



MINUTES OF MEETING

TE ARA KOROPIKO WEST SPREYDON SCHOOL BOARD

Monday 31 March 2025 - held at Te Ara Koropiko West Spreydon School

PRESENT:

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

Apologies: Jodi Apiata

In attendance as a guest/observer: Hannah Gardiner

In attendance for minute taking: Rachael Stafford

Meeting opened: 4:30pm

1. Karakia, Welcome

Welcome to guest and reminder of their rights as an observer

1.1 The move to accept Michael Odering onto the Board

Moved: Miriam Marshall

Seconded: Marriene Langton

Approved: ✓

1.1 Whakawhanaungatanga/glimpses of the vision

Members shared their reflections of family time and glimpses of the future.

Members reflected on the shining leadership in the school. The appointment of new 2025 staff into permanent positions a reflection of the strength and quality of the current kaiako

2. Strategic Discussion

2.1 EOTC Review

Lead by Miriam discussion around the new resources, templates and language

EOTC co-ordinator role is shared by the SLT who review all EOTC events together

Teachers are in the process of reviewing, understanding and implementing the changes

Going forward the new forms will be used for EOTC events

Marina showed how the new templates would be used, the additional requirements and new systems

Query raised whether School Docs were current in accordance with the new templates and the timeline for updates online



Action: Julia to follow up on when School Docs would update the online EOTC templates/resources

2.2 Attendance:

Ministry of Education Stepped Attendance Response (STAR)

Marriene outlined the new MOE strategy for measuring and engaging with the community around student attendance

Levels of alerts and corresponding actions for students with up to 10, up to 15 or over 15 days absence per term.

The strong systems the school currently has in place around attendance were highlighted
The review builds a structure and direction for administration, teachers, leadership and Board

After 15 or more days' student absence the board may prosecute

3. **Principal's Report and Variance Report**

The Principal's report has been circulated in pre reading

Moved: Miriam Marshall

Seconded: Andy Dumbleton

Approved: ✓

4. **Board Business**

Matters arising from the minutes/action points of February 2025 minutes

Discussed

The minutes of the previous meeting dated 24 February had been circulated in pre reading.
The Board approved the minutes and these were signed

4.1 **Delegations and committees**

Document reviewed and discussed

Request for nomination for Deputy Chairperson Role
Julia Mallett nominated

Moved: Miriam Marshall

Seconded: Marriene Langton

Approved: ✓

No need to fill staff representative role while Marina on leave



4.2 September 2025 Board of Trustees Elections

A third party has been appointed to run the 2025 Board Elections on behalf of the board

5. Finance

Finance folder circulated in pre reading

January and February accounts approved

Discussion around the benefits and costs thusfar of outsourcing ICT and Cleaning company

Moved: Miriam Marshall

Seconded: Julia Mallett

Approved: ✓

6. Property Report

6.1 Fencing update

Sensor pad, to automatically open electric gate on exit, still to be installed

Issues with App and alternative open/close mechanisms being worked through

Ease in which children can open one of the gates to be addressed by Ian

Health and safety prevents gates being locked during school hours

6.2 Hall project update

Design is complete and with the Christchurch City Council for approval

Concept drawings and plans shown, adaptations reflect needs and values of the school

Meeting with Architects scheduled 2 April

Plan includes lighting and heating but not sound and visual systems

MOE budget not specified or approved for Hall, possibly application for funding in July

6.3. Health and Safety Report

March report written by Whaea Marina and Matua Glen. Glen to take over role while Marina on leave

Old bollards and fencing currently taking up space, the option of selling discussed, no objection by any member

Serious injury to young sibling of student while on school grounds after hours outlined

Year 4 camp: Event and Risk proposal reviewed and discussed. Management around high risk scenarios reviewed.

Reminder of schools policy to police vet volunteers for overnight events.

Moved: Miriam Marshall

Seconded: Shailesh Singh

Approved: ✓



6.4. 5YA and 10YA

Review of the Ministry's 5 year agreement funding on 10 year property plan.
General maintenance and reviews on building and safety compliance is carried out on rotation throughout the year
Question raised whether level of board ownership of pool needs to be updated
Fencing, windows on south side and Hall are projects that require immediate attention
Ongoing painting checks performed regularly by caretaker
Expansion and update of school security is not included in Ministry funding

Action Points: Ongoing review of maintenance needs and actions
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Moved: Shailesh Singh

Seconded: Miriam Marshall

Approved: ✓

7. Communication in/out

As read, these had been circulated in pre reading

8. In Committee discussions

Miriam Marshall moved -that the meeting moved into public excluded session at 6.19pm for reasons of legal and professional privilege and to protect the privacy of natural persons. Hannah Gardiner left the meeting.

The meeting was resumed at 6.46pm

The meeting closed with a karakia at 6:48pm

Next meeting Monday 12 May 4:30pm, Te Ara Koropiko West Spreydon School boardroom



Upcoming Board Meeting Dates 2025:

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:*mmarshall*.....

Miriam Marshall, Presiding Member

Date: *12/5/25*.....

