



MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES
HELD ON 2 March 2020
HELD AT West Spreydon School, Halswell
Road site.

Present: Marriene Langton (Principal), Abbey Parsons (Chairperson), Michelle Warburton, Jared Fretwell (Staff Trustee), Andrew Turner, Simon Harrison, Michael Down

In Attendance: Linda Parsons (Minute Secretary)

Apologies: Tim Haywood (Deputy Chairperson)

Karakia and Waiata – led by Jared Fretwell

Whakawhanaungatanga and glimpses of the vision:

- Jared – some family illness and school life is full on already. The children have rolled into their new surroundings so well – they are very adaptable. Good first assembly and presenting young leaders.
- Simon – Shoulder surgery coming up and also some overseas travel planned to Argentina and Las Vegas – enjoyed attending his daughter’s school camp
- Andrew – kids settled in and coming home happy in the new school environment. March already
- Marriene – enjoyed the holidays, lots of riding – managed to turn the purchase of a new set of allen keys into a new E bike which she is thoroughly enjoying – school has taken off at full speed
- Abbey – excited to be heading to Melbourne for the first of 4 trips planned this year for some new learning – The Franklin method – anatomy and movement. Enjoyed the Hangi and meeting new families there
- Michelle – new year, family are well and so is she – back to work for two days- lots on at work. Annabelle has started ballet and loves it – mum not so sure she is a ‘ballet mum’ yet.
- Michael - announced the arrival of Florence who turned the household upside down. Kids coping well and they are grateful for this new easy (at the moment) family addition. Michael said he is pleased to be a part of this school which is made by the people who are in it – staff and families – so cool working together
- For Tim – Abbey congratulated Tim and Stephanie on the arrival of their new son Sebastian who is going well and Daisy is being a great ‘big sister’.

1. **Minutes** of the previous meeting held on 9th December had been circulated and read and agreed to be an accurate record of the meeting.

Moved: Marriene Langton

Seconded: Andrew Turner

Minutes of the “in committee public excluded “ part of the previous meeting were circulated, read, discussed and approved for signing.

Moved: Michael Down

Seconded: Andrew Turner

Matters Arising from the Minutes of 9 December 2019 and First Meeting matters arising

- Comparison and Delegations documentation: The documents had been circulated for reading prior to the meeting. Decision made to use the 17 August 2019 version and update from there. Lists were checked for tasks for Chair, Staff Representative, Principal, Discipline Committee, Property Committee - (add Abbey and remove Michelle), Resources, Complaints- Tim , Audits and Reviews –(Michael will take over this), Community and Communication –(Marriene to manage this)

Motion: That the document was ratified and the changes will be made and written up. The document will then be signed

Moved: Marriene Langton

Seconded: Michelle Warburton

Action points:

- Marriene will update the website and photographs and bio's as part of the communication with community and will obtain regular input of BOT news as it occurs
- Jared to sign the ratified delegation (Acting Principal) authority as soon as it is printed
- Tricia to paginate and update the schedule of delegations for signing
- Abbey and Tim will sign off the delegation document as soon as it has been updated printed and signed
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Code of Conduct forms: All members have now signed this document

Honoraria for Board meetings: it was agreed that the payment for this will be made in one lump sum at the end of the year.

Charter and Annual Plan: Documents lodged on time. Strategic goals with need to be reviewed and /or reset in November for moving forward

Action point: Abbey will Agenda the Charter pre reading and arrange for it to be send out in the time for the appropriate meeting.

2. **In committee Moved:** Abbey - Chairperson

That the meeting moved into public excluded session at 6.15pm for reasons of legal and professional privilege and to protect the privacy of natural persons. While in public excluded session the Board discussed some discipline issues, staff support and safety and pastoral care and the Corona Virus issue.

Returned to main meeting at 6.55pm

3 a) **Environment and Property:** Re Lyttleton Street site Abbey and Simon visited with Riki at Ministry of Education for update of process. Riki advised –

- Contractor has been chosen
- MOE negotiating contract details for start in mid March
- MOE trying to expediate process if possible – could be earlier
- Some work such as refencing on site etc could begin earlier

b) Application for work on the school hall with grant for \$200,000 has been rejected. Riki has re-submitted this grant application with some alternative ideas to the application and he and the Board will continue to push this.

c) **Infrastructure grant:** discussions need to be underway to consider and plan this expenditure (\$230,000) which is for hard surfaces, playgrounds, sheds, courts etc. Suggested that this be brainstormed on a google doc before May meeting. Staff and Students could also offer ideas.

d) **Funding – Environmental Sustainability Projects** - A meeting will be held with Marcus Jamieson to discuss ideas for this such as shade sails, solar panels – open to ideas.

Action point:

Michael will make contact and meet with Marcus Jamieson the Sustainable Fund Advisor to discuss a grant from this fund and how we would best use it.

Hauora funds – the Ministry of Education has made some funding available for Hauora – Staff Wellness (\$2,000.00) consideration to be given to be how this is used.

Trees Halswell Road site: Some work is needed on several trees. An arborist is already involved and as this work should have been completed before school came to site the invoice for this will be sent to Colliers

2. **Principal's Report:** Report has been presented in the pre-reading for the meeting. Discussion points: Paying for security at both sites – this to be investigated

Power bill seemed very high – not paid as yet and a query has been made

Principals Appraisal – discussed in committee.

3. Board Audit process:

Domain 3 – Educationally Powerful Relationships – discussion points raised

- Michelle – query about how we move the learning process from the classroom to the home – do parents understand how and why we teach the way we do”
- Marriene - some topics in the domain are closely linking and could be reviewed and discussed together as they overlap
- Discussion on how a parent community survey might find some of this out

Action point: Andrew will meet with Marriene as part of the March audit to consider putting together a survey eg: Parental involvement to develop good relationships with school and staff - to be ready by April meeting

4. Correspondence

- Newsletter items to Abbey
- Invoice re Heatpumps from Edward Jackson needs to be followed up – he needs to be paying our invoice not sending us one.

Action point: Tim will be asked to follow this up with Mr Jackson.

5. Finance - discussion points

- Term Deposit – funds rolled over
- Grant for Furniture Fixtures and Equipment \$68,000 for discussion with staff
- Accounts for December approved
- \$13000.00 is for extra property costs as keeping two sites maintained

Moved: Michelle

Seconded: Andrew

6. Health and Safety Report – Jared Report had been circulated as pre reading and was accepted. Discussion points:

- Orderings to donate bark for the playground as it is not as thick as it needs to be
- No major issues on site - some minor accidents
- Buses continue to be the main issues with timings for collecting children the main issue. Parents also need to ensure the school is aware of any changes for their children travelling by bus. Local community patrol have offered to monitor both pick up and drop offs when they can
- Fire Drill held today 2/3/20 - Spreydon Fire service and Alarm company were alerted. Smoke spray against alarm to start drill – only sounded in the main office and did not ring in any of the classrooms. Evacuation by alerting each area meant it took 13 mins for full evacuation instead of the usual 3 minutes at old site. Riki and

MOE have been made aware as these alarms should have been up and running and tested before term started. Drill will be run again once they have been checked.

- Coronavirus information has been sent out to parents today 2 March 2020.

7. **Policy** 3 Policies are due for review/update they are –

- Staff Leave
- Recognition of Cultural Diversity
- Separated Parents Day to day care and Guardianship

These policies have been checked and are approved as written and will be signed off by Abbey and Jared.

Action point: Abbey and Jared will sign off these three reviewed policies.

Karakia

Meeting finished at 7.50 pm

NEXT MEETING: *(insert meeting date)*

APPROVED

DATE:

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CHAIRPERSON

TABLE OF ACTION POINTS

Person responsible	Action	Due date