



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

**on Monday 4 September 2023 in the Boardroom Te Koropiko West Spreydon School**

**Present:** – Marriene Langton – Principal, Miriam Marshall – Chair, Abbey Parsons, Marina Shehata – Deputy Principal, Shailesh Singh, Andy Dumbleton

**Apologies:** Julia Mallett and Jodi Apiata

**In attendance for minute taking:** Linda Parsons

- 1. The meeting opened with a Karakia**
- 2. Whakawhanaungatanga:** Members shared their reflections of family time, family occasions and glimpses of the future.
- 3. Visitors to the meeting from the Pool Committee - Rachel and Nick**

Rachel and Nick did a recap on the last season and then raised issues needing attention and plans to get the pre-season underway.

Discussion points:

- Updated minutes of their last meeting to come
- Financial report update and to Marriene as soon as possible
- First meeting for this season held, happy with how last year went, good uptake with buying tickets
- End of season cleanup and plans for pre-season preparations
- Committee is dedicated and keen to keep going but would like more people to join committee
- Plan to teach a few more people to work plant from committee
- Plan to write a plan/manual to outline care of pool, pump and set up etc
- Did not get a funding application underway but would like to do this soon and would consider paying a fundraising application helper. Will see Marriene separately about this
- Discussed some costs which require quotes through school board – Shading around pool, covers, upgrade plant room, pump fan and money to be saved towards the need for new liner in the future. Some donated funds will also help towards these costs. Question about if the Pool has some money in investment account – Marriene will check this out.
- Considering Early Bird key offer. Clarified key priority list and limit numbers of keys.

- 15 keys currently not returned – letter from Principal re this
- Daily testing, working bee before opening day, checkup with Rachel and Helen in office re payments for keys, induction, online form, vetting etc
- MOE are considering new fencing for school which also involves the swimming pool area
- Signwriting of rules on wall are a priority

***Action points (3) for Marriene***

1. ***Check with Jeff re a/c for pool committee and is there an investment account***
2. ***Discuss with caretaker about doing lawns in pool area during season***
3. ***Swimming pool message – Marriene to discuss and receive info from Rachel***

**The committee resumed the main meeting.**

- 4 **Minutes of the previous meeting dated 31 July 2023** had been circulated in pre reading.

**Approved**

**No In Committee minutes**

- 5 **Matters Arising:** Nil

6. **Principal's Report:**

Discussion points:

- Ratified dates
- Teacher only days – some include Cluster days and some are separate
- Planning and reporting requirement have changed

**Moved: Marriene Langton      Seconded: Shailesh Singh**

***Action point: Miriam – to contact Tom Schollard or Al Fone re setting up training at October meeting Vision – Report and Planning Goals***

7. **Financial Report:** circulated in pre reading.

**Moved: Abbey Parsons      Seconded: Andy Dumbleton**

Discussion points:

- Caretaking still high
- Camp costs
- Still some parity payments to come from MOE in retrospect

**8. Property Management:**

a) Report and costings tabled on-line. Good questions. Ian Mc Kenzie doing this work

**Moved: Miriam Marshall      Seconded: Marriene Langton**

b) **Motion moved:** A motion was moved that Ian McKenzie be approached and asked to project manage the Fencing Project proposed by MOE on the school's behalf

**Moved: Abbey Parsons                      Seconded: Andy Dumbleton**

*Action point: Marriene to contact Ian McKenzie re project managing fencing project on behalf of school*

**9. Health and Safety report:** circulated and read in pre reading. For approval

**Moved: Marina Shehata                      Seconded: Andy Dumbleton**

Discussion points:

- MH not well
- Heat pump issues working through'
- Yr 4 overnight camp – and day in Spencer Park – RAMS done

**10. General Business:**

**Friends and Whanau Quiz night - 27 October – Board will enter a team**

**End of year dinner – after October meeting – Hello Vietnam – booking to be made once confirmed with Jodi and Julia**

**Jodi Apiata – working with staff next week about Te Tiriti articles**

**11. Moved: In Committee discussions:**

**Miriam Marshall moved -that the meeting moved into public excluded session at 5.55pm for reasons of legal and professional privilege and to protect the privacy of natural persons.**

**The meeting was resumed at 6.10pm**

**12 Table of action points -**

<u>Action Point Tasks</u>	<u>Who</u>	<u>When</u>
Marriene to check re Pool accounts with Jeff – investment account?	Marriene	asap
Caretaker request to mow pool area lawns through swim season	Marriene	asap
Talk to Rachel re info for swimming pool notice in newsletter	Marriene	asap
Contact Ian McKenzie re project management of Fencing project	Marriene	asap
Organise for Tom Schollard to do training on Report.Planning Goals	Miriam	asap

**Next meeting Monday 16 October, 4.30pm school boardroom**

Approved: M Marshall ..... Date: 6/11/23 .....

**Chairperson**