

**Minutes of the Board of Trustees**

**19 November 2025 - 6.00pm - 8.00pm**

**Held at 193 Green Lane West, Greenlane**

| <b>Time/Speaker</b>   | <b>Ref</b>                           | <b>Detail</b>  | <b>Motion/Action</b> |
|---|--------------------------------------|--|----------------------|
| <b>Attendees</b><br>Te hunga i tae mai<br><b>(Chair)</b>            | 1.1<br><br>1.2                       | <b>Attending</b><br><b>Nick Mackeson-Smith, Janine Irvine, Vicki Brooke, Michelle Nayagam, Fleur Woolford, Sindy Xian (6.07pm)</b><br><br><b>In Attendance: Dawn Wood</b><br><br><b>Apologies: Vijay Patel, Shane Moser, Jasmine Reynolds</b><br><br><b>Quorum was maintained.</b>   |                      |
| <b>6.00pm</b>   | <b>2.0</b>                           | <b>Welcome - Karakia/Mihimihi</b>  |                      |
| <b>Welcome /</b><br>Nau mai haere mai<br><b>(Presiding Member)</b>  | 2.1<br><br>2.2                       | <b>Karakia</b><br>Nick led a karakia.<br><br><b>Mihimihi</b><br>Nick shared a mihimihi.  |                      |
| <b>6.05-6.15pm</b>  | <b>3.0</b>                           | <b>Administration</b>  |                      |
| <b>Admin /</b><br>Kaiwhakahaere<br><b>(Presiding Member)</b>        | 3.1<br><br>3.2<br><br>3.3<br><br>3.4 | <b>Declaration of Conflict of Interest (Register)</b><br>Staff Voucher - Vicki - welcome to stay for discussion.<br><br><b>Any changes to Agenda</b><br>Additional incoming correspondence from Ministry of Education regarding the obligation to Te Tiriti o Waitangi<br>No further changes<br><br><b>Approval of Minutes held on</b><br><b>Moved by Nick Mackeson-Smith</b><br><b>That the Minutes of meeting held on 28 October 2025 be accepted</b><br><b>MOTION: Agreed</b><br><br><b>Urgent Matters Arising From the Minutes</b><br>Nothing to report. | Any Declarations     |
| <b>6.15-6.20pm</b>  | <b>4.0</b>                           | <b>Correspondence</b>  |                      |
| <b>Correspondence</b><br>Nga reta reta<br><b>(Presiding Member)</b> | 4.1                                  | <b>Inwards Correspondence</b><br>Email - NZSBA _ Te Tiriri from school board objectives<br>Email - Cyclone - Suspicious Email Reply<br>Email - Parent - Intensification and Resilience Plan Change<br>Email - School Docs Advisory<br>Letter - School Uniform Centre - Commitment to Ethical Sourcing in our School Supply Chain (Refer to School Uniform Centre Folder)   |                      |

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|  | 4.2       | <p>4.1a New Email - Update on recent and upcoming legislative changes</p> <p>There have been reactions from the community looking for direction from the Board. The board is committed to their obligation to Te Tiriti o Waitangi which will still be a focus of their Strategic Plan. This commitment is not expected to change.</p> <p>Some communication to go out to parents, offering the petition and additional information.</p> <p><b>Outwards Correspondence</b><br/>Reply - Intensification and Resilience Plan Change</p> <p><b>Letter to be sent to School Uniform Centre</b></p> <p><b><i>Vicki Brooke moved</i></b><br/><b><i>That the inwards correspond be accepted and the outwards correspondence be ratified.</i></b><br/><b><i>Seconded: Michelle Nayagam</i></b><br/><b><i>MOTION: Agreed</i></b></p>   | <p>TTOW Coms to go parents on</p> <p>Letter to go to SUC</p> |
| <b>6.30-7.00pm</b>   | <b>5.</b> | <b>Monitoring: Annual Plan</b>  |  |
| <p><b>Principal's Report</b><br/><b>Te Ripōata a te Tumuaki</b><br/><b>(Principal)</b></p> | 5.1       | <p>The Principal's Report and respective reports were distributed prior to the meeting (taken as read).</p> <ul style="list-style-type: none"> <li>● Product Recall</li> <li>● Draft Budget for 2026</li> <li>● Property (refer to Property Report later in meeting)</li> <li>● Behaviour</li> <li>● Policies</li> <li>● International Students</li> </ul> <p>Discussions:</p> <p><u>Pool Tags for Parents to Use over the Summer Months</u></p> <p><b><i>Janine moved:</i></b><br/><b><i>That the School Pool be open to the community subject to confirmation of school donations paid in full, purchase of a key tag, acceptance of the timetable and agreement is signed.</i></b><br/><b><i>Seconded: Shane Moser</i></b><br/><b><i>MOTION: Agreed</i></b></p> <p><i>The gate must be kept closed AT ALL TIMES DURING PUBLIC OPENING TIMES. This is to be passed on to all those involved including Waterlions and Agreement holders.</i><br/><i>A reminder that the Lifeguard is not there to supervise children THAT IS THE RESPONSIBILITY OF PARENTS</i></p> | <p>Update the communication on supervision</p>               |

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|   |     | <p><i>Have a look at the wording in the contracts.</i></p> <p><b>Cost to be reduced to \$150.00 per keytag</b></p> <p><i>A deep dive into the use will be analysed and reviewed for future usage.</i></p> <p><u>Staff Use of the School Pool</u><br/><i>Janine proposed that the pool keys be made available to the Board of Trustees and to Staff for the use only during public hours, staff with children must use during the public hours, staff can use outside the open hours subject to a timetable when Shane is on site.</i></p> <p><i>Conflict of Interest notes around the table.</i></p> <p><u>End of Year Update to the Community</u><br/><i>A final friendly push for school donations, one last one - if your child has had a great year and you would like to contribute,</i></p> <p><u>Principal Professional Development</u><br/><i>Distributed prior to the meeting</i></p> <p><i>Nick noted Janine for her quick response and assurance that the asbestos removal had been handled with speed and professionalism.</i></p> <p><b>Seconded by Vicki Brooke</b><br/><b>Motion: Agreed</b></p> |  |
| <b>Property Report</b><br>Ripoata Taonga<br><b>(Janine/Shane)</b> |     | <p><u>Property Update</u><br/>Assets - Tables</p>   |  |
| <b>Finance Reports</b><br><b>(Treasurer)</b>                      | 5.2 | <p><u>Financial Statements</u><br/>Board Trustee Professional Development on school finances was well attended and received.</p> <p>Janine presented the financial report.</p> <p><b>Janine moved:</b><br/><b>That the Financial Statements ending 31 October 2025 with a surplus of \$229,590 be accepted.</b><br/><b>Seconded by Nick Mackeson-Smith</b><br/><b>MOTION: Agreed</b></p> <p><u>Draft Budget - 2026</u><br/><b>Moved by Nick Mackeson-Smith</b><br/><b>That the Principal's Professional Development Allowance of \$6,000 be held over to 2027 for use with the 2027 allowance.</b><br/><i>Trustees were in full agreement.</i></p> <p><b>Moved by Nick Mackeson-Smith</b></p>   |  |

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|   |   | <p><b><i>That the Draft Budget for 2026 with a surplus of \$6,000 be accepted.</i></b><br/> <b><i>Secinded: Vijay Patel</i></b><br/> <b><i>MOTION Agreed</i></b></p> <p><i>Archive old codes that are not current</i></p> <p><b><i>MOTION: Agreed</i></b></p>  |  |
| <b>Friends and Family Report (Delegate)</b>   |   | <p>Report from Last Meeting<br/>         Verbal Report<br/>         There has been no further meeting since October.</p>   |  |
| <b>Health and Safety Committee (Delegate)</b> |   | <p><u>Health and Safety Meeting</u><br/>         Verbal Report from meeting held on 19 November<br/>         "Pantsing" became a boys silly behaviour and was dealt with. Any further participation in this will be treated as disobedience.</p>   |  |
| <b>Whānau Hui (Jasmine)</b>                   |   | <p>Report from Last Meeting<br/>         Nothing new to report.</p>  |  |
| <b>Connection Liaison:</b>                    |   | <p>Nothing new to report at this meeting.</p>  |  |
| <b>7.00-8.00pm</b>                            | <b>6.</b>                                   | <b>Strategic Discussions</b>   |  |
| <b>(Presiding Member)</b>                     | <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> | <p>Any further Items for Next Newsletter</p> <p>Updated WorkPlan 2025 - <u>no further changes to date</u><br/>         No new update for November.</p> <p><u>Policy Review</u><br/>         Complete for Term 4<br/>         Review of the Privacy policy to ensure that our procedure is in line with the policy.</p> <p><u>Action Register</u><br/>         Reviewed and Updated</p> |  |
| <b>Strategic Plan</b>                         |   | <p>Update new trustees on process of:</p> <p>Strategic Plan Update - Board to review for 2026<br/>         Nothing new to change in the current plan.</p> <p>Annual Report - Principal to Update under guidance from the Strategic Plan as approved by the board of trustees</p>   |  |

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|---------------------------|-----------|---|--|
| <b>8.00-8.10pm</b>        | <b>7.</b> | <b>General Business</b>   |  |
| <b>(Presiding Member)</b> |           | <p>Recognising Staff @ Xmas - any new ideas<br/>         Agreed to continue with a Westfield Voucher of \$50.<br/>         Staff attending meeting - Conflict of Interest noted - Vicki</p> <p>Trustees Signing of cards for staff. These will be distributed prior to the end of the year.</p>                                       |  |
| <b>Not required</b>       | <b>8.</b> | <b>Self Review</b>  |  |
| <b>(All Trustees)</b>     |           | <p>Rate yourselves as a group out of 5 (1 No - 5 Yes)      Nov - 5</p> <p><i>Review process - thinking about:</i></p> <p>Have you discussed the right things? 5<br/>         Have you used your time wisely? 5<br/>         Are you confident in the decisions that you have made? 5<br/>         Was everybody's voices heard? 5</p> |  |

The meeting closed at 7.17pm