

# MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD ON 12 October 2020 HELD AT West Spreydon School, Halswell Road site.

<u>Present:</u> Marriene Langton – Principal, Abbey Parsons – Chairperson BOT, Jodi Apiata, Andrew Turner, Tim Harward, Michael Down, Michael Warburton

Apologies: Jared Fretwell - Deputy Principal - bereavement leave

**In attendance:** Linda Parsons – Minute Secretary

#### Whakawhanaungatanga

- Marriene: Feeling Good, lovely hot weather in Kaiteriteri for glamping and a good break. Realised how tired she really was.
- Michael: Luge riding was the highlight of a week in Queenstown. Visited Southland Museum to see his Grandfathers memoirs.
- <u>Abbey:</u> A great break and good rest. Some beach and family time. 30hrs week of teaching coming but has found the right person to take over a position at the studio
- Andrew: Good holidays Spencer Park, mountain biking and Adrenaline Forest great family fun
- Jodi: Working away. Pretty busy but time for some tenting in the back yard
- <u>Tim:</u> Up north for a week but back to work now and ready for the next break at Christmas
- Michelle: New house is great, business going okay and life is getting along fine.
- 1. <u>Minutes of the previous meeting:</u> dated 14 September had been circulated and read. They were agreed to be an accurate record:

Moved: Jodi Apiata Seconded: Marriene Langton

Matters Arising will dealt with in the meeting areas appropriate

- 2. **Property and Environment:** also encompassing information from the PCC meeting
  - Time lines are looking great

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Pool Security – PCC may be able to help with this (ie Alarm/Cameras etc)

- Next meeting will be with week with PCC
- Internet connection discussed
- Towers are being moved now but may need to be reconfigured again in 10 years
- Junior Playground: problem with access to Rooms 12 and 13 we will need to move
  it all but might not get it back keep equipment and try to incorporate it into the
  new landscaping plan. Main playground is up to code
- Plan: Outer Space planning approval for concept design plan tonight THEN
  - Out to Tender/community to get as much info and ideas as possible before we go back looking for adventure, creativity and daring
- Meeting planned with Ngai Tahu and Navigator re cultural community connection planting etc. Robust planting and considering cultural narrative

### The following three motions were moved and approved

a) That the sum of \$1500 will be paid to Ian MacKenzie, Independent Property Management to complete the project comprising project management, SIPS, procurement and funding and documentation of landscaping concept plans and costs.

Moved: Abbey Parsons Seconded: Andrew Turner All in Favour

b) That the small junior playground will be removed and the equipment kept for use at a later time.

Moved: Abbey Parsons Seconded: Marriene Langton All in Favour

c) The Outer Space be ratified as the concept designer with detailed cost comparatives and then be put out to tender

Moved: Abbey Parsons Seconded: Andrew Turner All in Favour

- Trees along front boundary fence Some trees will need to be removed one has
  already fallen, and 4 others are showing rot. The community service worker is an
  Arborist and can remove. Jodi has a friend who is an Arborist for a second opinion as
  the trees are a focal point of the school frontage. Once the second opinion is in
  Abbey will email and the trees can be removed. A chipper will be hired to convert
  left over scrap wood in bark/compost for gardens
- 3. <u>Pool report</u> in response to the email send from Marriene, Nicky from the pool committee can attend a joint meeting with BOT on Thursday 15<sup>th</sup> at 5.30. Marriene will chair this meeting and the following topics will be on the agenda. Goodwill creates a better relationship.
  - Opening date
  - Chain of command/responsibilities
  - Volunteers under control of Principal
  - Heating of the little pool
  - Pool is owned by school Principal responsible
  - Security matters

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- Length of opening season
- Pre maintenance
- Pool ownership re insurance etc BOT
- Lines of reporting
- Induction process for key holders photo id?
- 4. <u>Principal's Report</u> has been circulated prior to meeting for pre-reading Discussion points:
  - Sexuality program good response to survey to parents. A variety of program are utilised
  - BOT to approve the general overall program
  - Marriene will circulate and send to BOT for approval (by email)

Action point: Marriene – to circulate the sexuality program to BOT for approval once the general program is known.					

• Teacher appointments: Interview committee arranged – Michael offered to be BOT representative. There are 3 fixed term and 1 permanent position jobs being advertised. CV's to read and then prepared for interviews.

**Timeline:** Applications close on 27 October

1 Week for CV's checking and shortlisting

Interviews to be over 3<sup>rd</sup> and 4<sup>th</sup> November in the afternoon

5. **Auditing:** Responses to Domain 4 – Gifted and Talented students – link is in Google Docs under Survey/ Responses/ Summary – will be resent out to BOT for next meeting.

Action point: Abbey to follow up the access to this before next meeting					

- 6. Correspondence:
  - 1. AGM of NZSTA delegation paperwork will delegate the Regional Representative
- 7. **Financial**:
  - <u>September</u> accounts not through yet

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• Back Pay re Teacher Aides – all local schools concerned – all have a blow out of this budget area.

- \$16,900 MOE urgent response fund still to arrive.
- Funding Invoice for Concept Design as a stop gap moved
- <u>Camp Donation</u> parents requested re this
- <u>Credit Card access</u> Helen's access to printout
- <u>Planning 2021 budget</u> time to meet with Geoff about this and then Draft to BOT when ready

## 8. Polices reviewed

- Privacy
- Salary Units
- Class room release time

Action point: All -	<ul> <li>please read and</li> </ul>	let Abbey	know when you	have read t	hese policies
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# 9. Health and Safety

- Road works still causing an issue at front gate. Roadworking staff providing and escort through barrier area to school gate until works end.
- 10. <u>In committee: Abbey Parsons Chairperson</u> Moved that the meeting move into public excluded session at 6.41pm for reasons of legal and professional privilege and to protect the privacy of natural person

Returned to main meeting at 7.05

APPROVED	DATE:
CHAIRPERSON	

### **TABLE OF ACTION POINTS**

Person responsible	Action	Due date
Marriene	Circulate Sexuality program and then to BOT for approval	asap
	Follow up access to google	For next meeting
Abbey	docs re Domain 4 info	
	Read the polices above and let	Before next meeting
All	Abbey know when done	
Michael	BOT rep foe next Teacher interview rounds	3&4 Nov