



## THE MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

HELD ON 7<sup>TH</sup> December 2020 at West Spreydon School

Halswell Road site.

**Present:** Marriene Langton – Principal, Abbey Parsons – Board Chairperson, Jared Fretwell – Deputy Principal, Jodi Apiata, Michelle Warburton, Andrew Turner, Tim Haywood, Michael Down and Marina Shehata – Assistant Principal for Data Presentation.

In attendance for minute taking – Linda Parsons

### Waiata and Whakawhanaungatanga

- **Jared:** All good, twins tired and ready for holidays but happy and chugging along. Glimpses – Fono Hui – 230 people was an awesome crowd and awesome kai – great celebration of achievement. Kids performed really well – so proud. Some new parents attended.
- **Marina:** Feeling that all is good. Busy time with reports on second read. Had some class time. Kids doing so well. Fono Hui – wow – a special occasions and the kids were amazing.
- **Marriene:** Goodish – arm and shoulder sore and cranky after fall off bike and leaving her unable to do stuff like ride and garden. School is frenetic as usual at this time of the year. Lots of reviews, reports etc so looking at ways to improve and streamline this by not just reporting at the end of the year but finding a way to keep it ongoing through the year. Fono Hui was wonderful – so impressed – may be time to think about restarting the Pasifika group again. Buses remain an an going effort.
- **Michelle:** Nice to be able to be at meeting again. Feeling well, no migraines of late. Nice to be headache free – happy days. Xmas decorations and tree up and ready.
- **Jodi:** Chasing tail. Holidays planned. Sat in Whaea Hannah's class during the week. Great to see the class in action. Visit with Matai. He is ready.
- **Tim:** Pretty good – hanging out for the holidays. Flash haircut – looking very metro for a work trip to Auckland next week.
- **Andrew:** Busy season -lots of social events happening. Can't come soon enough for holidays and relaxing.
- **Michael:** Juliette had her first visit to school. Cloud hanging over work environment over proposed changes and some uncertainty. Bring on the holidays.
- **Abbey:** Ticking along nicely. Boys got an early Christmas present of a Trampoline put up overnight. Work is going really well, new staff member is great – rapport with clients, experience, energy and trustworthy. Fono Hui – such a great event. Values

of the school to the fore. Feeling I understand my belonging now more as I get me head around my own Maori heritage.

1. **Minutes of the previous meeting:** dated 2 November had been circulated and read. They were agreed to be an accurate record:

**Moved:** Abbey Parsons

**Seconded:** Jared Fretwell

**Matters Arising:** **Privacy Checkpoints** - completed and policy signed off by Abbey Parsons

**In Committee Minutes:** **Moved:** Abbey Parsons **Seconded:** Tim Hayward

2. **Data presentation:** Jared and Marina presented an IT display of results of data collection, methods of collection and their overviews about the results.

- 82% of children at or above in writing
- 85% of children at or above in maths
- 120 hrs PaCT funding requested but only 30 hrs received.
- Teachers doing the background work gathering and processing data
- Middle leaders have self-led teacher training in this
- Testing is only one aspect of assessment process
- We have high expectations to open horizons for children's learning
- Pasifika children sitting well in line with others
- Maori children 57/70 sitting at or above
- Pleasing results in writing already although this is only just started
- Children need to have been at school a whole year to be counted in the learning outcomes.
- **Jared** explained the Progress Tools and how students are assessed
- **Jared** clarified the funding around the 30 hrs – 120 hrs time for staffing and said there would be a further opportunity to seek MOE consideration in this
- **Marina** outlined the programs that support students needing extra support.
- Teachers already seeing improvement with Teacher assistants working together – rote repeated teaching to achieve catch up
- What other ways can child show their learning?
- Making it fun but still learning and achieving
- Using Tracking sheets to show start and end achievement
- Teaching to the need – the right thing at the right time
- Discussion of the OHRs funding and SEG targeted funding
- Need to work smarter as the funding drops away.

The goals and targets will be reset for the new school year. A new cohort will be chosen to track as the previous groups time frame has been reached. It will look at analysis and variance and reset realistic and aspirational goals. Team leaders are updating data ongoing and tracking outcomes. Some funding from Sport Canterbury of \$3000 which can be used to support kids while Whanau and teachers have Hui – up to \$500 per session will provide use of play trailer and supervision.

3. **Strategic Planning Workshop:** Meeting day with Tom Scollard – went well and all enjoyed the day. Some points –
- **Attitude:** Identity and belonging
  - **Adventure:** Creative teaching and learning
  - **Achievement:** High expectations for success
  - There was a great match with the new National Education and Learning guidelines for reporting in the annual plan
  - What can be achieved over the next year?
  - Marriene will collate and write up ideas and then bring to the Board
  - AudiT and Review planning also needs to be reset for next 3 years

**Action point:** Marriene: to include school parents and whanau under adventure goal

4. **Environment and Property:** In preparation for the move back to site -  
Some tentative dates – planning
- Sign off - 10 March
  - Blessing -12<sup>th</sup> March
  - Moving days - 12 – 15<sup>th</sup> March
  - Brosnan workers all offsite by 26 March
  - Mihi Whakatau - end of March – date to be decided
  - Invites to - Megan Woods, Prime Minister, Duane and Paul
  - Crossover Trust can help with unpacking – maybe consider play trailer/creche
- Other matters –
- Meeting with Karen Madden re spending BOT money for landscaping – money has been saved over 5yrs from property/maintenance budget
  - Funding for other landscaping, security, Insurance – some from MOE but not for pool, playground, construction of ground equipment
  - Pool insured by BOT
  - MOE need to replace/reinstate the driveway and parking area
  - Firewall for Bill's shed
  - Ian McKenzie's work has been great value for money
  - Landscaping plan has to go out to full tender because of \$ value
  - Jared and Marriene will meet re joinery work shortly
  - Europlan visit re fittings for staffroom, kitchen, whiteware, students breakout seating booths – styles are outstanding

- Staff walkthrough was amazing and appreciated – a very good idea and staff were excited, grateful and they felt like the BOT had given them an early Christmas present.
- IT equipment - moving and sorting out will be a nightmare. There will be a new network trial, it looks robust. MOE will need to get a company to do this move and set up and manage that process as Tony (teacher) can not do this.
- A complete refit of new equipment will be requested and restart a new maintenance contract cycle for it rather than taking the older (6 years) gear to the new school
- Discussion re roll growth – hall – in zone – BOT \$\$ and how that works.

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

Discussion points

- Holiday Pay costs – larger than expected
- Checks and balances re finances
- Helen and Rachel had meeting with staff from BDO Spicer and had good advice about new processes

**Moved:** Marriene Langton

Seconded: Tim Hayward

6. **Correspondence In/Out**

- Letter to Coralanne was replied to
- Principal appraisal – to be signed off and for Maureen to be engaged to complete again for next year
- NZSTA remits for Regional Meeting – lots of training available via webinars for BOT also – they are always updating information on line.
- Out of Zone Students – 3 spaces became available – guidelines and process followed.

<p><b><u>Action point:</u></b> Abbey – to approve and request to engage Maureen for next year</p>
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7. **Financial report:**

- October accounts as read
- Meeting with Auditor
- Discussion re credit card – signatories and limits to be sorted.

Moved for approval: Michael Down

Seconded: Jodi Apiata

8. **Health and Safety:**

- Ambulance call out to school for female student – staff acted promptly and well.
- Branch fell down from tree into playground – Bill tidied up
- First Aid course booked for next year

9. **Policies:** nil due for review – International Student policy to be reinstated for 2021

10. **Upcoming dates to note:** 16 December final Assembly – Spreydon Baptist Church Hall at 11am. Children will be walked down.

**Board of Trustee’s meetings set for 2021** – Feb 15<sup>th</sup>, March 22<sup>nd</sup> – in new Boardroom, May 3<sup>rd</sup>, June 14<sup>th</sup>, August 2<sup>nd</sup>, September 6<sup>th</sup>, November 1<sup>st</sup>, December 6<sup>th</sup>.

11. **In committee discussions: Moved:** Abbey Parsons – Chairperson at 7.05pm  
*“That the meeting moved into public excluded session at 7.05pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*  
 Returned to main meeting at 7.40pm.

<b>Table of Action Points</b>		
<b>Marriene</b>	Include school parents and whanau in Adventure goal	ASAP when updating
<b>Abbey</b>	Approve engagement of Maureen for Appraisal 2021	ASAP
<b>Abbey</b>	Review of Learning Support plan and place into audit process for 2021	For discussion at Feb 2021 meeting.

Next meeting: February 15<sup>th</sup> 2021 at 4.30pm

Approved: .....Date:  
 Chairperson