

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

Time/Speaker	Ref	Detail	Motion/Action
<b>Attendees</b> <b>Te hunga i tae mai</b> <b>(Presiding Member)</b>	1.1	<b>Attending</b> Nick MackesonSmith (Chair), Janine Irvine (Principal), Vijay Patel, Emma Henderson, Michelle Nayagam, Jasmine Reynolds. Anthony Fong, Vicki Brooke, Shane Moser (Trustees)	
	1.2	<b>Apologies</b> - Nil	
	1.3	<b>Visitors In Attendance</b> - Dawn Wood	
	1.4	<b>Scribe</b> - Janet Glover	
<b>6.00-6.05pm</b>	<b>2.0</b>	<b>Welcome</b>	
<b>Welcome /</b> <b>Nau mai haere mai</b> <b>(Presiding Member)</b>	2.1	<b>Karakia</b> The trustees shared a karakia.	
	2.2	<b>Mihimihi</b> Nick shared a mihimihi.	
<b>6.05-6.15pm</b>	<b>3.0</b>	<b>Administration</b>	
<b>Admin /</b> <b>Kaiwhakahaere</b> <b>(Presiding Member)</b>	3.1	<b>Declaration of Conflict of Interest (Register)</b> Planning and Preparing Policy review - Emma Henderson - is a reliever.	
	3.2	<b>Any changes to Agenda</b> As the meeting was deferred from 20 May, a number of new in/out correspondence was received. <ul style="list-style-type: none"> <li>- Special Bulletin: Budget 2025</li> <li>- Mail/In Survey for Submission to Government from NZSBA Members</li> <li>- Email Thread - Support of Application - Ratification of Online Approval</li> </ul>	
	3.3	<b>Approval of Minutes</b>  <b>Moved:</b> <b>That the Minutes of the meeting held on 1 April be approved.</b> <b>Moved: Emma Henderson, Seconded: Anthony Fong</b> <b>MOTION: Agreed</b>	

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

	3.4	<b>Urgent Matters Arising From the Minutes</b> (all other non urgent matters are deferred to 6.5 Action Register)	
<b>6.15-6.20pm</b>	<b>4.0</b>	<b>Correspondence</b>	
<b>Correspondence</b> <b>Nga reta reta</b> <b>(Presiding</b> <b>Member)</b>	4.1	<b>Inwards Correspondence</b> The following correspondence was received: - MOE - School Access Plan (refer Principal's Report) Builders are on site. New ramps to the hall are now complete. Dawn gave an update on progress and work to still be done. Scheduled to finish in July.  - Formal notification of Paid Union Meetings - no action. - SchoolDocs - Term 2 Review and Board Assurances. These are regularly reported on in the Principal Report. - Mail/In Survey for Submission to Government from NZSBA Members - Management has an Attendance Management Plan in place. Board agreed this sits with Management and is well looked after. Janine to continue to update the Board on serious issues if needed as well as following up on repeat offenders. - Onboard (no action) - Email Thread - Support of Application - Ratification of Online Approval - to be discussed in-committee. - Special Bulletin: Budget 2025. Discussion on the disestablishment of Kāhui Ako and Leadership. Often where one ends, something else will come forward. There will be a reduction in management units. Watching out for what this will look like going forward. (As a matter of interest, it could cost the board \$45,000 injected into leadership for 2026 to cover the gap of this leadership unit funding). A short discussion took place as to whether it was time to add another Associate Principal into the team. Janine <b>said that this role should remain across more leaders and would be a management decision</b> - rather than employing one person (AP) to cover the requirements of the curriculum leadership role.	
	4.2	<b>Outwards Correspondence</b> - Email to Staff - thanks to Emma for sending this out.	

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

		<p>- Letter of Support of Application - to be discussed In-Committee</p> <p><b>Moved:</b> <b><i>That the Inwards Correspondence be accepted and the outwards Correspondence be ratified.</i></b> <b>Moved: Nick Mackeson-Smith</b> <b>MOTION: Agreed</b></p>	
<b>6.20-7.00pm</b>	<b>5.</b>	<b>Monitoring: Annual Plan</b>	
<p><b>Principal's Report</b> <b>Te Ripoata a te Tumuaki</b> <b>(Principal)</b></p>	<p>5.1</p> <p>5.1.1</p> <p>5.1.2</p> <p>5.1.3</p> <p>5.1.4</p> <p>5.1.5</p> <p>5.1.6</p> <p>5.1.7</p>	<p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read)</p> <p>The review of the Additional Needs Reports was deferred to the next meeting.</p> <p><u>Summary of Visit to Melbourne Schools</u> Janine provided a written outline of the Melbourne Conference that she and Dawn attended. Trustees asked a number of questions on the difference of the two philosophies. Janine and Dawn gave some very positive feedback. A lot of work would need to be done to support our teachers in a new direction to increase student skill development and retention, by creating new strategies. This will take some time and will be a big commitment of our teaching staff.</p> <p><u>Reporting on Key Elements of Strategic / Annual Plan</u> Target for attendance was met.</p> <p><u>Behaviour</u> As published in the Principal's Report.</p> <p><u>Property Update</u> Bark has been refreshed to maintain compliance of the playgrounds. The school had to clean up a number of toilets that had been graffitied, as well as the new playground. The front gate has been replaced with a sliding time controlled gate. Depending on the budget, to look at doing this for the back tennis club gate.</p> <p><u>Board Assurances</u> Assurances were accepted as outlined in the Principal's Report.</p> <p><u>Policy Review</u> See below</p>	

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

	5.1.8	<p><u>International Students</u> There are currently 12 students, 3 expected in Term 3.</p> <p><u>ESOL in Classes</u> How is that impacting our classes? Encouragement to try to speak English to practice, using translators within the school. Do students get reprimanded in class for talking to a peer when they are just asking their peer to translate. Wendy in the office helps with Mandarin translation.</p> <p>There is a Learning Village platform available for all ESOL students that helps to support students in class in their own language. ESOL teacher goes into classes to support students.</p> <p><b>Moved:</b> <b><i>That the Principal's Report be accepted.</i></b> <b>Moved: Janine Irvine, Seconded: Vicki Brooke</b> <b>MOTION: Agreed</b></p>	
Finance Reports (Treasurer)	5.2	<p><u>Financial Statements for March/April 2025</u></p> <p><b>Moved:</b> <b><i>That the Financial Statements for months of March and April combined with a surplus of \$159,374 be approved</i></b> <b>Moved: Vijay Patel, Seconded: Jasmine Reynolds</b> <b>MOTION: Agreed</b></p>	Approve Finance Reports
	5.3	<p><u>Depreciation Split (Vijay)</u> The Depreciation Split was distributed prior to the meeting. Depreciation budgeted for in 2025 as a lump sum of \$250,000 Buildings \$57,051 Furniture &amp; Equipment \$107,915 ICT \$51,135 Leased Equipment \$29,225 Library Books \$4,674</p> <p><b>Moved:</b> <b><i>That the Depreciation Split be approved.</i></b> <b>Moved: Vijay Patel, Seconded: Jasmine Reynolds</b> <b>MOTION: Agreed</b></p>	
	5.4	<p><u>Audited Financial Reports</u> The following documents were received from Deloitte (auditors)</p>	

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

		<ul style="list-style-type: none"> <li>Audited Annual Report 2024</li> <li>Standard Letter of Representation</li> <li>Subsequent Events Letter</li> </ul> <p><b>Moved:</b> <b><i>That the Audited Annual Report as received from Deloitte be approved.</i></b> <b>Moved: Vijay Patel, Seconded: Jasmine Reynolds</b> <b>MOTION: Agreed</b></p> <p><i>Chair and Principal to execute documents and return to Deloitte for countersigning.</i></p> <p><u>Notes from the accounts</u> <i>Leadership Professional Development already met half the budget - covers PD coming up over the rest of the year. Continue to monitor.</i></p> <p><i>Ground Maintenance is now over budget. To come back to the next meeting with explanations.</i></p>	<p>signed and returned to Deloitte</p> <p>Add to action register.</p>
<b>Friends and Family Report (Delegate)</b>	5.5	<p>Verbal Report (Emma)</p> <ul style="list-style-type: none"> <li>- Swimming Togs Uniform Update - deferred to October.</li> <li>- Following up on the playground journal.</li> <li>- Flag Day Photo - fundraiser - trustees this is a great idea. A date TBC on rehearsal days - not on Flag Day.</li> </ul> <p>Board has concerns over pedestrian management of the carpark on Fridays (Frozen Friday). To refer back to management to put a new process in place. Perhaps to get new signage made up <b>NO WALKING ACROSS THE CARPARK</b>. Discuss with F&amp;F for their support. See what options are available.</p>	
<b>Health and Safety Committee (Delegate)</b>	5.6	<p><u>Health and Safety Meeting</u></p> <ul style="list-style-type: none"> <li>- Health and Safety - Term 1 Meeting Minutes</li> </ul> <p>There have been a number of incidents in the carparks. Users must take responsibility for their actions.</p>	
<b>Whānau Hui (Delegate)</b>	5.7	<p><u>Feedback from Whanau Hui (13 May 2025)</u></p> <p>Jasmine gave a verbal report from the last hui. Some of the ideas are:</p> <p>Minutes can be submitted and shared with the Board.</p> <p>Thank you letter to Bunnings /maybe share a kapa haka performance in store. Yet to be confirmed.</p> <p>Matariki is coming up. Students are busy making Kumara Soup. Marae visit - fundraising ideas being discussed.</p> <p>Communications to Māori Whānau Group - to support more whanau attending the hui, looking at more ideas for</p>	<p>Get minutes from Jasmine to share at the next meeting.</p> <p>Follow up thank you letter.</p>

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

		reaching out to our Māori whānau.	
<b>7.00-8.00pm</b>	<b>6.</b>	<b>Strategic Discussions</b>	
<b>(Presiding Member)</b>	6.1	<p><u>Any further Items for Next Newsletter</u> Emma asked for new ideas for the next newsletter to out to parents.</p>	
	6.2	<p><u>Update of events past</u> The Kapa Kahui was a huge success as was the new initiative of using the school field as carparking.</p>	
	6.3	Proposed WorkPlan 2025 - no new changes.	
	6.4	<p><u>Policy Review</u> (see May / Policy Folder folder for documents) The Board is to review the following policies.</p> <ul style="list-style-type: none"> <li>Planning and Preparing for Emergencies, Disasters, and Crises</li> <li>Communication During an Emergency, Disaster, or Crisis</li> <li>Emergency Closure</li> </ul> <p>Any feedback from Trustees review: Other policies up for review (FYI)</p> <ul style="list-style-type: none"> <li>Emergency Management</li> <li>Disaster Management</li> <li>Crisis Management</li> </ul> <p>Trustees were given the opportunity to feedback any recommended changes - these should be received before the end of the term.</p>	
	6.5	<p><u>Requisition of a school by Civil Defence.</u> We would be directed to take over the school as a result of civil defence. Board direction is to ensure that the school has a policy in place to cover relievers and the process of emergency evacuation.</p> <p><b>Motion:</b> <b><i>That the recommended policies as discussed be approved.</i></b> <b>Moved Vijay Patel, Seconded: Vicki Brooke</b> <b>Motion: Agreed</b></p> <p><u>Action Register</u> - Reviewed and updated.</p>	

## Minutes of a Meeting of the Board of Trustees

3 June (May Meeting) 2025 - 6.00pm - 8.00pm

Held ONLINE by Google Meet

8.00-8.10pm	7.	General Business	
<i>(Presiding Member)</i>		<p>Trustees Attendance / Hours Schedule (link to come)</p> <p>Reminder - complete hours in schedule</p> <ul style="list-style-type: none"> <li>- Board Elections (Timetable) - accepted.</li> <li>- Encourage next trustees to come forward for the Board Elections.</li> <li>- Presiding Members meeting coming up. Nick cannot attend, if any other trustees would like to attend to let Nick know.</li> </ul>	
<i>Strategic Plan</i>		<p>Board held a robust discussion on gathering information for the next Strategic Plan (23026/2027) for the new elected board coming through later in the year to use as a basis to start.</p> <p>The strategic plan is a set of statements highlighting certain areas for the school management to focus on. This creates the first page of the Annual Plan.</p> <p>The annual plan provides a deeper focus and is put together by Management. Business as Usual - to include fostering the relationship with the Swim School</p> <ul style="list-style-type: none"> <li>- Do trustees want to have an additional meeting</li> <li>- Gather feedback from the community</li> <li>- Providing a framework for a new board to then use to create a plan to bring in their own ideas as well</li> </ul>	
Not required	8.	Self Review	
<i>(All Trustees)</i>		<p>Review process -</p> <p>How does the Board want to review themselves for 2025?</p> <p>Have you discussed the right things?</p> <p>Have you used your time wisely?</p> <p>Are you confident in the decisions that you have made?</p> <p>Was everybody's voices heard?</p> <p>The trustees unanimously agreed on all points.</p>	

**The meeting went in-committee - 8.09pm**

The Meeting Closed at 8.15pm