



**THE MINUTES OF THE MEETING OF THE BOARD OF TRUSEES HELD
ON 15th FEBRUARY 2021 at West Spreydon School, Halswell Road Site**

Present: Marriene Langton – Principal, Abbey Parsons – Board Chairperson, Jared Fretwell – Deputy Principal, Jodi Apiata, Andrew Turner, Tim Haywood, Michael Down, Michelle Warburton – via Zoom connection

In attendance for minute taking: Linda Parsons

Waiata and Whakawhanaungatanga - The school ^{waiata} ~~Waiata~~ was sung

- **Tim:** Great Trip in caravan up north – went really well five in a caravan. Baby is alive so all good. It was a good trip away.
- **Michael:** Family had a good break – Nelson, Tootaranui, with great weather. Beaches were great and we are rested. Juliette started school this term – liking it so far.
- **Jared:** Family trek to Whakatane and Gisborne was great – lots of exploring of places and family connections. Kids happy to be back – new teachers and they are happy about that too.
- **Jodi:** Spent time up in Golden Bay, Pohara. Matai turned 5 while away and made some new friends. Enjoyed staying in a great 1960's style family motel, tariff was a steal. Matai happy to be back at school.
- **Andrew:** enjoyed 4 weeks off with family – some time spent in Nelson and then having the help of grandparents to stay.
- **Marriene:** all good – couldn't wait to get away for family time at Motueka Top10 – some family missing due to covid (from Perth) but great weather with lots of riding, meeting nice people and catching up with old friends
- **Abbey:** Christmas at Kaikoura and then a great holiday with whole family in Auckland and celebrating Mum's 70th and New Year together there with family. Then, back to the Sounds for sun and lots of boating which the boys loved.
- **Michelle:** Good holidays for family and kids. Spent some time in Kaikoura. Home and business ticking along well. Husband away for a few days. Life is back to normal now.

1. **Minutes of the previous meeting:** dated 7th December had been circulated and read. They were agreed to be an accurate record.

Moved: Abbey Parsons

Seconded: Marriene Langton

Matters Arising: In committee minutes -

In Committee minutes were circulated, read and it was agreed that an amendment to the wording of part of these minutes would be made and then they would be ratified at the next meeting.

Moved: Jared Fretwell

Seconded: Michael Down

Action points – all completed.

2. **Environment and Property:** PGC meeting minutes had been circulated
Discussion points and questions:

- Question from Michael about the final landscape plans –
Plan is not finalised as yet. Landscape and Drainage need to be compatible and consented.
Ian McKenzie is chasing up the detailed landscape plans so that the tender process can be sorted. Tender process is very specific
Ball park costings \$500K to \$700K – also funding from Bikes in Schools of \$50K, SIPS \$203K. Suggestion that we wait until plan costs come in first so that we have a better idea of what BOT money can be used alongside these amounts and this would come from BOT funds (Hall money on hold which is available for spending on this project)
Questions from Jodi and Andrew about contingency funding in case of blowout - not expected to be an issue but it was considered there was a contingency built into ball park figures.
- Tender will fine tune specifications and costings and then there will be areas to negotiate around the different tenders. Ian has been doing some pushback and will help with this.
- Emergency Vehicle access needed some consideration
- Drain work became more complex than expected – sewage and field drains more extensive (likely delay of only 10 days but not affecting the finish date)
- Carparking, full court and half court and pathways hopefully will be completed and any contractor's equipment or open ground unfinished will be behind a safety fence.
- New joinery looks great and so does new whiteware
- The old Lundia filing systems may need to be replaced as they are very heavy.
- Pod Seating area – still under investigation but this is not urgent
- Move dates: 2 days have been set aside Friday 26th March and Monday 29th March and the school will need to be closed on these two days.

Motion: *That the school be closed on Friday 26th March and Monday 29th March to allow for moving and set up in Lyttleton Street site. Date may need to be re-confirmed*

Moved: Tim Hayward

Seconded: Abbey Parsons

3. **Principal's Report:** had been circulated and taken as read –

Discussion points:

- Charter and policies – Whakapuawai is now included
- BOT role and jobs
- Links in place re policies, audits etc
- Action plans can now be added as needed
- Strategic goals, Targets and Variances and impacts can be seen
- Jodi raised the issue of work on Goal 1.2 in respect of Whakamana e Te Tiriti and said he is happy to assist with information and updating for this.
- First Audit review - Domains and Curriculum and Evaluation
- Question: Michelle - about Court no longer accepting full time teaching as a reason to miss Jury duty. This is now a cost to school to replace teacher
- Teaching Assistance funding difference of plus \$70,000 approx and although there has been some natural attrition salaries have gone up incrementally but no extra funding coming into school.
- Literacy Program – MOE have accepted school into a fiercely competed for new program. 4 Teachers in the junior school will be involved. It will marry up well with the current work. Funding is for professional learning plus readers.
- Discussion - how and why changes in literacy teaching programs can sit alongside the suite of programs already used in the school such as *ready to read*. PAC will help us to have more accurate data across all the programs used and also highlight the different ways in which our children learn.
- Camp Budget has been extended by \$5000. Last year camp income was \$8000. Parents are keen for camp to be every year and for four days rather than just two

Report was accepted;

Moved: Michael Down

Seconded: Tim Hayward

Motion: *That the Board of Trustees will ratify the Charter for the period 2021 to 2024 via email once some minor changes are completed.*

Moved: Abbey Parsons

Seconded: Michael Down

4. **Deep Dive Audit:** Learning Differences

Discussion points:

- Questions for Marina – Jared will double check the three questions to gain a sense of how teachers find the children's learning differences and what resources they will need.
- Andrew had added several other questions to the email form but most board members had not seen them. These related to teachers identifying learning difficulties. After discussion it was agreed that wording was important to recognise governance questions about data but not to query teacher's competency which is a management issue.
- Children who learn differently may or may not also have learning difficulties

- Teachers are not trained to diagnose learning difficulties and there is a process to work with parents and then experts if a learning issue is apparent.
- The audit cycle brings up items for review but does not just relate to learning difficulties but was broader to include differences and styles of learning.
- Teachers have seen the 'red flag' and followed up and know how to do this
- Trust in information and evidence are equally important.
- Sometimes the BOT might defer to Senior Leaders team to provide evidence – there is no prescribed way – it would be by survey, a questionnaire, or face to face discussion to seek assurance
- The Board's governance of the six domains is about how the BOT check and receive assurance that it is happening.
- Question to Board: How can we be assured they are doing what they say they are doing:
- Tim suggested a meeting with Marina for 30 – 40 minutes. She would be asked to review 5 students and show us how, where and what has been achieved, any changes. Questions have been circulated to teachers already so that will also give information.
- Michael: will clarify the questions and arrange this for next week to look at Childs needs, progress, data and what next – and he will report back.
The Board agreed that Michael will be formally delegated to do this audit interview.

5. **Communication:**

- It is time to let the Lyttleton St and surrounding area know about the return to the site, give and seek information about enrolment of new students and seek interest in helping with planting. Abbey will set up a letter and then will look to work out how to get helpers for the letter drop.
- Abbey is enrolled for an NZSTA course coming up via Zoom. The topic is Leading an effective Board.

6.

Financial report:

- November accounts have been approved. Good financial managements and some surplus expenditure have evened out the financial situation.
- Some funding has been available for extra specialist teachers for this term

Action point: Michael will sort the questions and t through to Marriene for checking before meeting v

Action point: Abbey: to write a letter to the loc

- Abbey to sign off Credit Card statements – this has been done. Some gaps with no paper statements. Office staff will draw paperwork down from internet banking and these will be signed off.
- Auditor - some items still outstanding from last year and then records will go to auditor.
- Moving quote has been received and looking like about \$16,000.00

7. **Health and Safety:** Two incidents of accidents in first week back at school.
- First incident involved girl banging chin when falling off playground – short period when she may have been knocked out – to sickbay and recovered well.
 - Second incident when girl jumped off playground and fractured her leg. Mother was at school and took daughter to hospital. School was not immediately aware of injury so it was not reported to office at the time This has now been addressed.
 - **Covid level 2** - currently operating at level 2

8. **Policy: School Submitted Information**

Logo done
Policy for term one – for next meeting.

9. **Chairpersons position due for renewal**

- Marriene advised meeting position was up for renewal or rollover
- Nominations were called for
- Abbey Parsons was the only nomination
- Board accepted and Abbey remains as Chairperson

10. **Discipline meetings:** All members are delegated to attend these meetings with any 2 being present at the meeting. Those attending specific meetings will be decided on prior to the meeting. **Moved:** Tim Hayward **Seconded:** Marriene Langton

11. **Code of conduct** – for review and agreement – next meeting.

12. **Table of action points -**


Action points		
Abbey	Letter to homes re return to site and general information	By March 10th
Michael	Questions for Marina to	<u>asap</u>

	Marriene for checking	
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Dates of note:

- 24 February – Future Property meeting
- 2 March – Launch Kahukura ERO report
- 4 March – Parent Hui
- 22 March - BOT meeting (Halswell Rd site)
- 26 March – Blessing and Hui
- 26 – 29 March – moving back to site.

Next meeting 22 March, 2021 4.30 – Halswell Road site.

Approved:  Date: 24.3.2021.

Chairperson