Priorities (NELPs) during 2023
- Marriene may try to do a review of the employment process policy while it is currently happening (time permitting)

Report was accepted;

Moved: Marriene Langton

Seconded: Abbey Parsons

7 Vaccination Clinic at School: Rosa had spoken to District Health Board on behalf of school BOT about this request and passed on information about how it had worked in other schools to the meeting. Pros and Cons in respect of this covered –

- Whether staff were involved or not – preference that they were not
- Risks to school and community – taking sides – different views
- Social service – easy and convenient for school community – leveraging community benefit against placing school front and centre
- Guaranteeing safety
- Using school facilities – not a school or staff activity
- Availability of other Vaccination Clinics and their accessibility

Voted: For: 1

Against 6

Decision was made that the school would not offer the site as a Vaccination Site at this time but could reconsider in future if the need arose.

8 Environment Property and Pool:

Playground

- Landscaping update - now well underway. There have been delays but Ian McKenzie now ensuring compliance with timings/payment. Design is great but timing has been slower than agreed. Landscaping designer will attend and supervise layout and planting of garden areas. Dodge ball pit will be completed last in its new position. Giant sandpit has been a hit with junior school. Certificate of Compliance required before final payment made.

Pool

- All in all a good season over Christmas at pool. Pool Committee did a great job and handled the season well. A few incidents were dealt with promptly.
- Signage about reminding patrons to scan needs to be completed – Michael Down will follow this up.
- Pool committee would like to fundraise for pool covers and the Board is in favour of this as outlined in the Pool Committee's minutes. Once a quote is obtained it will need the approval of the the Board. The Principal will email the committee to advise them of this process and will then put quotes and plans before the Board.

Action Point: Covid protocol signage for pool -Michael Down will follow up the need for further signage.

9 Communication:

- Tim Haywood's resignation accepted with regret and will be ratified/take effect after the next Board meeting 6 March.
- Year four camp – proposal to be ratified and changes made to staff names
- Discussion and clarification of Risk and Mitigation process and agreement that a clause re Covid situation should be included as a precaution

Action Point 1. Abbey to advise NZSTA of the resignation of Tim Haywood from BOT and appointment of Marina Shehata

Action Point 2. Marina to ask staff to include a Covid check box for all camp proposals

10 Financial report: Had been circulated and taken as read

Discussion points

- Changing Z fuel cards to X Business cards – better and clearer way of having transaction trail ie dates and itemised sales - agreed
- Still awaiting some information for the 10yr plan for BDO
- Verification of change of any account details for any of our contractors

Financial report for November Meeting

Moved: Michael Down **Seconded:** Jody Apiata

Financial report for meeting December - some items still to be finalised due to time of year – will be circulated by email when ready.

Action Point: Marriene and Michael to proceed with changing Z card to Z Business card

11 Health and Safety Marina Shehata has taken over this role.

- Checks for February – only one week of school so far
- No Accidents reported
- Bill did checks two weekly during holidays – no reports
- Covid updates have and will be placed on Seesaw and School loop
- Bill doing daily walk throughs
- Asbestos management plan – checks are in place

12 Policy: School Document reviews –

- Split into teams to cover off the policies due to review this year, with one person to update and add if necessary and to show review is done. There is a scheduled timetable over the four terms. Abbey detailed the process to access and fill in online.
- Confirmation of delegations and committees.
- Confirmation of Board Chairperson –
Nomination – Abbey Parsons to continue as Board Chairperson
Voted – all in favour **Approved**

Action Point: Abbey will update the delegation schedule and email out to Board members

13 In Committee discussions: **Moved:** Abbey Parsons “*that the meeting moved into public excluded session at 6.06 for reasons of legal and professional privilege and to protect the privacy of natural persons*”

Returned to main meeting at 6.50

14 Table of action points -

Action points	Time Frame	<u>Person</u>
Diary data comparison work mid year data to be included	End of middle term	Michael Down
School Docs Policy Review	By end Term1	Abbey and Michael for Board Marriene and Marina
Advise STA of resignation and new appointment	Asap	Abbey Parsons
Staff to include Covid check box in all camp and offsite activities	Immediately	Marina Shehata
Covid scan in signage for pool	Immediately	Michael Down

Change BP Z card to Business Card	Asap	Marriene Langton and Michael Down
Update delegation schedule and email out to BOT	Asap	Abbey Parsons

Dates of note: Board Meeting dates for 2022

Term 1: February 14th, March 7th, April 4th

Term 2: May 2nd, June 27th

Term 3: August 1st, September 19th,

Term 4: November 7th December 5th

Next meeting 7th March 2022

Approved:Date: 14 April 2022

Chairperson

