



**THE MINUTES OF THE MEETING OF THE BOARD HELD**  
**On Monday 27 June 2022 4:30pm in the Boardroom at**  
**Te Ara Koropiko West Spreydon School**

**Present:** Marriene Langton – Principal, Abbey Parsons – Board Chair, Marina Shehata - Staff joined via zoom, Jodi Apiata apology for lateness, present at 5.08pm, Rosa Wakefield and Miriam Marshall

**1. The meeting opened with a Karakia**

**2. Whakawhanaungatanga:** and glimpses of the vision

**3. Matters arising:** All agreed and met before the start of the meeting

**4. Minutes of the previous meeting:**

The minutes from the meeting dated **2 May 2022** had been circulated, read and approved online. They were agreed to be an accurate record.

**5. Principals report:**

Question re \$23k being returned to school after underspend in the contingency on the landscaping budget

**6. Accounts:**

April and May accounts discussed. Discussion around banking staffing. School board elections will cost \$1718. This will be done online. No returning officer needed. Rachael and Helen will still have to prepare the electoral roll. Set up an iPad at school so it is easier for parents and the community to vote.

Moved: Rosa

Seconded: Miriam

Approved

**7. Pool:**

Not all costs are accounted for because not all keys are refunded and a large amount of chemicals were donated at the start of the year. Ask the pool committee for an estimate of the costs of the chemicals.

Power costs and water are unknown

Ask Nick for estimates of all of the above costs - Marriene to action.



8. **Camp:** Review of camp costs was undertaken by SLT. We are within budget at this stage.

9. **Policy:**

Behaviour management  
Sexualised behaviour of students

Staff will undergo training with STOP to ensure that we are updated with current practice, reporting and resolution of incidents.

Ratify new delegations schedule  
Ryan as DP and delegated principal responsibilities in the principals absence  
Delegated responsibilities in sub committees, Miriam and Ryan were added

Deputy chair/ deputy presiding member  
Rosa Wakefield  
nominated abbey  
Seconded Marina  
Approved

Names added to schedule

Review of our complaints process to be added to the next meeting agenda. We need to take time to learn from our experiences and bring things to the light for refining. Transparency is important.

10. **Te Tiriti o Waitangi** Professional learning reflection.

Each reflected on the takeaways from the 3 hours of learning together. Our challenges, conscious and unconscious biases and our new learning.  
Jodi was commended for his planning and choice of focus for the day.  
Board wondering: how do we get the cultural narrative to the community in terms of our role as governors?

Cultural narrative and naming docs to be added to website and on the external tvs  
Focus for the next board meeting is the naming docs and their genesis.

Next meeting is data  
Allow 10-15 minutes for cultural narrative, Te Tiriti per meeting



### **11. Attendance audit:**

Rosa and Jodi completed a thorough audit on attendance. Tabled and pre read Accolades and 3 recommendations acknowledging what the school values and how we can continue to reflect and improve.

Rosa to link this doc to charter ready for new charter review 2023? NELPS will be mandated 2023.

Discussion around strategic goals for future charter and reminders to stay blue sky/big picture

### **12. Health and safety report:**

Epi pen not accessible to the child. This is held in the office.  
2 more signs to go up saying you use these grounds at your own risk.  
Marina to action

MOE has not signed off on the buildings yet. Some issues still to be resolved.  
Fire evacuation was slow. Review has been completed since then.

### **13. Communication:**

OOZ inquiry. One ballot enrolment per year.  
Rosa letter to MOE. National office Iona Holstead. Re school trying to cater for children with severe needs. This will go on letterhead and be sent on behalf of the board.

### **14. In Committee Meeting:**

**Moved: In Committee discussions: Moved:** Abbey Parsons *“that the meeting moved into public excluded session at 6.28pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*

The meeting returned at 6.52pm

**15. Recruitment of Board Members for upcoming elections:** - board members at school at 3pm for those who are interested, have some copies of minutes, be ready to talk to anyone interested

Marina to put a reminder on Seesaw

Marriene noted the board have previously shoulder tapped - but this has limitations.

Give out flyers after school - Weds 6 July - here from 2.45-3.15 - board members who are available to be present. Rosa to create a flyer and send to Helen to print.



**Next meeting      8 August 2022      4:15pm Boardroom**

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

**Chairperson**