



## **THE MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES HELD**

**on Monday 1 November 2021 in the Boardroom at Te Ara Koropiko West Spreydon School**

**Present:** Marriene Langton – Principal, Jared Fretwell – Deputy Principal, Abbey Parsons – Board Chair, Jodi Apiata, Michael Down, Tim Hayward,

**Staff present to support Better Start Literacy report:** Janice Krammer and Hannah Gardiner:

**Visitors:** Rosa Wakefield – parent and Dr Amy Scott – University of Canterbury – Presenter of Better Start feedback report.

**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 school holidays, family occasions, a return to the busyness of term time and back to work with some glimpses of the future.
- 3. Presentation:** Dr Amy Scott – University of Canterbury – Better Start Literacy Approach and current results

Dr Scott spoke about the Better Literacy approach encompassing early literary success, whanau engagement, monitoring, assessment, new resources and professional learning and development for teachers. She explained that the focus points of the program were –

- Inclusive
- Focussed for new entrant and year one reading development
- Newly developed early readers which were aligned to classroom focus
- Culturally responsive
- Covered both reading and spelling skills

Dr Scott acknowledged that the monitoring showed great teaching and results to date from the 10 week assessments and that this would have a greater impact for the children's future.

- In a school comparison of 1700 children in Canterbury, Te Ara Koropiko showed there was a greater level of growth over the 10 week period in several

areas including, phoneme blending – 34% to 84%, letters and sounds – 17% to 21.5%, non- word reading – 32.6% to 59.5%, and spelling and reading.

- The question of what next was raised and staff advised that the process of the next stage of the program and planning re timeframes, work level and also handover to next teacher, so that there was a clear continuum of record keeping, was underway. They are aware of the need of a running record to show assessment and improvement and would continue with the 10 week assessments until a more formalised recording system was available. They explained that teacher aide and reading recovery staff were also being involved in this learning process.

- 4 **Minutes of the previous meeting:** had been circulated, read and approved online. They were agreed to be an accurate record.

**Minutes of the meeting dated 6 September - approved**

Moved: Jared Fretwell    Seconded: Marriene Langton

**In Committee minutes dated 2 August --**were circulated, read and approved

Moved: Marriene Langton    Seconded: Tim Haywood

5 **Matters Arising:**

- Seesaw survey – follow up work ongoing with collating response to parents – to acknowledge their input and result. Michael will assist with this and work with Jody.

**Action point: Michael and Jodi**

Compile response to parents Seesaw survey and publish in newsletter    ASAP

- 6 **Principal's Report:** had been circulated and taken as read –

**Report was accepted;**

**Moved:** Abbey Parsons    **Seconded ;** Jodi Apiata

7 **Teaching appointments**

- Recent teaching appointments have been discussed and ratified by email

8 **Ratify term dates:**

- Variance report – agreed term dates are in line with other schools and were passed

**9 Environment Property and Pool:** Discussion re ongoing Covid 19 restrictions and requirements. Discussion points:

**Pool**

- Requirement for Vaccination Certificates – CCC requirement
- How to achieve this for all keyholders
- Maximum 100 people – who would monitor this and how
- Recording users for Covid records
- Cleaning of pool, surrounds and toilets to Covid standard
- Ongoing work to find solution alongside Pool committee
- Awaiting Council and MOE updates to their requirements
- Inductions will need a 2week turnaround when decision is made, even if at a later stage

**Playground**

- Landscaping update - finish now planned for new year
- Bike Shed arriving shortly
- ½ court on asphalt – being used already
- Bike track underway and looking great
- Painting on playground is our job
- Planting to come along later – a lot of planning to be done
- GaGa dodge ball pit – still to be placed but decision made to go ahead with this
- Lighting and camera decisions to be made for bike track back area – needs further investigation

**10 Communication:**

- Preparations for Trustee elections – 2 vacancies now
- 1 resignation can be filled by selection process
- 1 resignation may require election process
- Tim will clarify this with STA so that preparation can begin early next year

Action point: Tim Haywood

To clarify with STA the election process v selection process for our Board for next year so that numbers for each are correct

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**11 Financial report:** Had been circulated and taken as read

**Discussion points:** Auditors fees more than expected but okay

**Financial report for August Meeting**

**Moved:** Jodi Apiata **Seconded:** Michael Down

**Financial report for September meeting**

**Moved:** Michael Down **Seconded** Jodi Apiata

**12 Health and Safety:** Report had been circulated in pre reading and accepted

**13** In Committee discussions: **Moved:** Abbey Parsons *“that the meeting moved into public excluded session at 6.36pm for reasons of legal and professional privilege and to protect the privacy of natural persons”*  
Returned to main meeting at 7.04 pm

**14 Table of action points -**

Action points		
<b>Response to Seesaw survey to parents</b>	Michael and Jodi	<b>Before next meeting asap</b>
<b>Clarify election v selection BOT with STA</b>	Tim Haywood	For next meeting

**Dates of note:** Board Meeting dates for 2022

Term 1: February 14<sup>th</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>

Term 2: May 2<sup>nd</sup>, June 27<sup>th</sup>

Term 3: August 1<sup>st</sup>, September 19<sup>th</sup>,

Term 4: November 7<sup>th</sup> December 5<sup>th</sup>

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**Next meeting 6 December 4pm Boardroom**

**Approved:** .....**Date:**.....

**Chairperson**

<b>Table of Action Points Tasks</b>	<b>Who</b>	<b>When</b>
<b>Response to Seesaw parents survey for newsletter</b>	<b>Jodi and Michael</b>	<b>ASAP before next meeting</b>
<b>Clarify election process for our Board vacancies – Election/Selection numbers</b>	<b>Tim Haywood</b>	<b>For next meeting</b>

