

# Spotswood Primary School

School Board Agenda - Tuesday 7 February 2023 at 6 pm

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

<p><b>Karakia timatanga</b> Via Google Meet – meeting opened at 6.00pm</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 : Mark Fisher (Principal,) Dulcina Beynon, Sandra Gower, Lyndal Cotter (Secretary), Jennifer Lim, Thing-Ming Yin, Sarah Whitehead, Daniel Hurley</p> <p>a. Apologies: NIL</p> <p>b. Election of Presiding Member Nominated – Dulcina Beynon Moved/Seconded Whitehead/Yin Agreed</p> <p>c. Declaration of interests: No changes</p> <p>d. <u>Record of hours worked in preparation for February Board meeting</u></p> <p>e. Date and time of upcoming meetings for 2023:</p> <ul style="list-style-type: none"> <li>• Monday 6 March at 6 pm</li> <li>• Monday 3 April at 6 pm</li> </ul>	<p>GP1 - Board roles and responsibilities</p>	<p>MF</p>	<p>5 minutes</p>
<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 2022 totalling \$29301.61 and direct/automatic payments of \$50455.63 to be confirmed Moved/Seconded Whitehead/Yin Agreed</li> <li>• Motion: That the creditors for December 2022 totalling \$11934.46 and direct/automatic payments of \$9260.27 to be confirmed Moved/Seconded Whitehead/Yin Agreed</li> <li>• Motion: That the 2023 Budget is approved by the Board Moved/Seconded Gower/Whitehead Agreed</li> </ul> <p>2.2 Principal decisions:</p> <p>No motions to present.</p> <p><u>Principal Report 7 February 2023</u> Mark moved that his report is accepted/ Seconded by Ming. Mark opened the discussion stating Karen from Ed Services was looking over the budget, there may be a few changes due to staffing and changes to the equity funding. The students had their first swimming lessons at The Fulton swim school. Teachers were impressed with the instructors and the buses were on time.</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> <p>OP3 - Personnel</p> <p>OP6 - Health and safety</p>	<p>TBC when Presiding Member is elected</p>	<p>5 minutes</p>

	<p>Dulcina inquired about our new students in our school, unfortunately we lost a few as well. 25 new enrolments and 12 Students have moved.</p> <p>Sarah inquired how the painting was going, there were delays due to the painting team having covid. They are back on task.</p> <p>Ming asked about Banked Staffing, Mark explained how this works.</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 Te Reo Māori target focus for 2023 This year the focus is on Te Reo Maori. Five teachers are doing Te Ahu o Te Reo Māori ki te Taiuru course. Kapa Haka will start next week. Maunga will have half an hour each week. Awa and Moana once every second week. The performance group will be open to all students. Sarah inquired how Callum was settling into our school, Sandra replied well, asking for help if needed. A team member who loves music.</p> <p>3.2 Policy review: <a href="#">GP9: Principal performance management policy</a> No changes- has been reviewed.</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 Action Plan (see end of agenda) No changes</p> <p>4.2 Variance to the Annual Plan (see Principal's Report) No changes</p> <p>4.3 Reports:</p> <ul style="list-style-type: none"> <li>Principal's Report</li> <li>Financial Report - Please see <a href="#">Governance Report for December 2022</a></li> </ul> <p>Family picnic was awesome, lots of parents turned up and helped with the water play and BBQ. Mark replied our focus is to get parents back on site. Splash and Dash next week with the water slide and cycle track being used. Dan entered the meeting at 6.40pm.</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>
<b>5</b>	<b>Identify agenda items for next meeting:</b>			
	<p>5.1</p> <ul style="list-style-type: none"> <li>Pool</li> </ul> <p>Mark opened the discussion about the pool. The board needs to decide on the future of the pool. Sarah inquired if we had a quote to fix it. Mark replied Fulton School has given him the Contractors name that they used. Our parents cannot afford swimming lessons. Sarah suggested after the pool was repaired we hire it out. But that is a health and safety issue. Dulcina will get more info for the walking bus. She attended a meeting at the council re speed issues. Speed restrictions outside our school will start this year.</p>			

6	Administration:									
	6.1 Minutes of previous meeting approved Moved/Seconded Gower/Whitehead Agreed <a href="#">Link to draft minutes of previous meeting (December)</a> 6.2 Correspondence received and approved Auditor info Walking bus info	GP1 - Board roles and responsibilities	DB	10 minutes						
7	Meeting closure: 6.50pm									
	7.1 Comments on meeting procedures 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 <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>									
<b>Correspondence:</b>										
Emails to Presiding Member  In  Out										
<b>Readings for next meeting:</b>										
None										
<b>Evaluation of meeting:</b>										
<a href="#">Evaluation of February 2023 Board meeting Google Form</a>										
<b>List of current delegations:</b>										
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										
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Name:</td> <td style="width: 33%;">Description of interest/relationship/holdings:</td> <td style="width: 33%;">Possible Conflict:</td> </tr> <tr> <td>Mark Fisher</td> <td>Wife is staff member (Teacher/Team Leader)</td> <td>Personnel</td> </tr> </table>					Name:	Description of interest/relationship/holdings:	Possible Conflict:	Mark Fisher	Wife is staff member (Teacher/Team Leader)	Personnel
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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

Action Plan				
Date Action Arose	Board member responsible	Agenda item	Action	Completion of action due

*Handwritten signature*