



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 24 February 2025 - held at Te Koropiko West Spreydon School

PRESENT:

Miriam Marshall (Presiding Member), Marriene Langton (Principal), Marina Shehata (Staff Representative), Shailesh Singh, Jodi Apiata, Julia Mallett, Andy Dumbleton

Apologies: Nil - all present

In attendance as a guest/observer: Kylie Jay

In attendance for minute taking: Helen Ross

Meeting opened: 4:30pm

1. Karakia, Welcome

Welcome to new minute taker Helen Ross and to guest observer Kylie Jay

1.1 Whakawhanaungatanga/glimpses of the vision

Members shared their reflections of family time and glimpses of the future. Members reflected on recent school event highlights - swimming sports, triathlon, the annual community hāngi and the learning opportunities they bring. Older children helping younger children, a lovely energy. Wonderful to see the enthusiasm and engagement of new staff and leadership roles.

2. Strategic Discussion

2.1 Annual Plan and Strategic Goals

Lead by Miriam and Marriene, a refresher and discussion on what was decided late 2024. Questions regarding the direction of these goals was raised. Sticking to what had been previously decided was agreed on, moved to retain the same strategic goals and annual plan. Legislation checks to be done by 31.03.2025.

2.2 Private gates in fencing discussion and decision

Should private gate access be allowed from properties into the school grounds? Opinions shared and clarifying questions asked. Capacity to be able to lock the school property in case of trespass/protection order/lockdown as well as the overall safety of staff and children is priority. Agreed allowing private gates both current and future compromises health and safety. Checks made with MOE - confirmed any prior decisions can be revoked.



Decision:

Entry and exiting of the school grounds will be only via the main school gates for total security

No gates into the school grounds now or in the future

Health and safety overrides all

Concerning homeowner/s will be notified with urgency

Action points: Draft letter to be done. Board to approve letter. Jodi and Julia to deliver a letter to homeowner/s in person advising of the decision

Moved: Miriam Marshall

Seconded: Julia Mallett

Approved: ✓

3. Principal's Report and Variance Report

The Principal's report has been circulated in pre reading

Six weeks notice minimum amount of time needed for teacher only days

Staff attachment theory training yet to be done

Moved: Marriene Langton

Seconded: Miriam Marshall

Approved: ✓

4. Board Business

Matters arising from the minutes/action points of December 2024 minutes

Discussed

The minutes of the previous meeting dated 9 December 2024 had been circulated in pre reading. The Board approved the minutes and these were signed

4.1 Newly appointed minute taker

Approved via email noted

4.2 Exit interviews

Feedback of individual opinions shared by Julia covering strengths, growth/improvements and challenges

Exit interviews were offered to all leaving staff

Yearly surveys are sent out by SLT to all staff for feedback

4.3 Discussion on how staff can be protected/Wellbeing

High workload, running clubs/groups at lunchtimes and after school groups

4.4 Code of Conduct

Reminder to board members of this

Upcoming webinars discussed

New EOTC guidelines discussed



4.5 Delegations and Committees

Discussed and refreshed

School policies are via school docs

100 year celebration coming up in 2026

Staff board rep becomes vacant while maternity leave is taken. Staff notified

Casual vacancy for a parent representative process discussed

New school board effective September 2025 with upcoming triennial elections

Action points: SLT reminds staff of pathways for concerns/feedback

Andy to reconfirm the process of selecting a new board member

100 year celebration to be added to the next meeting's agenda. Learnings from JF's recent experience to be followed up by Marriene

5. Finance

Finance folder circulated in pre reading

December 2024 accounts approved

Future expenses relating to hall rebuild to consider - landscaping and sound system

School pool account - possible rename

New auditor assigned to our school

Friends and Whanau (PTA) meetings are minuted

New additional costs for student testing but no additional MOE funding or guidelines as yet

Possible increase to the PLD budget discussed

Cleaning company being outsourced from 03.03.2025

Action points: Helen/Marriene to follow up on school pool account rename. Also to make inquiry regarding term deposit. What is the amount where action is needed? Clarity of spending amounts capped via bank and accountant

Moved: Miriam Marshall

Seconded: Andy Dumbleton

Approved: ✓

6. Property Report

6.1 Fencing update

Fencing upgrade nearly completed

Emergency access issue with new fencing. Emergency vehicles can not drive over grass.

Two car parks will be lost to accommodate emergency vehicle access

Additional signage needed

Electric driveway gate to be installed still

Swimming pool fencing replaced



6.2 Hall project update

At design stage. First concept drawings received, second to follow
Initial architect's concept is exciting. It has cultural narrative and flexibility for use
Geotech engineers doing site checks
Location is dictated by MOE
Working with project manager
Possible new pedestrian gate location needed
Further input on moveable stage, storage cupboards, large doors out to a deck (stage for cultural festivals and performances). Covered area for parents and caregivers to gather
10m setback boundary exemption being applied for

Action points: Current hall once demolished, to keep rimu wood and reuse. A local carver could create a special piece/s. Bespoke bench/furniture possibilities

7. Health and Safety Report

Medical incident at the school pool after hours in the school holiday period. Ambulance attended and full recovery was made. Incident investigation form completed
School attendance - truancy rate is of concern

Moved: Miriam Marshall

Seconded: Shailesh Singh

Approved: ✓

8. Communication in/out

As read, these had been circulated in pre reading

9. In Committee discussions

Miriam Marshall moved -that the meeting moved into public excluded session at 6.23pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Kylie Jay left the meeting.

The meeting was resumed at 6.41pm

The meeting closed with a karakia at 6:43pm

Next meeting Monday 31 March 4:30pm, Te Ara Koropiko West Spreydon School boardroom



Upcoming Board Meeting Dates 2025:

Term 1

- Monday 31 March

Term 2

- Monday 12 May
- Monday 23 June

Term 3:

- Monday 4 August
- Monday 15 September

Term 4:

- Monday 3 November
- Monday 8 December

Approved: M. Marshall

Date: 31/3/25

Miriam Marshall, Presiding Member

