



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 7 March 2022 in the Boardroom at Te Ara Koropiko West Spreydon School

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

No apologies

In attendance for minute taking: Linda Parsons

1. The meeting opened with a Karakia.

2. Whakawhanaungatanga: Board members shared their thoughts and current situations in respect of home and school. They commented about the fluidity of plans being changed, sickness among friends and family and students. The feeling of constant change and waiting was voiced by all but it was noted that communication from school and teachers about happenings from day to day helped and this was fantastic. Abbey acknowledged that this would be the last meeting with Tim as a Board Member. He was thanked for his contributions to the Board activities especially in the areas of governance, policy and legal knowledge. Tim said he and his family were settling into life in Tauranga well and they were enjoying beach life. Marriene acknowledged the amazing work by staff in preparing home learning for families as needed.

3. Minutes of the previous meeting: had been circulated, read and approved online. They were agreed to be an accurate record.

Minutes of the meeting dated 14 February were approved

Moved: Rosa Wakefield **Seconded:** Marriene Langton

In Committee minutes dated 14 February were tabled and will be approved at the next meeting

4. Matters Arising:

- NZSTA – Abbey to confirm Marina’s appointment as the staff representative on the Board.
- Covid signage – still to be sorted out - Michael has sent the information changes needed to the pool committee.
- Z card has been arranged and working well
- School Documents ongoing
- Covid message on Camp planning has been sorted
- Delegation Schedule has been completed

Action Point: 1

Abbey to confirm to NZSTA that Marina has replaced Jared as staff representative and that Tim resignation from the Board has been accepted.

5. **Principal’s Report:** had been circulated and taken as read –

Discussion points –

- Goals for 3 – 5 years
- Refresh triennial review cycle
- NAGS/NEGS change to NELPs in 2023 Tom Scollard suggested for some training around this.
- Progress continues on grounds. Children utilising each new piece as it is opened. Looking really good.

Report was accepted.

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

6. **General Business:**

Discussion around Tikanga at Governance level

- Board members need to know their **Mihi** so that they can be used on formal occasions and discussions about how this would look in the school
- Discussion re Te Reo use and other Tikanga (customary practices) in the school, classroom and at formal occasions.
- Jodi talked about the Mana Whenua and Tangata Whenua needs when coming into the school that there was still a shift needed when considering Te Tiriti o Waitangi - how can board direct this
- Aotearoa NZ curriculum - work is well underway already on this for SLT Staff and Middle Leaders. Board can draw on this learning too
- Discussion on what the Board need to achieve in terms of understanding and their responsibilities relating to policy, process and expectation and the consideration that some time for a training opportunity would be beneficial.

- A sub-committee from the Board could help plan around this specifically in relation to priorities, process, expectation and celebrations

Action point: Jodi to prepare some information and discuss with Abbey re the process for setting up sub-committee and training opportunity. Details will be emailed out to Board via email

7. Triennial Elections: Date set for 7 September 2022

- Links are available for the document schedule of actions
- Rachel/Helen Administrators have agreed they can be the Returning Officers. An application will need to be completed **(the Board agreed and Ratified this)**
- Election Date would be 7 September 2022 – **(the Board agreed and Ratified this date)**
- Nomination, Biographies and an information booklet to be prepared to go out to all school families by returning officers
- Board format allows for 6 parents representative
- Interim work - Current board members are to complete a biography and some comments about why they are on the Board and why they like it etc. and get these to Abbey asap

Action point:

Abbey to chase up information as above about each Board member and have these put into the school newsletters (one each month) in the lead up to the elections.

8. Financial Report: Circulated and noted –

Discussion points –

- Camp costs
- Grounds
- Budgeting
- Unexpected costs
- Power review
- Cycle of maintenance
- Pool – community funding application – needs Board approval first

Approved: December 2021 - Moved: Rosa Wakefield Seconded Jodi Apiata

Approved: January 2022 – Moved: Michael Down Seconded: Tim Haywood

Action Point:

Marriene to re – contact the Pool Committee to ensure they understand that any funding application they wish to make is approved by the Board before it is made.

9. Environment Property

Groundwork is progressing well now. New areas are open and being used every day. Planting day coming up. Some minor tagging. Some silly behaviour over mounds by cyclists on weekend – they are known. Bike container is back.

10. **Communication:** Email from Hillmorton High School re an opportunity for Board Training (shared) Rosa is keen to do this and one further Board member could consider - register online. let Marriene or Abbey know. Rosa will report back to Board to share the training.

11. **Health and Safety:** Report had been circulated in pre reading and accepted. Further to the circulated report Marina reported that One further staff member is off with Covid and a student had fallen and broken his wrist. A Covid plan is prepared if the Board needed to make a decision to close the school.

Moved: Marina Shehata

Seconded: Abbey Parsons

12 Policy Discussions

- **Delegations** – Abbey has updated names as necessary. Reviewed and explained at meeting and alterations were agreed to.
- **Deputy Chair** – consideration given and Michael Down accepted this role
- The updated Delegation Committees and Schedule of Delegation have been approved – **Ratified**

Action Point: Abbey to give access to the pin for Board Email to Jodi
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Action point: Abbey to make contact with Tom Scollard re: Professional Development training (part day) re NELPS
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Moved: In Committee discussions: **Moved:** Abbey Parsons *“that the meeting moved into public excluded session at 6.25pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*

The meeting returned at 6.57pm

Next meeting – 4 April 2022 Board Room at 4.30pm

Approved:Date: 4/4/22

Chairperson

Table of Action Points Tasks	Who	When
Advise Board changes re Marina and Tim to NZSTA	Abbey	asap
Begin to look at Board level protocols with regard to Tikanga and pursue training on same	Jodi/Abbey	For next meeting
Prepare info re Board members for Newsletters	Abbey to chase up. Board members to prepare info about themselves	Tim for May Michael for June Jodi for July Rosa for August
Confirm with Pool committee re need for Board approval prior to funding applications	Marriene	Immediate
Board email access password to Jodi	Abbey	Immediate
Enquire re training availability with Tom Scollard re Nelps	Abbey	For next meeting

