



# Spotswood Primary School

School Board Agenda - Monday 1 May 2023 at 6 pm

School value focus - Me ako tātou

| 1 | Administration:   | Policy ref:  | Led by: | Time:      |
|---|---|--|---------|------------|
|   | 1.1 Consent agenda<br>a. Present : Mark Fisher (Principal,) Dulcina Beynon, Sandra Gower, Lyndal Cotter (Secretary), Jennifer Lim, Thing-Ming Yin, Sarah Whitehead<br>a. Apologies, Daniel Hurley<br>b. Declaration of interests<br>c. <a href="#">Record of hours worked in preparation for May Board meeting</a> - Please fill the Google Sheets page in for each meeting<br>d. Date and time of upcoming meetings for 2023: <ul style="list-style-type: none"> <li>• Tuesday 6 June at 6 pm</li> <li>• Monday 26 June at 6 pm</li> </ul>   | GP1 - Board roles and responsibilities   | DB      | 5 minutes  |
| 2 | Decisions   |  |         |            |
|   | 1 Board decisions <ul style="list-style-type: none"> <li>• Motion: That the creditors for March 2023 totalling \$52214.01 and direct/automatic payments of \$30694.94 to be confirmed<br/>               Moved/Seconded Beynon/Whitehead Agreed</li> <li>• Motion: That Aotea Security Services Ltd are contracted to complete repairs on the school security alarm system at a total cost of \$11,588.54 including GST.<br/>               Moved/Seconded Beynon/Lim Agreed</li> <li>• Motion: That OP8 Reducing student distress and the use of physical restraint policy is approved<br/>               Moved/Seconded Beynon/Gower Agreed</li> <li>• Motion: That the following teacher aides; Te Awhina McCabe, Sharron Roodbeen, Rachel Campbell, Jenni Crockett, Illise Whitehead, Yvonne Schmid, Kristina Joe and Miah Francis are authorised by the Board to use physical restraint on students if required.<br/>               Moved/Seconded Beynon/Yin Agreed</li> <li>• Motion: That Mark Fisher is able to take leave without pay on Friday 19 May 2023 to attend his daughter's graduation ceremony.<br/>               Moved/Seconded Beynon/Yin Agreed</li> </ul> 2.2 Principal decisions:<br><br>No motions to present. | GP1 - Board roles and responsibilities<br><br>OP4 - Financial planning<br>OP4.1 - Financial condition<br>OP4.2 - Asset protections<br><br>OP3 - Personnel<br>OP6 - Health and safety | DB      | 15 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 No items to be discussed.</p> <p>3.2 Policies to review:</p> <p><a href="#">OP3: Personnel policy</a> - No changes to policy suggested</p> <p><a href="#">OP3.1: Appointments policy</a>- No changes to policy suggested</p> <p>Please consider:</p> <ol style="list-style-type: none"> <li>How does this policy improve outcomes for students at our school?</li> <li>Does this policy make sense and is it reasonable to implement?</li> <li>How does this policy address the needs of our students in relation to learning, progress, achievement and wellbeing?</li> <li>Are there any changes in national/local settings that should be addressed in relation to this policy?</li> </ol>   | <p>GP1 - Board roles and responsibilities</p> <p>GP2 - Board conduct policy review</p> <p>OP6 - Health and Safety</p>  | DB | 10 minutes |
| 4 | <b>Monitoring and Review:</b>   |  |    |            |
|   | <p>4.1 Action Plan (see end of agenda)</p> <p>4.2 Variance to the Annual Plan (see Principal's Report)</p> <p>4.3 Reports:</p> <ul style="list-style-type: none"> <li><a href="#">Principal's Report 1 May 2023</a></li> </ul> <p>Ming inquired about the goal setting interviews summary sheet. Mark explained this in detail.</p> <p>Pre covid parents were encouraged to make appointments but many did not attend. If a teacher had an issue with a student, parents would be informed prior to goal setting interviews.</p> <p>Sarah inquired about the 3 students that are not attending school. Mark replied stating no one seems to have the authority to get these students to school. All have had meetings at school. We are waiting for the Ministry of Education to intervene.</p> <p>There was a discussion re the year 2 student that had previously been stood down. He now has a psychologist working with him. He is only attending half days at the moment. Half in the Fale and half then in the classroom.</p> <p>New male teacher aide has starting working. The students are enjoying working with him.</p> <p>Kelly started working this week she is a councillor, she receives referrals through family works.</p> <p>Mark explained some of our students have experienced major trauma and neglect and encounter this daily at home.</p> <p>Sandra stated PB4L Shelley can do some trauma lessons at school.</p> <p>Andrew Sangster works with students, and they enjoy playing basketball with him during school time.</p> <p>Discussion on our current roll and by July 1 we would need 260 students enrolled to keep our staffing.</p> <p>Discussion on Moana class sizes and when to start up a class in Room 5. Or to move year 2 students to Awa.</p> <p>Maunga classes are very settled except for on student. Awa mostly settled.</p> <ul style="list-style-type: none"> <li>Financial Report - Please see <a href="#">Governance Report for March 2023</a> (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)</li> </ul> | <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 |



**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          |

