



# Spotswood Primary School

School Board Agenda - Tuesday 9 April 2024 at 7 pm

School value focus - Ora

<p><b>Karakia timatanga</b></p> <p><b>He kore He kore</b> <i>From the nothingness</i>  <b>He po He po</b> <i>Into the different stages of darkness</i>  <b>He ao He ao</b> <i>And finally into the world</i>  <b>Takiri mai te ata</b> <i>As night turns into day</i>  <b>Korihi te manu</b> <i>The birds sing</i>  <b>Tino awatea</b> <i>And daylight is here</i>  <b>Ka ao ka ao</b> <i>Into the world</i>  <b>Ka awatea</b> <i>Into the daylight</i>  <b>Tihei mauri ora</b> <i>I/We are alive (sneeze forth the essence of life)</i></p>				
<b>1</b>	<b>Administration:</b>	<b>Policy ref:</b>	<b>Led by:</b>	<b>Time:</b>
	<p>1.1 Consent agenda</p> <ul style="list-style-type: none"> <li>a) Present: Sarah Whitehead, Daniel Hurley, Jen Lim, Thing-Ming Yin, Sandra Gower, Mark Fisher</li> <li>b) Apologies - Dulcina Beynon, Lyndal Cotter</li> <li>c) Declaration of interests - No changes</li> <li>d) <a href="#">Record of hours worked in preparation for April Board meeting</a></li> <li>e) Date and time of upcoming meetings for 2024: <ul style="list-style-type: none"> <li>- Tuesday 7 May at 7 pm</li> <li>- Tuesday 4 June at 7 pm</li> <li>- Tuesday 2 July at 7 pm - Jen Lim and Daniel Hurley put in an apology for this meeting</li> <li>- Tuesday 6 August at 7 pm</li> <li>- Tuesday 3 September at 7 pm</li> <li>- Tuesday 15 October at 7 pm</li> <li>- Tuesday 5 November at 7 pm</li> <li>- Tuesday 3 December at 7 pm</li> </ul> </li> </ul>	GP1 - Board roles and responsibilities	SW	5 minutes
<b>2</b>	<b>Decisions</b>			
	<p>2.1 Board decisions</p> <ul style="list-style-type: none"> <li>● Motion: That the creditors for February 2024 totalling \$37971.98 and direct/automatic payments of \$61208.52 to be confirmed.</li> </ul> <p>Moved/Seconded: Whitehead/Yin                      Agreed</p>	GP1 - Board roles and responsibilities  OP4 - Financial planning	SW	5 minutes

	<ul style="list-style-type: none"> <li>Motion: That Yvonne Schmid is granted leave without pay from Wednesday 19 June 2024 to Friday 9 August 2024.</li> </ul> <p>Moved/Seconded: Whitehead/Lim                      Agreed</p> <ul style="list-style-type: none"> <li>Motion: To contract ICE Electrical to install fans as per quote</li> </ul> <p>Moved/Seconded: Whitehead/Hurley                      Agreed</p> <p>2.2 Principal decisions:</p> <p>No motions to present.</p>	<p>OP4.1 - Financial condition</p> <p>OP4.2 - Asset protections</p> <p>OP3 - Personnel</p> <p>OP6 - Health and safety</p>		
<b>3</b>	<b>Strategic Discussions</b>			
	<p>Environmental scan / What's on top? What has happened since our last meeting and why does it matter?</p> <p>3.1 ERO Review update Discussed ERO Review</p> <ul style="list-style-type: none"> <li>- challenges of the expectations around timetabling an hour of maths, reading and writing.</li> <li>-refreshed curriculum - presentation from Te Mahau - 2027 is when all schools will need to be ready to put all refreshed areas of the curriculum</li> </ul> <p>Key message - keep doing the things we are doing well</p>	<p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p> <p>OP6 - Health and Safety</p>	SW	5 minutes
<b>4</b>	<b>Monitoring and Review:</b>			
	<p>4.1 Variance to the Annual Plan (see the last few pages of the Principal's Report)</p> <p>4.2 Reports:</p> <ul style="list-style-type: none"> <li><a href="#">Principal Report Tuesday 9 April 2024</a></li> </ul> <p>Variance to the Annual Plan - Goal adjusted around attendance. Government has set some goals; 80% of students attending 90% of the time Kelly continues to work at our school with whānau and students who have attendance challenges Excuses from parents have changed; more using medical which is justified. We have a number of students who are genuinely unwell often, this is increased in winter months due to housing issues Statistics from Goal Setting Interviews are pleasing. 69% of students had interviews Discussion on the installation of fans - two quotes The cheaper quote have suggested taking wiring through the light switch, this could overload the circuit The more expensive quote has wiring taken back to the meter board The preference is the more expensive quote because of the improved option of wiring Nearly 10 years ago was the last electrical investigation; an assessment was done to work out priorities within the school. Electrical work is all up to date.</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>	SW  Discussed	5 minutes-

	<p>The next 10 year plan will be started next year.</p> <ul style="list-style-type: none"> <li>Everyone has agreed that ICE Electrical are the preferred contractor. A motion was added above and agreed. Principal's mileage to be adjusted by \$0.01 The staffing entitlement was discussed. It is less than expected but it is important not to panic at this point. It may be reduced for 2025, however there are always options.</li> <li>Financial Report - Please see <a href="#">Governance Report for February 2024</a></li> </ul> <p>No concerns from the February financial report.</p>			
5	<b>Identify agenda items for next meeting:</b>			
	<p>5.1</p> <ul style="list-style-type: none"> <li>The School Improvement Framework, if completed by the Senior Leadership Team will be discussed. Please see Principal's Report.</li> </ul>			
6	Administration:			
	<p>6.1 Minutes of previous meeting approved <a href="#">Link to draft minutes of previous meeting (March)</a></p> <p>6.2 Correspondence received and approved</p> <p>No items to discuss.</p>	GP1 - Board roles and responsibilities	SW MY	10 minutes
7	Meeting closure:			
	<p>7.1 Please complete the meeting evaluation: <a href="#">Meeting Evaluation Google Form</a></p> <p>7.3 Karakia whakamutunga</p> <p><b>Unuhia, unuhia</b> <i>Draw on, draw on,</i> <b>Unuhia ki te uru tapu nui</b> <i>Draw on the supreme sacredness</i> <b>Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara takatā</b> <i>To clear, to free the heart, the body and the spirit of mankind</i> <b>Koia rā e Rongo, whakairia ake ki runga</b> <i>Rongo, suspended high above us (i.e. in 'heaven')</i> <b>Kia tina! TINA! Hui e! TĀIKI E!</b> <i>Draw together! Affirm!</i></p>			
<b>Correspondence:</b>				
<p>Emails to Presiding Member</p> <p>In NZSTA monthly newsletters received</p>				

Out  
None

**Readings for next meeting:**

None

**List of current delegations:**

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

**Declaration of interests register**

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
Kirstyn Fisher	Husband is Principal	Personnel

**Approval of Minutes**

Presiding Member: Dulcina Beynon



Presiding Member Signature:



Date Minutes Signed:

7<sup>th</sup> May 24