



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

Present: Marriene Langton – Principal, Jared Fretwell – Deputy Principal, Abbey Parsons – Chairperson BOT, Jodi Apiata, Andrew Turner, Tim Harward, Michael Down,

Apologies: Michelle Warburton - unwell

In attendance: Linda Parsons – Minute Secretary

Whakawhanaungatanga

- **Marriene:** Lots on at this time of the year – school camp was fantastic. Enjoyed the school site visit re the Cultural pathway- so much symbolism in our school area
- **Jared:** All good at home and school – tired. Loved the school camp – the kids shone. Twins are settled in and loving school
- **Michael:** Pretty good – enjoyed the reading of the Teacher application CVs. High Calibre applications. Life is a bit manic
- **Abbey:** Great all round – enjoying time at the studio teaching again. Max loved camp – had a wee break up to Kaikoura with the boat last weekend. All good at home.
- **Andrew:** School camp was a lot of fun. Happy girl came home from camp – thoroughly enjoyed herself. November is looking busy all round.
- **Jodi:** lots of different hats being worn at present. Working hard right up until Christmas being self employed but the break is always worth it.
- **Tim:** all good. Camped over Labour Weekend – 5 in the caravan – Some sleeping happened. Fun though.

1. **Minutes of the previous meeting:** dated 12th October had been circulated and read. They were agreed to be an accurate record:

Moved: Abbey Parsons

Seconded: Jodi Apiata

Matters Arising :

- **Firewood:** ended up going a full circle. Was really a management issue and we need to remain aware of our governance/management responsibilities



especially around asset disposal, resources and needs, gifts and whakawhanaungatanga. Often a balance of sound asset management v best intentions. Robust discussion took place.

A vote was taken in response -

- a) **“That the Board of Trustees will consider and use the interpretation of sound asset policy when intending to sell any assets with a value in excess of \$50.00”**

OR

- b) **“That the principal may use discretion to dispose of property within the policy guidelines” (the current understanding)**

The vote was 2 in favour of a) and 5 against – the current understanding remains.

Domain 4 – Gifted and Talented students: All parties have read and understand

- Tim has heard good comments about the shifting of students around different teaching spaces
- Teachers roles and levels of learning enhanced
- Collaborative teaching - Jared said the NZ Curriculum was very open to this
- Kahukura – values of art, thriving students, creativity and flourishing can be seen
- Te Whare Tapa Wha modelling
- Remembering that not just literacy and numeracy – art, dance, music, sport and performance all covered
- Cultural and Whanau connections
- Challenges – loss of teachers with the creativity skills
- Successes in competitions recognised

2. Auditing: nil this month. The next topic is Strategic and will be covered in the all day meeting on 21 November. Read up for this.

3. Property and Environment: also encompassing information from the PCC meeting

- PCG report in minutes
- Rimu for front reception desk and joiner sorted
- Updated joinery plans
- Concept for landscaping – to the BOT on 4 November – will be shared by email.
- Has to go to Ian and Ricky at MOE as they need to see before funding released
- The planner has made all the necessary contacts.
- Concept needs to be looked at before end November and onto the tender process before Christmas to be in the timeline of work to be done
- Will get a copy of the timeline updated and on paper

- Separate to tender will be work we can do ourselves. The MOE process goes into the open market.
- PCG meeting next Tuesday will walk around re playground placement that will work
- Elm Tree removal sorted at cost of \$4000
- Pathway will be reinstated
- Taking into account timeframes and delays things should still be okay for dates.
- Certificate to occupy March sign off – 1 April will leave just ten days until end of term –
- Need to start to sort out moving times and plans etc.
- Blessing, Mihi Whakatau – Runanga – Hangi – Kai etc to fine tune
- Things will pick up speed shortly – details like colours, finishes etc nearly ready to be made – lots of decisions
- Visit to site with staff being arranged – BOT welcome to join this too
- Need to consider time needed for Teachers to pack classrooms, pack out and re set up – ie. Need to close school – will not be using a TOD for this.

4. Principal's Report – has been circulated prior to meeting for pre-reading

Discussion points:

- 20 scooters on way and 10 free helmets
- Maintenance plan, id tag tracking for them, storage etc to sort
- PAC TOOL a supportive and revealing process, other schools are using it also. As an evaluation tool – shows evidence of teaching and learning. There are still two schools of thought regarding us continuing with Maths or to start writing – we are moving into writing. Acknowledge BOT release time to achieve this

5. Correspondence: nil in or out

6. Financial: Budget 2021 - discussion points

- Expectation of less maintenance at new school
- Teacher wages and teacher relief will be more expensive
- School camp budget slightly over but parent's donations were also higher
- **Motion to accept the 2021 Budget plan –**

Moved Michael

Seconded by Tim

- **September accounts: Moved Andrew and seconded by Tim**

7. Health and Safety –

- No accidents on camp
- Tummy bugs around at present doing best to alleviate risk
- Bus Driver incident: Driver stopped in a random place to pick up children on the side of the road. This has been sorted and won't happen again.

8. Policy - Privacy Act

- Review due as dated 1993 and needs updating. Some changes will affect many agencies, schools and government services.
- Some questions were put forward as part of the review
 1. *Is there a delegated Privacy officer* - Yes Marriene is delegated as the Privacy officer. Will attend update training when it is offered
 2. *Do you have a privacy policy?* Yes
 3. *Would you recognise if a breach was made?* Yes, careful with private information particularly student family and staff info. Both written and on line is managed carefully. There will be more ability to improve security when back at the new buildings – Parents consent to recording lessons etc. Staff and volunteers have a code of conduct which also encompasses using private information. Police vetting occurs when volunteers are working one on one or working with a student alone outside of school without supervision. Discretion used for vetting re school occasions or camp – but follow the STA guidelines
 4. *Do you understand what occurs in a personal information request?* Yes. Staff are trained in this. They know that parents are entitled to all written information about their child including txts and emails. They understand the need to moderate tone, language and written word – ie showing respect
 5. *Do you have a privacy checklist to follow ?* Don't currently but would be useful to consider - see below

6. *Have privacy and secure documents been reviewed recently? Yes they are reviewed incidentally quite often and are certainly reviewed as necessary for events at or away from school*
7. *Do you have document disposal arrangements? Yes school uses document disposal and shredding company - digital reminder to staff to regularly dispose of unnecessary info and photos from cell phones and computers if they are no longer needed*

8.2 Policy – Salary and release time - discussion and clarification –

- Management release time
- Salary release time – all units available are advertised
- Permanent – but job description can be changed
- Fixed term 60/40
- Goals – strategic planning
- Input into financial impact considered
- Priorities are for innovation in teaching
- 1 year terms
- Advertise internally and if contested a decision is made on strength by Management team
- Class release hours - hours added

9. In committee: Abbey Parsons – Chairperson - Moved that the meeting move into public excluded session at 6.55pm for reasons of legal and professional privilege and to protect the privacy of natural person

Returned to main meeting at 7.05

Dates upcoming:

1. **Final Assembly** - either 16/17 December at 11am – will need to walk children over.

2. **Board of Trustees all day meeting and planning day Saturday 21 November from 9am – 4pm**

Refreshments and Lunch will be provided.

APPROVED

CHAIRPERSON

DATE:

TABLE OF ACTION POINTS

Person responsible	Action	Due date
Abbey	Privacy Procedures Check list	When able
Abbey	Sign off polices for Privacy Act and Salary Release time	asap