



MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON 14 September 2020
HELD AT West Spreydon School, Halswell
Road site.

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

In attendance: Linda Parsons – minute secretary

Whakawhanaungatanga

- **Karakia - Jodi** - Talked of the Song of the Birdsong – hearing feeling and experiencing. Tuituia – weaving knowledge from all around – the creation story and explaining that language is the life force for Maori. Jodi also said life was hectic but in a good way and nice to see the first hints of spring
- **Tim** - Going pretty well, work not too busy but feeling pretty worn down with some ground hog days. School holidays coming up will be a chance to get away – north – to Rotorua and Raglan.
- **Michael** – off on holiday next week to Invercargill and Queenstown. Lots of hard conversations at work about rates and services so ready for a break
- **Andrew** – work and home coming back to normal – glad that winter is almost over
- **Michelle** – doing well now, moved house and sister has been up to help. Has been unwell. Enjoying the new house which is much quieter
- **Jared** – doing well. Flat out at work Funding applications. Family wise the twins are now 5 and started school today. Wheels fell off a couple of time. Family celebrated birthdays. Nana is unwell with cancer.
- **Marrienne** – all well. Daughter’s birthday and looking forward to hearing about her new house. 2 weeks to go until trip to Kaiteriteri. Much hilarity about daughter in law and a new inflatable tent. Garden done ready for spring and orchids divided. From a school aspect – so much to consider in a short time frame – lots of newbies at school – now 35 in new entrants
- **Abbey** – Great weeks break away. People, family and fun to fill them up for the rest of the year. Boys have both had birthdays. Business has bounced back to almost normal again. 2IC has resigned though – time to find someone new to add to business.

Jared played the new school Waiata – congratulated school on their efforts with Te Ao Maori

1. **Minutes of the previous meeting** – dated 3 August 2020 had been circulated and read. They were agreed to be accurate.

Moved: Michael Down

Seconded: Marriene Langton

Matters arising: EOTC documents for signing – all agreed to and approved

Action point: Jared will send new school branding logo to Linda for new minutes header.

2. **Property and Environment:** Roof is on Block A, windows due in this week. Framing up and building wrapped by end of this week.

Block B -running 1 week behind.

Next meeting planned with Ricky and Andrew for Thursday 5th August.

Abbey showed a coloured map to indicate the zones when the school moved back –

- Several trees for removal either for drainage or too close to buildings
- ½ court to be resurfaced and 1 new full size
- Large area to be landscaped - for discussion for landscape architect
- Marriene said the timeframes will be close to March/April
- Out of space – thrilled to be working with a school. Meeting to discuss budget, concept drawings and CAD and give info for designing zones ie bike track
- Funding plans – native path, bike track etc
Get the concept plans sighted, agreed and then need to be put out to tender, then make choice and begin
- Heavy work will all be done before the children are back on site.
- Talk with Marcus SIPS (\$230,000) complicated process but could some pay for Out of Space – towards some zones. Also consider fundraising in the community, Sth West Baptist help re pools, planting, pool cameras etc.
- Consider naming document from Ngai Tahu – pathways, river bend, in those discussions – Ngai Tahu have gifted names for buildings and spaces
- Commitment from BOT Reserve of \$\$ to put in/or fundraise for
- Application for funding Tumanawa \$27000
- Big outdoor games – Jenga, Connect 4, Dodgeball pit, bikes, scooters, helmets, CCC bikes in schools and bike storage area.
- COMMUNITY CONSULTATION – What do people want - bus stop chats with parents – Marrine and Jared - table, paper etc and also a Maori/Fono Hui

Action point: Abbey – sort for 2 days after school, 2 people table pens etc at bus stop

- Visits to some other schools - Parkview, Sommerfield – bike track and playground

Information sorted for meeting 21 September

Pool: Discussion as below

- Andrew did an awesome job at meeting
- Keys – who has them, rules, behaviour
- Pool committee
- BOT own and are liable – due process
- Rules for operation are clear
- Risks to be considered
- Who will have access: Families with enrolled children – restriction for this year
- Policing system is tricky
- Opening pool for others
- No induction meeting - no key
- Ability to cancel key access – and process
- Breaches to be a BOT issue not the volunteers on committee
- Breach – key closed, trespass if return
- Delegation paperwork from School BOT to Pool Committee as volunteers.
Delegations from Marriene to Pool Committee
- Meeting between BOT and Pool Committee to be held asap. Committee must feel supported
- BOT - retains the right to select or refuse key access. Clarified criteria - enrolled and recognised connection to school as agreed by BOT – not committee. Then advise school families by email.
- Marriene to email information re previous figures, budget and key numbers
- Develop a policy document around pool use covering all of above

Action Point: Marriene to compose draft email to pool committee re above

3. **Principal's Report:** circulated in pre reading –

Discussion points:

- AAA student group – patterns of behaviour, consequence in place for most high risk behaviour. Alpha caring not alpha bullying. Game playing and laughter – protect them from their behaviour.
- Power Account: Autopay for power has now been stopped
- Teacher Aide budget to date

Issues Management: Janine Turkington UC Issues – Crisis

- Drama Triangle
- School Role – Hero
- Victim
- Not bullying
- Don't ignore issues – address it in a planned way – apologise if necessary
- Scripted media releases – what to say – if necessary, ask for a police liaison officer
- Have a designated staff spokesperson
- Plan – who, what, when, priority action, record

4. **Auditing** - Michael said three matters on the timetable –

- Governance with the school
- Domain 4
- Curriculum

Discussion –

Policies and procedures – what should we be doing to ensure policy is in our minds/actions and School documents. Jared demonstrated and explained how the school documents look on the computer – ways to access and refresh and keep current. Highlighted the dropdowns and how they can be reviewed. Idea was tabled that turns are taken to review by – pre reading, discussion point at BOT meeting and then sign off.

Domain 4 - Responsive Curriculum – Effective Teaching – Opportunities to learn

Jared and Abbey will get some examples of this for BOT meeting showing plans and extension work for gifted and talented students and respond to following question –

- How do you extend gifted and talented students?
- Are there individual plans for these students?
- How do you show progress?
- How do you identify them?
- What resources are available or needed?

HAARC – Healthy Attached Reactive Creative - Brainstorm Document – take to Tom Schollard. Move document to Strategic Brainstorm documents from pre-reading.

5. **Correspondence** - nil in or out

6. **Financial report** was tabled and accepted –

Discussion:

- Credit Card statements are now arriving
- Time to set budgets with Jeff for 2021
- Term investments review
- Banking – staff access
- Sitting at 67% of budget

Moved: July/August accounts: Abbey Parsons **Seconded:** Jodi Apiata

7. **Health and Safety discussion**

- Road work affecting parking and access Annex Road
- Road Patrol – new parent volunteer is working well, good work – using phone to report near misses.
- Lots of broken items at school and repairs needed

8. Policies reviewed:

- Learning Support
- Appointment procedure – good process to be followed and is being done
- Child Protection

Action point: Policies to be read by all – let Abbey know when you had read these policies.

9. **Out of zone Ballot:** Number is 15 for Term 1 (2021) to be noted in newsletter. CPPA will advertise this per term indicating individual term allocations near dates.

10. **In Committee** - no matters for discussion

Meeting finished at 7.55pm

Next Meeting: Monday 12 October at 4.30 pm

TABLE OF ACTION POINTS

Person responsible	Action	Due date
Jared	Send new logo masthead to Linda for minutes	asap
abbey	Sort two people for two nights re consult with parents	asap
Marriene	Draft email to Pool Committee	Before next meeting
All	Let Abbey know when policies have been read	Before next meeting

Approved:Date:.....

Chairperson