



## Spotswood Primary School

School Board Minutes - Monday 5 February 2024 at 7 pm

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

	<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> <p>a) Present; Sarah Whitehead, Daniel Hurley, Jenn Lim, Thing-Ming Yin, Mark Fisher, Sandra Gower</p> <p>b) Apologies - Dulcina Beynon</p> <p>c) Election of Presiding Member Jenn Lim Nominated Dulcina Beynon, Thing-Ming Yin seconded</p> <p>d) Declaration of interests Nothing to add</p> <p>e) <a href="#">Record of hours worked in preparation for February Board meeting</a></p> <p>f) Date and time of upcoming meetings for 2024:</p> <ul style="list-style-type: none"> <li>- Tuesday 5 March at 7 pm</li> <li>- Tuesday 9 April at 7 pm</li> </ul> <p>Meetings have been moved to Tuesdays as Sandra has Te Ahu o te reo Māori study zoom classes on Mondays</p>	GP1 - Board roles and responsibilities	MF	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 November 2023 totalling \$11290.28 and direct/automatic payments of \$55785.98 to be confirmed Moved/Seconded Whitehead/Hurley Agreed</li> </ul>	<p>GP1 - Board roles and responsibilities</p> <p>OP4 - Financial planning</p>	TBC when Presiding Member is elected	5 minutes

	<ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul> <p>2.2 Principal decisions: 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 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.</p> <p>3.2 Policy review: <a href="#">OP6: Health and safety policy</a> Nothing to alter in policy.</p>	<p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p> <p>OP6 - Health and Safety</p>	<p>MF</p> <p>TBC when Presiding Member is elected</p>	<p>10 minutes</p> <p>10 minutes</p>
<b>4</b>	<b>Monitoring and Review:</b>			
	<p>4.1 Variance to the Annual Plan (see Principal's Report)</p> <p>4.2 Reports:</p> <ul style="list-style-type: none"> <li><a href="#">Principal's Report for Monday 5 February</a></li> <li>Financial Report - Please see <a href="#">Governance Report for November 2023</a> and <a href="#">Governance Report for December 2023</a></li> </ul> <p>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</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>	<p>DB</p>	<p>5 minutes</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

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*

Presiding Member Signature:



Date Minutes Signed:

*5/3/24*