

Spotswood Primary School



School Board Minute - Monday 17 July 2023 at 6 pm
(via Google Meet due to member sickness)

School value focus - Me ako tātou

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- Jennifer Lim, Daniel Hurley</p> <p>c. Declaration of interests – reviewed and no items to add</p> <p>d. Record of hours worked in preparation for July Board meeting - Google Sheets page to be filled in for each meeting</p> <p>e. Date and time of upcoming meetings for 2023:</p> <ul style="list-style-type: none"> • Monday 7 August – 6 pm • Monday 4 September – 6 pm • Monday 9 October (first day of Term 4) – 6 pm • Monday 6 November – 6 pm • Monday 4 December – 6 pm <p>Board members agreed to these dates and times</p>	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 June 2023 totalling \$ 16357.84 and direct/automatic payments of \$27033.10 to be confirmed. Moved/Seconded Fisher/Whitehead • Motion: That the recommendations for budget adjustments, as suggested by the Finance Committee, are approved. Moved/Seconded Fisher/Beynon • Motion: That the Board continues to participate in the School Donations Scheme for 2024. Moved/Seconded Fisher/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?</p> <p>3.1 New Board Code of Conduct – Mark inquired any questions- no discussion required.</p>	GP1 - Board roles and responsibilities	DB	10 minutes

	<p>3.2 Policy to review:</p> <p>No policies to review</p>	GP2 - Board conduct policy review		
4	Monitoring and Review:			
	<p>4.1 Variance to the Annual Plan (see Principal's Report)</p> <p>4.2 Reports: Principal's Report 17 July 2023 Mark moved that his report is accepted/ Seconded by Beynon</p> <p>Mark asked if there were any questions re his report. He added he tries to keep his report up to date for the board. The Musical is this term. Goal setting interviews- there were not as many parents as the school would have liked. Some teachers phoned parents requesting interviews Parents from Moana and Awa tend to see make appointments more than Maunga parents. Next year in Term 1 will push for more parents to attend. Parents tend to phone or contact teachers if they have any concerns. The roll is not were we would like it to be in July. We would like to keep the staffing the same for 2024. We do have many five year old students starting in the next few months. Ming inquired on Molly and Kyllies replacements. Nikola and Linda will be appointed on a fixed-term basis once Kylie and Molly leave. Discussion on Te Awhina's accident yesterday. A reminder note will go to staff warning the dangers on being on the courts.</p> <p>ERO review this year. Mark will update the board when he is informed more on this. We have not had ERO here since 2018. The review process has changed dramatically from the last review.</p> <ul style="list-style-type: none"> Financial Report - Please see Governance Report for May 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"> Health- sex education curriculum – what is required to teach and by who. Mark to update the Board for the next meeting. 			
6	Administration:			
	<p>6.1 Minutes of previous meeting approved Moved/Seconded Beynon/Whitehead</p> <p>Link to draft minutes of previous meeting (June)</p> <p>6.2 Correspondence received and approved</p>	GP1 - Board roles and responsibilities	DB	10 minutes
	Meeting closure: 7pm			
	<p>7.1 Comments on meeting procedure and outcomes: What difference did this meeting make to student learning, progress, achievement and wellbeing?</p> <p>No comments from the Board made on this.</p>			

<p>7.2 Preparation for next meeting - discussions coming up</p> <p>Board to discuss the upcoming ERO review process and sex education.</p> <p>7.3 Karakia whakamutunga</p> <p>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</i> <i>above us (i.e. in 'heaven')</i> Kia tina! TINA! Hui e! TĀIKI E! <i>Draw together! Affirm!</i></p>			
Correspondence:			
Emails to Presiding Member			
In ERO Review Notification NZSTA Board Elections			
Out None			
Readings for next meeting:			
None			
Evaluation of meeting:			
Evaluation of July 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	

