



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 2 May 2022 in the Boardroom at Te Ara Koropiko West Spreydon School

Present: Marriene Langton – Principal, Abbey Parsons – Board Chair, Michael Down, Marina Shehata, Jodi Apiata and Rosa Wakefield, Miriam Marshall

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 covid environment, family occasions and glimpses of the future.
3. **Resignation and New Board Member:** The board received and accepted the resignation of Michael Down and discussed the co-option of Miriam Marshall which will apply from this meeting until the election date in September 2022

Motion: *That the Board accept the resignation of Michael Down and that this vacancy will not be filled as a Casual Vacancy*

Moved: *Abbey Parsons* **Seconded:** *Marrine Langton*

Motion: *That Miriam Marshall would be appointed to the Board by co-option for the period from this meeting until the date of the Board Elections in September 2022*

Moved: *Abbey Parsons* **Seconded:** *Jodi Apiata*

4. **Conflict of Interest:** Topic discussed and noted that from time to time conflict of interests may occur as standard practise. Jodi also spoke in respect of how this could also happen in a cultural situation.
5. **Minutes of the previous meeting:** The minutes from meeting dated **4 April 2022** had been circulated, read and approved online. They were agreed to be an accurate record. All points of action are completed apart from the work in the review of NAG 6 (Truancy) which will be carried forward for completion.

Approval moved: *Abbey Parsons*

Seconded: *Michael Down*

In Committee minutes dated 4 April 2022 were circulated, read and approved online.

Moved: Michael Down

Seconded: Rosa Wakefield

6 Matters Arising: Discussion points

- Action points completed
- Review Nag 6 – Truancy still in progress (Jodi and Rosa)
- Governance webinar attended by Rosa – points of interest –
Session was good but would be a good whole Board training opportunity
Local connection
Building relationships
Boards all doing their own work
Resources
Authenticity – feeling it and living it as a natural process each day
Boards leading
- MOE visit to school on date and impressed with spontaneous response with Haka and use of Te Reo and its process.
- Recognising the Mana in each child
- Reality of this practise at school and within expectations for Maori achievement – remember this in data reports
- Fono Hui coming up first since Covid began. Audit and set questions for review re reality and inclusion.
- Access to Waiata words and Haka words to be available in advance of Hui
- Actions: Date for workshop to be set preferably before Tom Schollard training

Action Point: 1. Abbey to sent out Anne Milne 7 steps link – Colouring in White Spaces for Board to read

7 Principal's Report: had been circulated and taken as read – discussion points –

- The next NAG will be NAG 1 – Domain 3 – Curriculum to be completed August/September for reporting on 19 September – for further discussion.

Report was accepted:

Moved: Marriene Langton

Accepted - All online

Action point 3. Marriene to have Helen ring security company re each Board Meeting being held in the School on Monday evening first week of each month.

8. Financial report: The financial accounts for March were approved. A brief explanation of the layout of the reports sent out prior to meetings was made, to explain them to Miriam as a new board member. The percentages and summaries and timeframes of expenditure and disbursements were clarified.

Moved: Rosa Wakefield

Seconded: Abbey Parsons

9. Administration: Rosa has looked at the processes of the administration in preparation for Board meetings and in respect to the amount of pre-reading and paperwork for meetings including information for Public Access - discussion points –

- Making things clear
- Streamline and tighten up
- Paperwork available for public info – 2 days before Board meeting due
- Email or print
- Folder available on Wednesday prior to Board meeting – email available but also print copy at office.
- Links to agenda worked well for this meeting
- Template for prospective Board candidates – induction process

Action point: 2 Marina to discuss availability of above actions with Helen in preparation for next meeting.

10. Health and Safety: Marina had presented report online and taken as read.

Discussion points:

- Update Covid – Staff
- Staff Room door lock to be addressed
- Mitigating risk meeting to take place

Moved: Marina Shehata

Seconded: Marriene Langton

11. Communications:

- NZSTA agm may not have gone ahead – to be checked
- Nil incoming

12. In committee meeting:

Moved: In Committee discussions: Moved: Abbey Parsons *“that the meeting moved into public excluded session at 6.05 pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*

The meeting returned at 6.15pm

13 Action points

<u>Action Point Tasks</u>	<u>Who</u>	<u>When</u>
NAG review to be started for NAG 6 – Legislation – Topic Truancy	Rosa Wakefield and Jodi Apiata	Carried forward due 26 June
Anne Milne 7 Steps Colouring in the white spaces	Abbey Parsons	Send out to all board members for reading asap
Discussion with Helen re meeting p/w avail to Public prior to meeting	Marina Shehate	Asap before next meeting date
Arrangement for Helen to advise Security company of details of meeting nights	Marriene Langton	Before next meeting

Next meeting 27 June 2022 4pm Boardroom

Approved:  Date: 27 June 2022

Chairperson