

Minutes of a Meeting of the Board of Trustees

24 June 2025 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Time/Speaker	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Presiding Member)	1.1 1.2 1.3	Attending Nick Mackeson Smith (Chair), Janine Irvine (Principal), Emma Henderson, Jasmine Reynolds, Vijay Patel, Shane Moser, Anthony Fong and Michelle Nayagam Apologies - Vicki Brooke, Michelle Nayagam (late) Visitors In Attendance Dawn Wood, Valerie Alexander-Vui, Lisa Rolle (Literacy/Eureka) and Adele Park (ESOL) Nick welcomes our visitors Valarie, Lisa and Adele.	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai (Presiding Member)	2.1 2.2	Karakia Trustees shared a karakia. Mihimihi The trustees shared in a mihimihi.	
6.05-6.15pm	3.0	Administration	
Admin / Kaiwhakahaere (Presiding Member)	3.1 3.2 3.3 3.4	Declaration of Conflict of Interest (Register) No new declarations Any changes to Agenda - 4.1 Mail - UPDATE - 2025 Board Elections Approval of Minutes held on - 3 June 2025 (May meeting) Moved: <i>That the minutes of meeting held on 3 June 2025 be accepted</i> Moved: Nick Mackeson-Smith (Chair) MOTION: Accepted. Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register)	Any Declarations Motion: Approve Minutes
6.15pm		NZ School Boards Association (NZSBA)	
Visitor (Valarie Alexander-Vui) <u>NZSBA</u>		Nick welcomed our visitor Valarie Alexander-Vui who provided an overview of her past experience and role at the NZ School Boards Association Valarie presented to the meeting, outlining the support that is available for trustees and schools when facing challenges.	Followup Appendix II - Shane and Jasmine

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		Nick thanked Val for her enthusiasm and for providing the pathway for accessing support available. Val left the meeting.	
6.30-6.40pm	4.0	Correspondence	
Correspondence Nga reta reta (Presiding Member)	<p>4.1</p> <p>4.2</p>	<p>Inwards Correspondence</p> <ul style="list-style-type: none"> - Deloitte Final Annual Report 2024 and Report to the Board - to be discussed under Finance later in the meeting. - Ministry of Education - Disestablishment of Kāhui Ako - NZ School Boards Association (NZSBA) - 4.1 Mail - UPDATE - 2025 Board Elections <p>Outwards Correspondence</p> <ul style="list-style-type: none"> - Final executed Annual Report sent to Deloitte for counter-signing - MOE - Final Signed and Stamped Annual Report 2024 uploaded to portal and made available on the school website. <p>Moved: <i>That the Inwards correspondence be accepted and the outwards correspondence be ratified.</i> Moved: Emma Henderson and Jasmine Reynolds MOVED: Agreed</p>	
6.40-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	<p>5.1</p> <p>5.1.1</p>	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>Reporting to the Board: Children With Additional Needs - 2024 The following 2024 reports were tabled as read.</p> <ul style="list-style-type: none"> - 2024 ESOL Report (Adele) - 2024 Literacy (Lisa) <p>Data Reports</p> <ul style="list-style-type: none"> - Special Needs - Early Intervention Programme - Fast Forward - Numicon - Quick 60 - Spring Into Maths - STEPS Progress - Teacher Aide Support <p>Dawn introduced Adele and Lisa to present the ESOL and Literacy reports.</p> <p>ESOL - Adele Park - Learning Village has become a valuable tool for supporting students who come in with no English. The most important goal is to integrate these students into the class so that they are working in the classroom environment and building strong relationships with their teachers and fellow students.</p>	

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		<p>Gifted & Talented / Eureka / Additional Literacy - Lisa presented her report to the board.</p> <p>The board was given the opportunity to ask any questions or feedback. The earlier the intervention the better.</p> <p>Adele and Lisa left the meeting.</p> <p>Michelle arrived at the meeting - 6.50pm</p> <p>Nick asked what support the Board could give as it was obvious that the area of additional needs was a huge task. Maybe the use of a Counsellor. The largest impact to the school is in Pastoral Care with a huge increase of students tapping into this support.</p> <p>Trauma Informed Care - training for teachers. Target this towards specific teachers in line with a child needing additional support in their class.</p> <p>Dawn was praised for the great work that she is doing.</p> <p><u>Dis-Establishment of Kāhui Ako</u> Janine gave a brief outline on how the APPA would pick up on some of the Kāhui Ako work currently being done across schools. The impact on Intermediate and what children are missing before arriving at intermediate. Continuing on as business as usual. Ensuring that the Kapa Kāhui continue</p> <p>The following items are outlined in the Principal's Report. Reporting on Key Elements of Strategic / Annual Plan Student Learning Maths PD for Year 0-2 Teacher Only Day 2025 Professional Growth Cycle BOT Elections Behaviour Concurrence - Term 2 Board Assurances - Complete for Term 2</p> <p>Report items taken as read.</p> <p><u>Policy Review</u> See below 6.3</p> <p><u>International Students</u> There are currently 12 International students on the roll, 1 due to start in Term 3, 2 still pending. There is a constant stream of inquiries for short term study which is declined.</p> <p>Moved by Janine Irvine <i>That the Principal's Report be accepted</i> <i>Seconded: Emma Henderson</i></p>	
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		MOTION: Agreed	
Property Report (Janine/Shane)		<u>Property Update</u> Shane presented the property report to the meeting <ul style="list-style-type: none"> - 5YA - currently waiting on quotes for drainage. - Fixed Assets Update - New Security Cameras installed and electronic security panels on a number of doors including a full changeover of security swipetags. The school is aiming to put security doors throughout the school over the next few years. Nick thanked Shane for a great transition in this work being finished. 	
Finance Reports (Treasurer)	5.2 5.3	Financial Statements for the Month of May 2025 were distributed prior to the meeting. Taken as read. Moved: <i>That the Financial Statements for the months of June with a surplus of \$660,661 be accepted.</i> Moved: Vijay Patel, Seconded: Anthony Fong Motion: Agreed <u>Deloitte - Report to the Board 2024</u> Taken as read. The board held a robust discussion on the findings of the auditors report and some of the unrealistic expectations of internal controls. It was agreed to continue to use the current auditors and to continue to work on processes for the next audit to ensure a clean slate.	February - Table the 10YPP in its entirety to ensure this is accepted formally. Add to the workplan
Friends and Family Report (Delegate)	5.5	Verbal Report (Emma) No meeting and nothing new to report.	
Health and Safety Committee (Delegate)	5.6	Health and Safety Meeting Nothing new to report. Next meeting will be held Term 3 - 20 Aug.	
Whanau Hui (Delegate)	5.7	<u>Feedback from Matariki Celebration</u> An unofficial count was that there would have been over 450 people attending. This was a wonderful event and a huge thanks to all those involved. The event flowed perfectly. The artwork was beautiful. Minutes of the Whānau Hui for Term 1 and Term 2 2025 were distributed prior to the meeting. Taken as read.	Ensure the sound system is facing the right on the field.
7.00-8.00pm	6.	Strategic Discussions	

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(Presiding Member)	6.1	Any further Items for Next Newsletter Emma asked for feedback to put out to the community. Small post to go out after the holidays.	
	6.2	Proposed WorkPlan 2025 - add 10YPP to the Plan and to ensure that this is approved by the board each year.	
	6.3	Policy Review (see May / Policy Folder folder for documents) The Board is to review the following policies. <ul style="list-style-type: none"> Planning and Preparing for Emergencies, Disasters, and Crises Communication During an Emergency, Disaster, or Crisis Emergency Closure Any feedback from Trustees review: Other policies up for review (FYI) <ul style="list-style-type: none"> Emergency Management Disaster Management Crisis Management Any feedback from review : Approved.	Trustees to feed back any recommendation for change
	6.4	Action Register - Reviewed and updated	Review Action Register
Strategic Plan	6.5	Review 2024/25 and create new plan for 25/26	
8.00-8.10pm	7.	General Business	
(Presiding Member)		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule - Board Elections (Timetable)	
Not required	8.	Self Review	
(All Trustees)		Review process - thinking about Have you discussed the right things? 5 Have you used your time wisely? 4 Are you confident in the decisions that you have made? 5 Was everybody's voices heard? 5	

The meeting went in-committee.

Nick shared a karakia

Meeting closed at 8.12pm