

Spotswood Primary School

School Board Minutes - Monday 5 February 2024 at 7 pm

School value focus - Me ako tātou - We are all learning together

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

Moved/Seconded Whitehead/Hurley

Tihei mauri ora I/We are alive (sneeze forth the essence of life)

1	Administration:	Policy ref:	Led by:	Time:
	 1.1 Consent agenda a) Present; Sarah Whitehead, Daniel Hurley, Jenn Lim, Thing-Ming Yin, Mark Fisher, Sandra Gower b) Apologies - Dulcina Beynon c) Election of Presiding Member Jenn Lim Nominated Dulcina Beynon, Thing-Ming Yin seconded d) Declaration of interests Nothing to add e) Record of hours worked in preparation for February Board meeting f) Date and time of upcoming meetings for 2024: - Tuesday 5 March at 7 pm - Tuesday 9 April at 7 pm Meetings have been moved to Tuesdays as Sandra has Te Ahu o te reo Māori study zoom classes on Mondays 	GP1 - Board roles and responsibilities	MF	5 minutes
2	Decisions			
	Motion: That the creditors for November 2023 totalling \$11290.28 and direct/automatic payments of \$55785.98 to be confirmed	GP1 - Board roles and responsibilities OP4 - Financial	TBC when Presiding Member is elected	5 minutes

Agreed

planning

2	Motion: That the creditors for December 2023 totalling \$24957.86 and direct/automatic payments of \$38556.76 to be confirmed Moved/Seconded Whitehead/Lim Agreed Motion: That Kirstyn Fisher is to have paid leave on Thursday 2 May 2024 to attend the graduation for Mark Fisher Moved/Seconded Whitehead/Yin Agreed 2.2 Principal decisions: No motions to present.	OP4.1 - Financial condition OP4.2 - Asset protections OP3 - Personnel OP6 - Health and safety		
3	Strategic Discussions			
	Environmental scan / What's on top? What has happened since our last meeting and why does it matter? 3.1 Discussion on ERO Review Mark has prepared necessary compliance documents; policies and procedures. 19 February Leo from ERO will meet with Mark and Sandra to discuss this paperwork. Later in March, Leo Frank will be onsite to look at in-committee meeting minutes and complete a school walkabout A report will be produced with outcomes, this compliance report is published to announce that the school has all policies and procedures in place as they should. The next step is to formulate a plan of what to work on. This is likely to be around attendance. We are working with Kelly Wilson, from the Counselling in Schools programme in 2023, to start an initiative where she will do similar work with a focus on attendance. She will work with students and families to find out what the barriers are to attendance at our kura. A committee will be formed with a couple of staff, possibly a Board member and someone from the attendance services from Spotswood College to share information about what is being dealt with at our level before they make it to the next level. 3.2 Policy review: OP6: Health and safety policy	GP1 - Board roles and responsibilities GP2 - Board conduct policy review OP6 - Health and Safety	MF TBC when Presiding Member is elected	10 minutes 10 minutes
	Nothing to alter in policy.			
4	Monitoring and Review:			
	 4.1 Variance to the Annual Plan (see Principal's Report) 4.2 Reports: Principal's Report for Monday 5 February Financial Report - Please see Governance Report for November 2023 and Governance Report for December 2023 	GP1 - Board roles and responsibilities OP1 - Responsibilities of the principal	DB	5 minutes
	Ming questioned an incomplete statement following Banked Staffing. Mark amended this statement by adding that the report was not available for this meeting. Mark discussed the ways the funding grants may be used; replaced older iPads and swimming. Swimming will not cost us anything this year and lessons due to grants that were received. Donations of togs and towels will always be gratefully received, students without gear will be able to use from the supply we have	OP4 - Financial planning OP4.1 - Financial condition OP4.2 - Asset protections	•	

	built up. Sarah mentioned how awesome the Whānau Fun Day was. It was a			
	positive event in terms of the number of whānau who attended. The change in the way we run it gave the opportunity to kōrero with whānau. Mark also explained that the December Governance report was a draft. At the time it was completed Education Services did not have all the required information available to them. This was due to the Christmas/New Year holiday close-down period.			
	Moved/seconded Fisher/Hurley Agreed			
5	Identify agenda items for next meeting:			
	Fundraising for swimming for 2025 Cookies or something similar, this was not too labour intensive			
6	Administration:		-	
	6.1 Minutes of previous meeting approved	GP1 - Board roles and	DB	10 minutes
	Link to draft minutes of previous meeting (December)	responsibilities		
	Moved/seconded Yin/Hurley Agreed			
	6.2 Correspondence received and approved			
7	Meeting closure:			
	7.1 Please complete the meeting evaluation:			
	Meeting Evaluation Google Form			
	7.3 Karakia whakamutunga			•
	Unuhia, unuhia Draw on, draw on, Unuhia ki te uru tapu nui Draw on the supreme sacredness Kia wātea, kia māmā, te ngākau, te tinana, te wairua i te ara takatā To clear, to free the heart, the body and the spirit of mankind Koia rā e Rongo, whakairia ake ki runga Rongo, suspended high above us (i.e. in 'heaven') Kia tina! TINA! Hui e! TĀIKI E! Draw together! Affirm!			
Corr	espondence:			
_	No. 4a Dana'l No. 44			
	ils to Presiding Member			
In No	one			
Out I	None			
Read	lings 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

Jennifer Lim
Jennifer Lim
3/211

Presiding Member Signature:

Date Minutes Signed: