



Spotswood Primary School

School Board Agenda - Tuesday 4 June 2024 at 7 pm

School value focus - Me ako tātou

<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 world</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>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,) Dulcina Beynon, Sandra Gower, Lyndal Cotter (Secretary), Jennifer Lim, Daniel Hurley, Thing-Ming Yin,</p> <p>b. Apologies Sarah Whitehead</p> <p>c. Declaration of interests - Are there any internal or external potential conflicts of interest that should be declared? – No new conflicts of interest were identified other than those listed below.</p> <p>d. Record of hours worked in preparation for June Board meeting</p> <p>e. Date and time of upcoming meetings for 2024:</p> <ul style="list-style-type: none"> • Tuesday 2 July at 7 pm • Tuesday 6 August at 7 pm • Tuesday 3 September at 7 pm • Tuesday 15 October at 7 pm • Tuesday 5 November at 7 pm • Tuesday 3 December at 7 pm 	GP1 - Board roles and responsibilities	DB	5 minutes
2	Decisions			
	<p>2.1 Board decisions</p> <ul style="list-style-type: none"> • Motion: That the creditors for April 2024 totalling \$39,606.83 and direct/automatic payments of \$102,467.12 to be confirmed. Moved/Seconded: Beynon/Yin Agreed • Motion: To apply to Pub Charity Limited for a donation of \$16,800 to cover the costs of a Cycle Track extension. Moved/Seconded: Beynon/Lim Agreed <p>2.2 Principal decisions:</p> <ul style="list-style-type: none"> • Motion: That the Principal Well-being fund is reduced to \$6,000 in the 2024 budget so that there are no funds carried over from 2023 as per MoE guidelines Moved/Seconded: Beynon/Yin Agreed 	<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>	DB	5 minutes

	3 Strategic Discussions			
	<p>Environmental scan / What's on top? What has happened since our last meeting and why does it matter?</p> <p>3.1 Well-being Survey Results Small discussion on this and the results shown. Students need to remember not to bring valuable items to school. Ming inquired that a staff member put down strongly disagree to not feeling valued at school. This was possible an error as Google changes the answers order and they may have pushed the wrong answer. They may also have had a bad day. It is important to remember that surveys will often have outlying results. We should take most note of where the greater proportion of results lie.</p> <p>3.2 Stand-downs Sandra received a call from Jordan previous Teacher Aide asking how his former students were doing. Small discussion on students. There is a great deal of support in place to help the students. It is important to remain consistent with the behaviour plan. Violence is unacceptable.</p> <p>3.3 Ka Ora Ka Ako Lunch in Schools Programme Update This is continuing next year for our students. The programme is designed to provide 33% of a child's nutritional needs. We will look into possibly another provider. Our students would be happy with a sandwich and a piece of fruit daily. Sandra commented that students eating lunches with forks is always messy. There are some uncertainties around who the providers for lunches will be next year.</p> <p>3.4 Gathering feedback on Te Reo me nga Tikanga Māori Matariki Day is coming up. On Thursday 27 June we are hosting a sausage sizzle and fruit breakfast for all whānau. After that the students will be splitting into their house groups and working together on a shared Matariki craft task from 9.15 to 10.30 am. Parents are invited to attend this as well. We will use a small group of Maunga students to conduct surveys with parents regarding what they believe should be happening in our school for te reo me ngā tikanga Māori.</p> <p>3.5 Montessori School We have been approached by Etuale Togia Principal of Moturoa School to see if we are interested in hosting Montessori School students. Moturoa School has had Montessori students on site for 18 years. They now have to look at reducing their student roll. They do not have enough space for their students. Daniel asked how this will benefit our school. Lots of unknown questions. Mark asked should we explore this more. The board agreed to look into this more to make an informed decision. Mark will organise a meeting with our board, their board and Etuale. We will aim to have a meeting in the next two weeks, before Jen and Dan go away on holiday.</p>	<p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p> <p>OP6 - Health and Safety</p>	DB	30 minutes
	4 Monitoring and Review:			
	<p>4.1 Variance to the Annual Plan (see the last few pages of the Principal's Report)</p> <p>4.2 Reports:</p> <ul style="list-style-type: none"> • Principal Report Tuesday 4 June 2024 <p>Cina asked who Mark goes to for help. He replied Nadia is a great help as well as the principal's group. Ming asked if Mark and Sandra feel supported by the board. Response was very supported.</p> <p>Cina inquired if the board could provide a gift for the staff. The board will discuss this at a later date on their own.</p>	<p>GP1 - Board roles and responsibilities</p> <p>OP1 - Responsibilities of the principal</p> <p>OP4 - Financial planning</p>	DB	30 minutes

	<p>Moved/Seconded: Fisher/ Beynon</p> <ul style="list-style-type: none"> Financial Report - Please see Governance Report for April 2024 Mark to organise a finance meeting next week. <p>4.3 Policy review: OP8: Managing challenging behaviour and physical restraint policy</p> <p>Ming inquired about the restraint policy. All Teachers have the ability to restrain a child for the safety of the child and or staff. We have a couple of Room 4 students who need guiding, not restraining by teacher aides. We report all instances of restraint, as per Ministry of Education guidelines.</p> <ol style="list-style-type: none"> How does this policy improve outcomes for students at our school? Does this policy make sense and is it reasonable to implement? How does this policy meet the values and aspirations of Te Ao Māori and Te Tiriti o Waitangi? How does this policy address the needs of our students in relation to learning, progress, achievement and wellbeing? Are there any changes in national/local settings that should be addressed in relation to this policy? 	<p>OP4.1 - Financial condition</p> <p>OP4.2 - Asset protections</p>		
5	Identify agenda items for next meeting:			
	<p>5.1</p> <ul style="list-style-type: none"> Montessori School 			
6	Administration:			
	<p>6.1 Minutes of previous meeting approved</p> <p>Link to draft minutes of previous meeting (Tuesday 7 May)</p> <p>Moved/Seconded: Beynon/Lim</p> <p>6.2 Correspondence received and approved</p>	<p>GP1 - Board roles and responsibilities</p>	<p>DB</p>	<p>10 minutes</p>
7	Meeting closure:8.30pm			
	<p>7.1 Please complete the meeting evaluation:</p> <p>Meeting Evaluation Google Form</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 above us (i.e. in 'heaven')</i> Kia tina! TINA! Hui e! TĀIKI E! <i>Draw together! Affirm!</i></p>			
Correspondence:				
<p>Emails to Presiding Member</p> <p>In</p> <p>Out</p>				

Readings 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

Presiding Member Signature:



Date Minutes Signed:

02/07/24