

Spotswood Primary School

School Board Minutes - Monday 7 August 2023 at 6.30 pm



School value focus - Aroha

<p>Karakia timatanga</p> <p>He kore He kore <i>From the nothingness</i> He po He po <i>Into the different stages of darkness</i> He ao He ao <i>And finally into the wo</i> Takiri mai te ata <i>As night turns into day</i> Korihi te manu <i>The birds sing</i> Tino awatea <i>And daylight is here</i> Ka ao ka ao <i>Into the world</i> Ka awatea <i>Into the daylight</i> Tihei mauri ora <i>We are alive (sneeze forth the essence of life)</i></p>				
1	Administration:	Policy ref:	Led by:	Time:
	<p>1.1 Consent agenda</p> <p>a. Present : Mark Fisher (Principal), Sarah Whitehead, Dulcina Beynon, Sandra Gower, Lyndal Cotter (Secretary), Thing-Ming Yin</p> <p>b. Apologies - Jen Lim and Daniel Hurley</p> <p>c. Declaration of interests</p> <p>d. Record of hours worked in preparation for July Board meeting - Please fill the Google Sheets page in for each meeting</p> <p>e. Date and time of upcoming meetings for 2023:</p> <ul style="list-style-type: none"> • Monday 4 September • Monday 9 October (first day of Term 4) • Monday 6 November • Monday 4 December 	GP1 - Board roles and responsibilities	DB	5 minutes
2	Decisions			
	<p>1 Board decisions</p> <ul style="list-style-type: none"> • Motion: That the creditors for July 2023 totalling \$23204.39 and direct/automatic payments of \$30610.72 to be confirmed. Moved/Seconded Beynon/Whitehead • Motion: That the school purchases a new Kubota ride-on lawnmower from Norwood at a cost of \$9,157.45 including GST. Moved/Seconded Beynon/Yin <p>2.2 Principal decisions:</p> <p>No motions to present.</p>	<p>GP1 - Board roles and responsibilities</p> <p>OP4 - Financial planning</p> <p>OP4.1 - Financial condition</p> <p>OP4.2 - Asset protections</p>	DB	5 minutes
3	Strategic Discussions			
	<p>Environmental scan / What's on top? What has happened since our meeting and why does it matter? Discussion on the Moana trips today. Sarah said the trip was great. Students discovered a dead rat in a trap and an eel in the stream. Students had fun and weather held off. At the moment we have counselling schools, SWIS and Big Brother and Big Sister on site working with students.</p>	<p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p>	DB	20 minutes

	<p>Maunga are busy with rehearsals for the production early September. School working be on Wednesday to help make costumes.</p> <p>3.1 Health Curriculum- Discussion on this and how to get parents input and what they feel the school is required to teach their children.</p> <p>3.2 ERO Review- Sandra and Mark to meet with Leo Frank in Week 10. A compliance report will be created. This is created within the first 6 months. The overall reports takes three years to write and publish. This will help the school develop tools around the strategic plan and to refine and review our processes.</p> <p>3.3 YMCA OSCAR Proposal- Discussion on this and how it will impact the school. The venue will probably be Room 17. Toilets being rooms 16 and 15. Students will be supervised. A corporate will sponsor 10 students. Once over 10 students there will be two supervisors. Too many positives not to go ahead with this. Students will stay at school to be looked after and not go to the YMCA via a van. Sponsored students will get nominated by the school. Ming asked if this is a trail. Mark replied a 12-month contract will be signed, as the sponsors students will be sponsored for 12 months.</p> <p>3.4 Policies to review:</p> <p>OP4.1: Financial condition policy</p> <p>OP4.2: Asset protection policy Ming inquired about the wording in this policy. There was a statement that was written in the negative that was altered. Links will be added to our financial management procedures.</p>			
4	Monitoring and Review:			
	<p>4.1 Variance to the Annual Plan (see Principal's Report)</p> <p>4.2 Reports:</p> <ul style="list-style-type: none"> Principal's Report 7 August 2023 No question where asked. <p>Mark added this year and next year through the collective agreement the school will be given \$6000.00. This will be put into the principal's expenses and the funds in there already will be moved out elsewhere. Small discussion on the lawn mower, that getting the old fixed is not viable. Ming inquired about the tree that fell down and will it be replaced. Mark was unsure, but this could be looked into.</p> <p>Mark moved his report. Seconded Cina</p> <ul style="list-style-type: none"> Financial Report - Please see Governance Report for June 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>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"> Mark will talk about planning and reporting requirements for our school. We can begin to think about refining the Strategic Plan. 			

6	Administration:			
	6.1 Minutes of previous meeting approved Moved Beynon Seconded Whitehead Link to draft minutes of previous meeting (July) 6.2 Correspondence received and approved	GP1 - Board roles and responsibilities	DB	10 minutes
	Meeting closure: 7.30pm			
	7.1 Comments on meeting procedure and outcomes: What difference did this meeting make to student learning, progress, achievement and wellbeing? 7.2 Preparation for next meeting - discussions coming up 7.3 Karakia whakamutunga 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>			
Correspondence:				
Emails to Presiding Member In NZSTA election notice Out None				
Readings for next meeting:				
New Planning and Reporting Requirements for Schools. Please see September Principal's Report.				
Evaluation of meeting:				
Evaluation of August 2023 Board meeting Google Form				
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

