



THE MINUTES OF THE MEETING OF THE BOARD HELD

on Monday 27 February 2023 in the Boardroom Te Ara Koropiko West Spreydon School

Present: Marriene Langton – Principal, Abbey Parsons Board Chair, Miriam Marshall, Shailesh Singh, Marina Shehata – Staff Representative, Jodi Apiata, Julia Mallet, Andrew Dumbleton

Visitors: Rachel and Nick from the Pool Committee – present for first agenda item of meeting

In attendance for minute taking: Linda Parsons

The meeting opened with a **Karakia**

Whakawhangaungatanga: Members shared their reflections of family time and glimpses of the future at school

Agenda:

Abbey opened the meeting with an introduction to the cultural narrative using a diagram of the school office buildings within a kite, and explained the significance and reasoning around the gifted names of the room ie Tuna, Inanga, Te Patika and Kiwai.

1. **Report from School Pool Committee** -Rachel and Nick explained how things were tracking with the pool opening for this summer. Discussion points are summarised below. They expressed their thanks to the Pool Committee members for their work in the pool surrounds, the pump house, water treatment and testing, cameras and the day to day tasks to keep the pool running smoothly.

Discussion points:

- Fewer incidents of disruption – safer, more family groups who were careful with environment and community spirit
- Money raised – short and long term projects some of which will need substantial funds such as landscaping, covers, shades, corrosion and heat pump repairs
- Making great use of the community funding grants as a community pool
- Water clarity – best in city – Health and Safety very important and testing is done carefully and often.

- Heat pump is in need of maintenance – was installed in 2011
- Considering a cap to pool keys from a Health and Safety point of view – numbers
- Fostering more uptake from school families to join pool committee to share the load
- Fundraising plans - heating, covers and solar (?)
- Budgeting – funds in hand but on hold for maintenance – discussion about reactionary budget ceiling of \$5000 and the requirement of all expenditure to go through board as some requires comparative quotes and must go through procurement approval
- Power costs – is a separate meter feasible ?
- Financial reports are shared with the board
- Board member to sit on committee – discussion – opted for pre season and post season reports to board meeting instead.

Action point: *Marriene to enquire and clarify community v Ministry of Education funding and auditing requirements and responsibilities*

2. **Minutes:** The minutes of the previous meeting had been circulated and approved on line. In committee minutes – were circulated at the meeting and approved and signed

Matters Arising: all matters from the previous meeting have been attended to.

3. **Nomination for Board Chair - meeting Secretary took the chair for nominations and the ratification of roles:**

Nomination: Julia Mallett nominated Abbey Parsons for Chair
No further nomination – all in agreement – **ratified**

Nomination: Abbey Parsons nominated Miriam Marshall for Co-Chair
No further nominations – all in agreement – **ratified**

4. **Code of Conduct:** all members signed the Code of Conduct paperwork for the year 2023
5. **Delegation of Roles Schedule:** schedule was updated with minor changes made at meeting and changes were ratified. Board reminded of the accountability and responsibilities they have under the delegation schedule and that they can always seek clarification or assistance when necessary
- **Ratified and signed** by Abbey Parsons and Marriene Langton

Action Point: *Abbey to update paperwork version and send to Helen for filing*

- Triennial Review Cycle – updated
- Discussion of Strategic Plan and need to highlight priorities across 9 topics over 3 year cycle – this is underway – sample style from STA discussed – how can we use this best as a working document.

Action Point: *Jodi to make contact with STA regarding the new document and request ways to implement it best as a working document for the board.*

6. **Principal's Report:** Marriene acknowledged her gratitude for the support of the Board members during a very difficult situation. The report had been circulated online and approved
Moved: Abbey Parsons **Seconded:** Marina Shehata

7. **Financial Report:** Circulated on line and questions relating to Music and drama usage %, Vandalism reimbursements from Ministry of Education, were answered

8. **Budget:** Presented and discussed – explanations to question regarding –

- Camp costs – clarify amount so parents can budget early
- Insurance – has been revalued – Miriam to check updated costs
- Pool insurance

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

Action point: *Marriene to check insurance cost since revaluation – two different figures showing in documentation*

9. **School Documents Policy Reviews:** Marriene and Shailesh for Term one and have reviewed –

- Legislation and Administration
- Student Attendance
- Enrolment
- Update re '*physical restraints policy*' further information and update to come.

10. **Health and Safety Report** - had been circulated and accepted. Discussion on –

- Doing a second day checkup for children who have any head injuries as school especially if they are not present at school on day after incident. Agreed.
- Year 5 Camp: RAMS and costs are done. Health and safety and risk assessments are completed. Camp plans Approved.

- Year 4 Camp: Camp proposal Accepted and Approved

11. **Teacher only day** - date Ratified


12. **Moved:** In committee discussion: Moved Abbey Parsons *'that the meeting moved into public excluded session at 6.37 for reasons of legal and professional privilege and to protect the privacy of natural persons'*

13. Meeting closed at 6.50 pm

14: Table of Action points:

<u>Action Point Tasks</u>	<u>Who</u>	<u>When</u>
Enquiry re community grant funding v MOE funding for auditing purposes	Marriene	ASAP
Updated version of delegation schedule to Helen for filing	Abbey	ASAP
Contact with STA re new Strategic Plan - how best used as a working document for Board use	Jodi	For next meeting
Query of new insurance cost since revaluation	Marriene	ASAP
NELPS to be studied in depth for question time at next meeting some verbatim answers may be required	Andrew	For next meeting

Next meeting: Monday 27 March – 4.30 boardroom


27.3.23