



THE MINUTES OF THE MEETING OF THE SCHOOL BOARD MEMBERS OF TE ARA WEST SPREYDON SCHOOL HELD ON 22 March, 2021 at the Halswell Road Site

Present: Marriene Langton – Principal, Jared Fretwell – Depute Principal, Abbey Parsons – Board Chairperson, Jodi Apiata, Tim Haywood, Andrew Turner, Michael Down

Apology: Michelle Warburton – unwell

In attendance for minute taking: Linda Parsons

Waiata and Whakawhanaungatanga - Waiata was sung and members took a moment to catch up.

1. **Minutes of the previous meeting** dated 15 February which had been circulated had a small amendment and were accepted.

In-committee minutes – The minutes of the meeting dated 7th December 2020 which had required a minor amendment were agreed and signed. The in-committee minutes dated 15 February 2021 were agreed and signed.

Action points from minutes:

- Discipline committee - **Motion**

All members of the Board will be delegated members of the Discipline Committee with any two delegated members to attend a Board Discipline meeting -

Moved: Tim Haywood Seconded: Marriene Langton Agreed: All

- Community Liaison newsletter drop – this has been sorted by Michael Down with some help from school community
- Audit schedule meeting between Michael Down and Marina Shehata to review Nag 1 has been completed and report submitted

2. **Principal's Report:** Circulated in pre reading – taken as read.

Discussion points:

- Sub Goal – Staff Wellbeing – is included in and addressed in Goal 1
- Shifting site days - Teachers will be catered for by PTA and Marriene and Jared will help with this
- Landscape Tender request is already in and due to close by 12 April. Any funding needed to cover these costs now will be reimbursed.
- ERO launch date set for May might need to be reset. MOE and Government interested in this process.
- AAA program is paying off for the whole school in the big picture
- Kahukura relationships – Board will consider ways to enhance this further as some plans and ideas were interrupted by Covid last year. Consideration of some joint training, discussions. Challenges for Boards are very similar and they can and do offer support and strength to each other.

3. **Governance – Administration:**

Discussion points:

- **Code of conduct** – Board Members – reviewed and discussed. Closely follows the NZSTA guidelines plus specifics for our school.
- There is legislation around Board roles and they are clear on the difference between Governance and Management.
- Conflicts of interest – parent hat and board hat.
- Board has “one voice”

Moved that Code of Conduct be ratified and signed: Abbey Parsons

All Agreed to sign.

- Board noted the transition of title from Trustees to Board Members
- **Complaints to Board and or Principal** – Policy is in place. Complaint must be acknowledged by those who receive it – either Principal or Board or both if they have both received it, giving a time frame and name of person who will follow up – or if necessary, to redirect to follow the policy process. If the complaint is about the Principal it will defer to the Board.
- **Charter:** Jodi Apiata has looked at Charter to ensure the five aspects of Te Tiriti o Waitangi and our 3 strategic goals are overarching our document. After some comparison with NZSTA guidelines he has composed some new aspects in our charter to better articulate our commitment to Te Tiriti o Waitangi and Mana whenua in our day to day work. It is student centred and future focussed.

4. Deep Dive Audit – Identifying and supporting children with learning differences

Michael Down met with Marina Shehata – SENCO (Special Education Needs Co-ordinator) and presented a comprehensive report to the Board. Some key points included –

- The school can identify when learning support is needed by observation, consultation and assessments
- School can show a process of checking, documentation, testing, evidence and data recording
- Michael used the policy to guide his enquiry and Marina used the policy to demonstrate the process, data and support to teacher's consultations
- The role of Teaching Assistants was recognised in this process
- As a result of the progress of work over the past 5 years the school was confident it can trust the data and the criteria for collection and testing
- The Board can track a specific cohort group to see this process
- Parents, teacher and or teaching assistants are involved in the process

Action Point: Jared Fretwell

Jared will set up the parameters of tracking a cohort of students ie 2020 Year 2 pupils and now Yr3 to provide some data comparison and tracking moving forwards – ie until Year 6 in 2025 in Reading Writing and Mathematics

5. Environment and Property:

Discussion points:

- PCG update
- Caretaker's shed was on delay but now underway
- Landscaping on GETS - MOE system
- Asphalt (new) will be covered for move to protect surface
- Border fence with George Manning and part of Pool area may need to be replaced/repaired. MOE will cover this cost
- Training re alarm and security at new school – specific staff will attend a full day of training for this during the week. Code 9 security who have been covering the building period have been contracted to continue.
- Code of Compliance and Building Warrant of Fitness will be done by Wednesday 24th March and keys handed over.
- Run Sheet for school blessing on Friday 26th at 7.30am – sorted
- Some hydro-seeding (grass) will be done in the interim to keep dust down while some hard surfaces and landscaping work is able to be completed
- **Future Property Planning** - meeting will be set with MOE re future building plans and maintenance plan scheduling. Plan to be written to cover 10 years for building and infrastructure ie painting, monitor devices for air, noise acoustics etc and to identify major and minor capital works.

6. Communication: No incoming or outgoing communications
Community Liaison newsletter - has been circulated in community – almost all completed.

7. Financial: Report circulated in pre reading – taken as read.

Discussion points:

- Q: Michelle queried the need for such a large range of financial matters for pre reading - it was agreed that it was not necessary to include some of this material
- Discussion on Pool costs in preparation for next season - there is a clear need for it to pay for itself.

Action point: Marriene Langton:

Marriene to send an email to pool committee to arrange a meeting date for mid year to begin planning for new season – to discuss costs, security, health and safety, keys policy, rules, fundraising etc.

8. **Health and Safety:** report taken as read.

9. **Policies for review:** Home Learning and Property and Finances – All board members to read and review and to advise Jodi when completed so it can be signed off by him. It was noted that there was a slight amendment to be made to remove the wording “Solution Services” in regard to the Asset Register as this is now completed directly with the Accountant.

DATES OF INTEREST:

Friday 26th March – blessing at Lyttelton Street site 7.30am

April 8th – Hangi and Mihi Whakatau at Lyttelton Street site

Next Board meeting – 3 May at 4.30pm

Meeting closed at 7.30 pm

Approved :Date:

Chairperson

Action Points

Board	Motion to delegate all board members to discipline committee task	<u>Done – completed at meeting 22/3/2021</u>
Jared Fretwell	Set up tracking of cohort Yr2 2020 (Yr3 2021) Reading Writing and Maths for data comparison	<u>As soon as possible</u>
Marriene Langton	to email Pool committee group to arrange mid year meeting for planning new season.	<u>As soon as possible before next meeting.</u>