



Spotswood Primary School

School Board Agenda - Monday 3 April 2023 at 6 pm

School value focus - Ora

Karakia timatanga

He kore He kore *From the nothingness*
 He po He po *Into the different stages of darkness*
 He ao He ao *And finally into the world*
 Takiri mai te ata *As night turns into day*
 Korihi te manu *The birds sing*
 Tino awatea *And daylight is here*
 Ka ao ka ao *Into the world*
 Ka awatea *Into the daylight*
 Tihei mauri ora */We are alive (sneeze forth the essence of life)*

1	Administration:	Policy ref:	Led by:	Time:
	1.1 Consent agenda a. Present Mark Fisher (Principal), Sandra Gower, Lyndal Cotter (Secretary), Jennifer Lim, Daniel Hurley, Thing-Ming Yin, Sarah Whitehead, Dulcina Beynon b. Apologies Nil c. Declaration of interests d. Record of hours worked in preparation for April Board meeting - Please fill the Google Sheets page in for each meeting e. Date and time of upcoming meetings for 2023: <ul style="list-style-type: none"> Monday 1 May at 6 pm Tuesday 6 June at 6 pm 	GP1 - Board roles and responsibilities	DB	5 minutes
2	Decisions			
	2.1 Board decisions <ul style="list-style-type: none"> Motion: That the creditors for February 2023 totalling \$21048.91 and direct/automatic payments of \$60216.18 to be confirmed Moved/Seconded Beynon/Yin Agreed Motion: That Jody Barker is granted leave without pay for three weeks from Monday 12 June to Friday 30 June 2023 Moved/Seconded Beynon/Yin Agreed Motion: That Lyndal Cotter is an authorised user on the school bank accounts, limited to online access to view and make transactions with no signing authority to approve transactions Moved/Seconded Beynon/Lim Agreed 2.2 Principal decisions: No motions to present. Principal's Report 3 April 2023 Mark moved that his report is accepted/Seconded Gower Mark spoke about the new physical restraint rules. All board members need to be added as ESL users to be able to do the module. The module explains the new rules.	GP1 - Board roles and responsibilities OP4 - Financial planning OP4.1 - Financial condition OP4.2 - Asset protections OP3 - Personnel OP6 - Health and safety	DB	15 minutes

	<p>Mark mentioned that the school roll is slowly growing. He has been busy doing enrolments.</p> <p>Dulcina inquired re the student stood down for 4 days, she asked about the process if a student has more than 5 stand downs in a term or 10 stand downs in a year. Mark explained the process to the board and the importance of the staff and the students over the issues of one student.</p> <p>Sandra mentioned she analysed the behaviour data every Monday and shares it with the staff.</p> <p>Sarah inquired how the parent interviews went. Mark replied how good it was to see parents back on site.</p> <p>Mark thanked the board for their support to our school, and the board also thanked Mark for all his support to them.</p> <p>Tonight's board meeting started in the Bure. Where Reading Recovery Teacher Joanna Coombes informed the board, what reading recovery is all about, and the processes and examples of her lessons.</p>			
3	Strategic Discussions			
	<p>Environmental scan / What's on top? What has happened since our meeting and why does it matter?</p> <p>3.1 Discussion on the save our pool hui The first meeting went well with a few parents attending. Mark commented how impressed he was attending Maunga swimming sports at Spotswood College. This is likely due to the swimming lessons that the students had.</p> <p>3.2 Policy Review - No polices to review</p>	<p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p> <p>OP6 - Health and Safety</p>	DB	10 minutes
4	Monitoring and Review:			
	<p>4.1 Action Plan (see end of agenda)</p> <p>4.2 Variance to the Annual Plan (see Principal's Report)</p> <p>4.3 Reports:</p> <ul style="list-style-type: none"> • Principal's Report 3 April 2023 • Financial Report - Please see Governance Report for February 2023 (Note that the report is entitled 'Management Report' but it is the governance report because it does not contain full financial details for the school) <p>Karyn from Education Services will visit Mark after the audit to discuss any issues.</p>	<p>GP1 - Board roles and responsibilities</p> <p>OP1 - Responsibilities of the principal</p> <p>OP4 - Financial planning</p> <p>OP4.1 - Financial condition</p> <p>OP4.2 - Asset protections</p>	DB	10 minutes
5	Identify agenda items for next meeting:			
	<p>5.1</p> <ul style="list-style-type: none"> • 			
6	Administration:			

<p>6.1 Minutes of previous meeting approved Moved/Seconded Beynon/Lim</p> <p>Link to draft minutes of previous meeting (March)</p> <p>6.2 Correspondence received and approved Nil</p>	<p>GP1 - Board roles and responsibilities</p>	<p>DB</p>	<p>10 minutes</p>												
<p>Meeting closure:7.30pm</p>															
<p>7.1 Comments on meeting procedure @ and outcomes: What difference did this meeting make to student learning, progress, achievement and wellbeing?</p> <p>7.2 Preparation for next meeting - discussions coming up</p> <p>7.3 Karakia whakamutunga</p> <p>Unuhia, unuhia <i>Draw on, draw on,</i> Unuhia ki te uru tapu nui <i>Draw on the supreme sacredness</i> Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara takatā <i>To clear, to free the heart, the body and the spirit of mankind</i> Koia rā e Rongo, whakairia ake ki runga <i>Rongo, suspended high above us (i.e. in 'heaven')</i> Kia tina! TINA! Hui e! TĀIKI E! <i>Draw together! Affirm!</i></p>															
<p>Correspondence:</p>															
<p>Emails to Presiding Member</p> <p>In</p> <p>Out</p>															
<p>Readings for next meeting:</p>															
<p>None</p>															
<p>Evaluation of meeting:</p>															
<p>Evaluation of April 2023 Board meeting Google Form</p>															
<p>List of current delegations:</p>															
<p>Performance Agreement Committee - Dulcina Beynon Student Behaviour Management Committee - All Board Members Finance Committee - Dulcina Beynon, Jen Lim, Sarah Whitehead, Lyndal Cotter and Mark Fisher Review Committee - All Board Members EdPay Authorised Users - Lyndal Cotter and Mark Fisher</p>															
<p>Declaration of interests register</p>															
<table border="1"> <thead> <tr> <th data-bbox="137 1868 443 1912">Name:</th> <th data-bbox="443 1868 1110 1912">Description of interest/relationship/holdings:</th> <th data-bbox="1110 1868 1449 1912">Possible Conflict:</th> </tr> </thead> <tbody> <tr> <td data-bbox="137 1935 443 1980">Mark Fisher</td> <td data-bbox="443 1935 1110 1980">Wife is staff member (Teacher/Team Leader)</td> <td data-bbox="1110 1935 1449 1980">Personnel</td> </tr> <tr> <td data-bbox="137 2002 443 2047">Lyndal Cotter</td> <td data-bbox="443 2002 1110 2047">Husband is relieving on-call caretaker</td> <td data-bbox="1110 2002 1449 2047">Personnel</td> </tr> <tr> <td data-bbox="137 2069 443 2094">Tiffany Rice</td> <td data-bbox="443 2069 1110 2094">Sister is teacher, brother-in-law is principal</td> <td data-bbox="1110 2069 1449 2094">Personnel</td> </tr> </tbody> </table>				Name:	Description of interest/relationship/holdings:	Possible Conflict:	Mark Fisher	Wife is staff member (Teacher/Team Leader)	Personnel	Lyndal Cotter	Husband is relieving on-call caretaker	Personnel	Tiffany Rice	Sister is teacher, brother-in-law is principal	Personnel
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Kirstyn Fisher	Husband is Principal	Personnel
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Action Plan				
Date Action Arose	Board member responsible	Agenda item	Action	Completion of action due