



Minutes of the Board Meeting of Te Ara Koropiko West Spreydon School held on 12 September 2022 at 4.30pm at West Spreydon School, Lyttleton Street, Spreydon.

Present: Marriene Langton – Principal, Abbey Parsons – Board Chair, Marina Shehata – staff representative, Miriam Marshall, Jodi Apiata (via zoom as unwell).

Apologies: Rosa Wakefield – unwell,

Visitors: Board nominees – Shailesh Singh and Andy Dumbleton

Present for Minute taking: Linda Parsons

The meeting was opened with a Karakia followed by Whakawhanungatanga with board members sharing an update of their home and work lives and glimpses of the future. Covid is still interrupting lives in our school community.

1. Minutes:

The minutes of the previous meeting had been in circulation in pre reading and approved

Moved Abbey Parsons **Seconded** Miriam Marshall

The minutes of the "in committee" meeting were circulated, read and approved

Moved: Marriene Langton **Seconded:** Marina Shehata

2. Matters Arising: Visitors to the meeting Shailesh and Andy were involved in discussion and questions about the upcoming Trustees election and the processes thereafter –

Discussion points included:

- Induction process and the timeframes
- Code of Conduct
- Delegation schedule – working out roles and teams
- How Google Drive worked re minutes, pre reading etc
- NZSTA – Webinars, training – Introduction to Governance, Scenario insights
- Training already planned to coincide with new board starting, which would cover Goal setting, Inclusion, National Education Training provisions (NELPS), and working towards huge changes ahead in education
- Triennial Review Cycle

- Acronyms – many short forms are used within the meetings and in board work – a full list of their correct titles would be helpful and clarify what they relate to - Marina could help with this.

Action Points: 2

Marriene - Transfer Annual Plan and Strategic Goals onto Google Drive by next meeting

Marina: Make up list of common acronyms to clarify - by next meeting

3. **Principal's Report:** The report had been circulated as part of the pre reading and was approved

Moved: Marriene Langton **Seconded:** Abbey Parsons

Matters discussed:

- Teachers doing "Incredible Years" program
- Positive behaviour for learning
- CPPA meeting
- Teacher Trainees
- Webinar – Professional Growth cycle

4. **Financial Report:** Report had been circulated as part of pre reading and approved

Moved: Abbey Parsons **Seconded:** Miriam Marshall

Points of interest:

- July Accounts all on pre reading
- Extra funding for student
- Targeted funding – Deeper Learning
- MOE sign off
- Heat Light and power investigation remains unresolved at this point
- Pay equity and pay scales

5. **Policy Review:** Abbey has looked at Board Tasks, Elections and NZSTA offline so will recheck new info and update

6. **Health and Safety:** Marina spoke to her report –

- Parents driving into staff carpark area – reminder about this in newsletter
 - Attendance: in comparison to last year attendance is up - some ongoing issues are being referred to outside agencies
 - Year 4 Camp - Spencer Park and school-based Activities planned based on Education outside the Classroom training. (EOTC)
 - Plan for approval for 2022 **Moved:** Marina Shehata **Seconded:** Abbey Parsons
 - Plan for approval for 2023 **Moved:** Marina Shehata **Seconded:** Abbey Parsons
- With finalised costs to be advised

Action point: Marina Shehata

Marina and Marriene to arrange for signage on the gate and driveway about vehicles in the drive and carpark - to be completed asap

7. **BOT Elections** - underway to schedule

8. **Communication:** In: Ministry of Education information brochures
Out: Board Election process paperwork

9. **In committee:** Moved by 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"


Returned to main meeting – 6.36pm

10. **Action points:**

Marriene Langton	Transfer info re Annual Plan and Strategic Goals to Google Drive	Before next meeting
Marina Shehata	Acronyms list to clarify	For next meeting
Marina and Marriene	Arrange signage for driveway and gate re cars in carpark	ASAP

Meeting closed at 6.40pm

Next Meeting: 31 October 2022 4.30 Boardroom


31/10/22

