TE ARA KOROPIKO
WEST SPREYDON SCHOOL

MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 14 September 2026 - held at Te Ara Koropiko West Spreydon School

Meeting opened: 4:30pm

PRESENT: Marriene Langton (Principal), Marina Shehata (Staff Representative), Shailesh Singh, Amy Scott, Jess Thomson (Co Presiding Member), Michael Pretty (Co Presiding Member), Michael Odering

Apologies: Nil, all present

In attendance for minute taking: Helen Ross

Meeting Chaired by: Jess Thomson

Karakia, Welcome
Conflict of interest: Amy declared the contract of LSC modules in her workplace.

Confirmation of previous board meeting minutes
The previous board meeting minutes were circulated via email for approval by all board members. Jess proposed that the minutes be accepted as a true and accurate record of the meeting held on 3 August 2026. Minutes signed.

Moved: Michael Odering **Seconded: Marriene Langton** **Accepted : All in agreement** ✔

1. **Casual Vacancy**
   Jess spoke of Jodi Apiata's recent board member resignation. Acknowledgement of Jodi's 6 years serving on the school board. His contribution and mahi has been much appreciated.

   Mike P spoke of the options regarding the board constitution.
   Points discussed:
   - Currently the board constitution is listed as 6 board member parent representatives. Should this be reduced from 6 to 5?
   - 5 is the usual recommended number of parent representatives, advised by NZSBA
   - Selecting a new member or bi-election options
   - Questions asked around the process and the board's current needs. Discussions around mentoring, training and skill sets
   - 8 weeks from resignation - govt hub must be advised of board decision
   - Next board election is 2028

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- Jess proposed a vote to decide:
    1. Those in favour of considering reducing the board's constitution - 4 votes

    2. Those in favour of considering to seek a 6th parent representative - 3 votes

    Decision 4/3 in favour of reducing the constitution.
    Notify the community and follow the process as directed by govt gub

Jess passed a motion to propose the board considers reducing it's constitution from 6 parent representatives to 5 parent representatives and work through the process

Accepted: Michael Odering **Seconded: Michael Pretty** **Motion carried:** ✓

2. **Property update**
- No MOE updates on projects. No progress to report
- Hall project is currently stalled
- The swimming pool plant room had a leak in a pipe requiring a plumber
- Solar Panels are a possibility via the MOE in the future. There are maintenance queries around this. Awaiting more information. An online MOE seminar was attended by ML

3. **Health and Safety**

The health and safety report was circulated in the boards pre reading folder
Points discussed:

- There are 6 term 3 policies for review via school docs:
    1. School Community Engagement
    2. Inclusive school culture
    3. Enrolment
    4. Student attendance
    5. Student uniform/student dress expectations
    6. Concerns and complaints policy
- Attendance rates have dropped. A discussion was had for reasons around this with truancy and illness being the main reason. Holiday in term time is another. The Student Management system records interventions which are reported to the MOE. Attendance is a strategic goal
- School lunches are being provided to some students. This is possible by the support of school staff, school families, the PTA and Kids Can. Many outside agencies are stretched
- School fees, activities and camp discussed

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Delegate Authority:
Actions:

1. Michael Odering will review the inclusive school culture policy
2. The international students policy is not current and needs to be removed from school docs. Marriene to delegate
3. Marriene - to put in the school newsletter the need for baking to be put in the school's freezer. Donations are greatly accepted for student morning teas and lunches

Jess passed a motion to approve the health and safety report

Accepted: Michael Pretty
Seconded: Amy Scott
All in agreement: Motion carried ✔

4. **Finance**

- July 2026 financial reports - as read, questions only for approval discussed
- August 2026 financial reports to be approved via email
- Query regarding code 9270 asked. Marriene will ask the schools accountant
- There is a Centenary code, 7051
- A donation of $2000 was received from a school family for the 2026 school camp. Marriene to follow up with where this shows on the financial statements
- The advertising marketing/budget could be used for roll growth purposes for advertising the centenary. Advertising in the newspaper, radio, gazette article suggestions. Our story is our ERO report, 100 year old school, new build

Action Point:
Calling for volunteers to contact marketing opportunities as an initial enquiry. Explore the costs which could be further explored by the centennial committee.
Target new enrolments
Who is our audience

1. Amy to explore local community options and contact the Star newspaper
2. Marriene to re explore the gazette
3. Marina suggested a leaflet drop around the area
4. Michael Odering to look at fence wrap pricing and options eg '2027 enrolments open'

Moved as received and accepted : Jess Thomson

Approved: Shailesh Singh
Seconded: Michael Odering
All in agreement: Motion carried ✔

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5. **Principals Report and Variance Report**

Report as read. Additional discussions:

- Staff surveys, not all completed yet
- Curriculum changes, working with external agencies
- Teaching and extending children discussion
- Implementation of curriculum update from Marriene with outside providers giving positive feedback
- End of year assessments
- Student achievement and tracking with smart tool. Smart tool will be used again in term 4 for the end of year data
- Evidence of achievement and caregiver access discussion
- Running records
- knowing our students and what works best for them to prove the data
- Student management system edge, feedback is that it is limited. Caregivers are missing seeing students work on the previous seesaw platform. Our current system is not able to share children's work
- Strategic goals - fono hui was a low turn out. Future plans for better attendance of events in warmer weather as the winter season is difficult with illness and not an ideal time for shared kai

Action Point:
Helen to send Jess the edge SMS contract

Jess Thomson proposed a motion to approve Marriene's report

Approved: Marina Shehata
Seconded: Michael Pretty
Motion carried : All in agreement ✔

6. **Centenary update presented by Marriene**

- There are 7 tea towel designs which are ready for orders to be taken
- The friends and whanau have been asked to support with kai
- The next centenary committee meeting is 17th September
- There will be a mystery guest appearance at the centenary event
- Final poster is now confirmed and mail drops of these are underway at local retailers etc.
- Event registration QR code is on the poster
- Deposit for the platters has been paid
- Helpers on the day being arranged
- Food trucks will be present on the day
- Birthday cake company has been confirmed
- Sausage sizzle to be run by the friends and whanau
- Mihi whakatau - who will speak yet to be confirmed
- We will have guest MC's who we hope to run the day for us

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7. **Board/Governance Professional Development**

Michael Pretty led the discussion. Points discussed:

- GovHub Webinar learnings shared about student achievement
- Recorded webinars are valuable for professional development
- Webinars don't have to be watched live.
- Members had issues with link access and expiring links to gain access

8. **Board Business**

The board workplan, explained by Mike P

- The board work plan is a one stop shop
- This can be found in the 'training and resources folder'. Members need to take a look at the relevance for 2027
- Board work plan is a working document and a calendar of what is coming up
- Tom Schollard training is an option for a planning session with data. A cost is involved but it is valuable to guide us

Board induction document/website explained by Amy

- Amy explained the board induction log manual
- The self directed learning quiz was explained
- Amy would value feedback. Could everyone please view
- This is a live working document.

Community Consultation 2027-2029 Strategic plan update

Amy gave an update

- 1st January is the deadline for our strategic plan to the M.O.E from the school board
- The strategic plan/community consultation is to include caregivers voice, student voice and staff voices. Currently 16 responses have been received by caregivers. We are aiming for 10%. QR code posters are on display around the school. Last call for community consultation is 15th October, Athletics day.
- Staff voice - Amy will speak to staff at the staff meeting 20th October 3:15pm for 10 minutes. Can staff bring a device. Amy will send a survey prior to the staff
- Student voice - teachers to capture feedback in class with brief questions. Amy to send Marina the questions which Marina will send onto staff. Amy will have this ready early term 4 . Suggestion of having 2 questions with answers on post-it notes for year 3, 4, 5, and 6 students
- A meeting date for 2027-2029 strategic planning is needed. The proposed date is TBC possibly the next November board meeting
- The schools annual plan is due March each year, This is operations content

Year 3 and 4 sexuality education

- content will be friendships, body changes, hygiene, keeping ourselves safe. The material is kept general. A parent survey will be done asking what questions are wanted or not wanted. The content taught and delivery is age appropriate. Parents can put in writing if they want their child to be removed from this class. A parent evening is to be held prior, this may be online. The board is to approve what is being presented

2027 Camp to woodend

Points discussed:

- Should this stay at 5 days or look to reduce?
- Costings have increased
- Approval by school board needed by the end of 2026
- RAMS
- Booking dates TBC
- Full proposal to be reviewed

Actions Log

- Review of previous meetings action points

Action Points:

- Strategic survey - Helen to resend direct email to caregivers next week. A repeat of what was previously sent
- Strategic Survey Tuesday 13th October, morning - Amy, Marina and Marriene to be present to encourage caregivers to have their say by completing the survey. Call out can be done via the schools intercom system
- Athletics day - laminated posters with QR codes for board members to take around caregivers onsite - Helen to laminate and prepare the posters
- Confirm the date for strategic planning, 2nd November the next board meeting to decide on this?
- Camp 2027 must be approved by the end of 2026

Moved as received and accepted : Jess Thomson

Approved: Marriene Langton
Seconded: Jess Thomson
All in agreement: Motion carried ✔

9. **In Committee discussions**

Jess Thomson moved - *that the meeting moved into a public excluded session at 6:44pm for reasons of legal and professional privilege and to protect the privacy of natural persons.*

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The meeting was resumed at 7:20pm

Next meeting Monday 2nd November 2026

Te Ara Koropiko West Spreydon School boardroom.

The meeting closed with a karakia at 7:21pm

Upcoming 2026 Board meetings

Term 4:

- Monday 2 November 2026
- Monday 30 November 2026 (4:00pm start due to data presentation)

The board members agree that the minutes of the meeting held on Monday 14 September 2026 are approved as a true and correct record of the meeting.

Approved: ..... **Date:** 2/11/26

Jess Thomson, Co Presiding Member

Approved: ..... **Date:** 2-11-2026

Michael Pretty, Co Presiding Member