



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 31 October 2022 in the Boardroom at

Te Ara Koropiko West Spreydon School

Present: Abbey Parsons – Chair, Ryan Pearce – Acting Principal, Marina Shehata – Staff Representative, Shailesh Singh, Julia Mallett, Miriam Marshall, Jodi Apiata, with Andrew Dumbleton on Zoom due to covid. Visitor to meeting to present Better Start Report Amy Scott from Canterbury University.

Apologies: Marriene Langton – Principal – on sick leave

In attendance for minute taking: Linda Parsons

1. **The meeting opened with a Karakia**
2. **Whakawhanaungatanga:** Members shared their reflections of family time in the covid environment, family occasions and glimpses of the future.
3. **Report from Amy Scott** – Better Start Literacy Approach. Amy was present to give a review of the work achieved and discuss results. The approach is on literacy and child wellbeing and data has been collected on 30,000 5 year olds. Key points of the report included
 - Involvement, knowledge and communication between child, whanau and teachers
 - Whanau workshops which had proved effective in the data as it related to their child's responses where there was evidence that families had worked on the ideas at home
 - Resources for all types of children's learning with a Kite to support teachers, books and included Te Reo Maori texts
 - Professional Learning and Development program, online, zoom and practice and mentoring in the classroom
 - Response to teaching framework involved Baseline testing, review at 10 weeks of the program in the classroom and then a re-assessment at 20 weeks. An additional layer of assessment could be used if necessary
 - Structural approach involved sequence teaching, vocabulary instruction, oral language and list comprehension, small group reading
 - The program is a result of 7 years of development and included Maori and Pasifika involvement

- Testing topics included – first sounds, phoneme blending, letter sound knowledge, non-word reading, and spelling with the result proving very helpful for teacher planning on going.
- Comparison across 2500 Canterbury school students showed our students were on the right track and showing good growth.
- Overview – all children are on target, its has been worth all the energy and commitment and the results are good and are continuing to improve.

Questions in relation to a specific Te Reo Program were asked by Jodi Apiata. Amy said that there was, but its use in school *would require a kaiako who has sufficient proficiency in te reo to teach the content – all the lesson plans and resources are in te reo Māori and this is the main language of instruction for the teaching.* It is in use in some Rūmaki (full immersion Māori Kura). The stories are different in the Maori books, they are not just a translation. She would be happy to involve and work with Teachers with the printed resources if requested.

Return to main meeting

- 4 **Minutes of the previous meeting**: had been circulated in pre reading.

Approved – Moved: Miriam Marshall **Seconded:** Jodi Apiata

In Committee minutes dated were circulated, read and approved

Moved: Abbey Parsons **Seconded:** Marina Shehata

- 5 **Matters Arising:**

- Reminder re need to acknowledge conflict of interest to meeting as soon as possible if/when it occurs
- Action points from last meeting done, with Acronymns list underway

6. **Introduction of new Board Members** – Abbey acknowledged and introduced the Board members and gave an overview on some of the matters covered in the training by Tom Schollard as a foundation to the responsibilities of the Board such as Strategic Goal setting, code of conduct and delegations –

Code of Conduct: Copies were circulated and terms were explained covering Rules, Role Modelling, Ethical behaviour, Service, Decision making etc. The board members then signed and dated their copies for the records

Delegations and subcommittees: Current positions were discussed and some changes were made: Explanations were given for roles.

Board Chair: Abbey Parsons nominated to continued by Shailesh Singh and seconded by Jodi Apiata. All were in favour.

Deputy Board Chair: Jodi Apiata was nominated to continue by Abbey Parsons and seconded by Julia Mallett. All were in favour.

Complaints and Concerns: Abbey Parsons, Jodi Apiata and Julie Mallett

Staff Delegations: Read and explained and document signed by Marina Shehata

Delegations of interest – to be read and signed off – send to Abbey Parsons

Action Point: *Introduction of Board to school community. Marina Shehata and Ryan Pearce to arrange this as soon as possible, with suggested date of 17 March*

Action Point: *Marina has stepped up to Deputy Principal and this needs to be signed off as soon as possible.*

7. Cultural Narrative: all Board members are to prepare their Mihi ready to recite at next meeting. Jodi offered to assist any new members with this if needed. The board members will work through these introductions over the next few meetings

Action point: *All members to work through preparing their Mihi for the next meeting. Jodi is available to help if necessary. It is noted that some new board members may also have a cultural introduction in their own language*

8. Discussions on Strategic Plan: Discussion on delaying this until Marriene returned to work as she will have good knowledge and information to be considered. Agreed. More work to be done to freshen NELPS and brainstorm these. Annual Plan is not due until March 2023.

9. Principal's Report: presented by Ryan Pearce Acting Principal due to Principal being on sick leave. The report had been circulated and taken as read – discussion points –

- Variance Report
- Visitors to school from MOE commented on and were impressed by student engagement during their school inspection tour.
- Discussion re old trampoline which is stored in container

Moved: Marina Shehata **Seconded:** Miriam Marshall

Action Point: *Board Members visit to School to do a walk through tour. Abbey Parsons to arrange this at a suitable time as soon as possible.*

10. Financial Report: circulated in pre reading. September Accounts presented for approval. **Moved:** Marina Shehata **Seconded:** Julia Mallett

Discussion points:

- Financial review of electricity deficit – still awaiting outcome
- Meeting between Jeff (the Accountant), Helen, Ryan and Marina to discuss budget has resulted in some recommendations on coding areas which will be adopted.
- Insurance Review quote - approval of expenditure of \$2300 in respect of playgrounds and pool.

Moved: Abbey Parsons

Seconded: Jodi Apiata

Approved:

11. **Policy**

- NZSTA document for all new board members for review and discussion
To be circulated.
- School camp proposal - EOTC program, Health and Safety plan, Waipara's own regulations and Budget
- Sexuality Education: Information out to parents but disappointed by low parent interest to attend – does anything need to change - discussion. Ryan will check hits on seesaw and could Zoom be more successful.

12. **Health and Safety report:** circulated and read in pre reading. For approval

Moved: Abbey Parsons

Seconded: Ryan Pearce

13 Staff Resignation: *Motion: a motion was moved to accept and ratify the resignation of teacher Taylor McNicol from her position at Te Ara Koropiko School.*

Moved: Abbey Parsons

Seconded: Ryan Pearce All in Favour

14 **Moved: In Committee discussions: Moved:** Abbey Parsons “that the meeting moved into public excluded session at 6.55 for reasons of legal and professional privilege and to protect the privacy of natural persons”

The meeting returned at 7.10pm

12 **General Business:**

Pool :

- A pool leak query from neighbour has been checked and it was found to be an issue with the inlet pipe not automatically resetting. This has been sorted out.
- Ryan will sit on the pool committee as the board representative for next season
- Key price will be \$100 & \$20 deposit (Early Bird)
Or \$130 & \$20 deposit (normal price)
- Rules: No induction training no key

No payment no key
 No tolerance for bad behaviour – no strikes
 Ryan will sit on pool committee
 Ryan will approve external families that apply with a
 TAKWS family nomination

13 Table of action points -

<u>Action Point Tasks</u>	<u>Who</u>	<u>When</u>
Marina step up to Deputy Principal to be signed off	Abbey	Immediately
All board members to prepare Mihi for presentation at meeting	All members of Board	ASAP by next meeting
Board to do a walk through of school and grounds	Abbey to arrange	ASAP
New Board introduction to school community	Ryan and Marina	Possible date 17 Nov

Next meeting 5 December 2022 4pm Boardroom

Approved:Date:.....

Chairperson