



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 6 December 2021 in the Boardroom at Te Ara Koropiko West Spreydon School

Present: Marriene Langton – Principal, Abbey Parsons – Board Chair, Jared Fretwell – Deputy Principal, Tim Haywood, Michael Down, Jodi Apiata, Rosa Wakefield

Staff present to present and support Data report: Marina, Janice, Lou, Hannah and Georgia

In attendance for minute taking: Linda Parsons

- 1. The meeting opened with a Karakia and welcomed Rosa to her position on the Board.**
- 2. Whakawhanaungatanga:** With an emphasis on positivity, members shared their reflections of family and family occasions, the busyness of end of term time and with some glimpses of the future and the approach of Christmas. Staff were acknowledged for their commitment to the recent production and its amazing success, and the board members and staff for their commitment and support to students in need.
- 3. Presentation:** Team Leaders as above presented the different aspects of the data recording performance and testing of children supported by a data presentation of graphs and comparisons.
Key points:
 - **Parameters and acronyms explained**
 - **Data relates to all children except 3 ORs funded students**
 - **Data journey graphs shown using PAC tool for writing and maths**
 - **Janice explained the PAC process of assessment, evidence gathering teaching, response and results over 2 cycles per term.**
 - **Data collection begins after one full year at school**
 - **Reading, writing and maths were tested**
 - **Noticeable improvements in reading and writing**
 - **Some areas of concern still for Maori and Pasifika children**
 - **Some results hampered by lockdown periods**
 - **Better Start and reading recovery working more closely together**

- **Robust moderation and conversations – each curriculum level covers 2 years.**
- **Reporting is on target and showing movement, achievement and change**
- **ERO and MOE acknowledged data results are going well.**

After a discussion it was agreed that the Board would request an overall statement on “the feeling on the ground” in relation to the data and targets and conclusions. Follow up will be completed via a comparison with national data from other similar schools ie Kahukura cluster. It was also agreed that senior leadership will add a ‘statement of impression’ on the data in future about their key stories from the data..

Action point: Michael Down will complete the data comparison as above

Senior LEadership to look into writing variance and reprot findings at next data meeting

- 4 **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 1 November - approved

Moved: Mariene Langton

Seconded: Michael Down

In Committee minutes dated 1 November - were circulated, read and approved

Moved: Mariene Langton

Seconded: Michael Down

- 5 **Matters Arising**: nil – all action points completed

- 6 **Principal’s Report**: had been circulated and taken as read –

Discussion on wellbeing – the year has been fraught with ongoing crises, staff changes, pool and land development issues, commitment of time outside school hours – acknowledged and being monitored

Report was accepted.

- 7 **Ratify Teacher only days for 2022:**

- **14 April 2022 and 7 June 2022**

Motion: That the Board ratify the dates of 14 April and 7 June as Teacher only days for 2022

Moved: Abbey Parsons

Seconded Jared Fretwell

Agreed

8. Financial Report: Circulated and noted:

- Agreement for payment of \$1000 for hall painting
- Disbursement of funds from contingency funds for expenses relating to Chrome books and gardens in new landscaping including plants of \$34,000

Motion: That the board ratify the disbursement of \$34,000 in relation to planned expenditure for gardens and plants and Chrome books

Moved: Tim Haywood

Seconded: Abbey Parsons

Agreed

9. Environment Property and Pool: Pool

Discussions to clarify and consider responsibilities re pool opening – key points –

- Key wording in council and MOE information is *ENSURE to best ability in relation to Board responsibility*
- Agreed to open the pool if following issues can be agreed to
- Contract tracing and key ID information – may need to be shared
- Signing in will be required via QR code or paper into locked drop box
- Limit numbers as per Covid Traffic Light requirements
- Roster to ensure hygiene practices and cleaning procedure
- Masks not required but encouraged
- Vaccine Passes to be required for all members of keyholding households and checked on registration for a key
- Delegation of responsibilities to Pool Committee in case of any issues
- Pool Committee will complete a register of users in event of any outbreak
- Booking system
- Delegation of responsibilities from Board to committee / designated group
- Pool will be closed if not working out or issues can't be resolved
- Board may do spot checks

Resolution: The Board will communicate to the Pool Communicate the above information and conditions in writing and seek their agreement and assurance they will comply with them. Upon receipt of this agreement in writing the pool will be opened. Non compliance will result in the pool being closed immediately.

- The Board agreed that if the pool needs to be closed the decision can be made in consultation with the Board Chair

Action point: Marriene (Principal) will write to Pool Committee with information and decisions as above and request their consideration and feedback.

Gardens and surrounds: Outer Space have been contacted re delays with landscaping to sort out timetabling of work to ensure all work completed by opening day – this will be monitored

10. **Communication:** Letters were received from two parents

11. **Health and Safety:** Report had been circulated in pre reading and accepted

Moved: Abbey Parsons

Seconded: Tim Haywood

12. **In Committee discussions:** **Moved:** Abbey Parsons *“that the meeting moved into public excluded session at 6.35pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*

The meeting returned at 6.45pm

Next meeting – February 14, 2022 Board Room at 4.30pm

Approved: **Date:**.....

Chairperson

Table of Action Points Tasks	Who	When
Communicate with Pool Committee	Marriene Langton	asap

Comparison data re Local school results	Michael Down	For next meeting if possible due to term end.