

Minutes of a Meeting of the Board of Trustees

24 March 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

Time/Speaker (Times Approximates)	Ref	Detail	Motion/Action
Attendees Te hunga i tae mai (Board Chair)	1.1	Attending: Nick Mackeson-Smith (Chair), Janine Irvine, Shane Moser, Vicki Brooke, Vijay Patel, Fleur Woolford, Jasmine Reynolds, Cindy Xian	
	1.2	Apologies: Michelle Nayagam, Jasmine Reynolds (late)	
	1.3	Visitors In Attendance: Dawn Wood	
	1.4	Scribe: Janet Glover	
6.00-6.05pm	2.0	Welcome	
Welcome / Nau mai haere mai (Board Chair)	2.1	Karakia The trustees shared a karakia.	
	2.2	Mihimihi The trustees shared a mihimihi.	
6.05-6.10pm	3.0	Administration	
Admin / Kaiwhakahaere (Board Chair)	3.1	Declaration of Conflict of Interest (Register) No new declarations.	
	3.2	Any changes to Agenda	
	3.3	Approval of Minutes <i>Motion moved by Nick Mackeson-Smith</i> <i>That the minutes of the meeting held on 24 February 2026 be accepted.</i> <i>MOTION: Agreed</i>	
	3.4	Urgent Matters Arising From the Minutes (all other non urgent matters are deferred to 6.3 Action Register)	
6.10-6.20pm	4.0	Correspondence	
Correspondence Nga reta reta (Board Chair)	4.1	<u>Inwards Correspondence</u> - Email - Sector Update - IEAs from the Public Service Commissioner. - WhatsApp Dialogue - Sector Update	

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	4.2	- GMail - Deloitte - Information about your upcoming audit. - No further action needed. <u>Outward Correspondence</u> - Email to Staff re IEA - support all staff equally Staff have been professional and sought independent advice. Each person's decision was treated confidentially. - BOT Update to Community Moved by Nick Mackeson-Smith <i>That the Inwards Correspondence be accepted and the Outwards Correspondence be ratified.</i> <i>MOTION: Agreed</i>	
6.20-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1 5.1.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read). <u>2026 Annual Documentation</u> <u>Strategic Plan 2025</u> Final Version is now on the school website. Motion moved by Nick Mackeson-Smith <i>That the Final Strategic Plan with final changes made be ratified.</i> <i>Motion: Accepted</i> <u>Ramadan Presentation Feedback</u> - highlighted. Positive feedback from parents. Great that the school can accept different cultures across the school. Also good feedback from staff and very supportive. Well done to Syeda for organising this initiative. <u>Attendance Update</u> - tracking very well - over 80%. 40% Medical - 40% - Holidays overseas. A small number of families were affected by warzone disruption. Emails are received from the Ministry and followups with parents are actioned. If no further contact with parents, outside services are called. <u>Base Line Data - Bounce Back Programme</u> A concerted effort across school classrooms is being engaged in further. <u>Restraints</u> - two have been advised to the Ministry. All processes followed and parents advised.	

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	5.1.2 <u>Board Assurances</u> As per the Principal's Report. 5.1.3 <u>International Students</u> As per the Principal's Report.	There are a number of very challenging students in the school. Some of these students have very complex needs. Trustees praised staff for the calm and professional way that these students have been treated, sometimes under very challenging circumstances. Senco and Whānau Leaders have played a vital part in the sensitive handling of these students. Also the teachers aides were thanked for the role they play who work in the direct line with some of these students. All staff have access to EAP confidentially if they need external counselling.	
	5.2	<u>Property Report</u> Shane updated the meeting. The 10 Year Property Plan (10YPP) and 5YA (Year Agreement) have been pre-approved by our Auckland based Project and have been sent off to the Ministry in Wellington for final approval. The facilitator and assessor could not fault the school so we are hoping for a good outcome. An extension to the existing canopy has been requested over the courts. Motion moved by Janine Irvine That the Principal's Report be approved. Seconded: Shane Moser MOTION: Agreed <u>Principal Assessor Visit</u> Nick shared feedback regarding annual plans and measurements used. Janine will give consideration to these ideas when compiling the 2027 documents.	
Finance Reports (Treasurer)	5.3	<u>Finance Report</u> 5.2.1 Financial Statements - January / February 2026 Vicki presented her report to the meeting. Motion moved by Vicki Brooke That the Financial Report for February 2026 with a surplus of \$60,143 be accepted. Seconded: Vijay Patel MOTION: Agreed PLD Fund - Janine reported to the meeting that the	Approve Finance Reports

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		\$6,000 expected to be received from the Ministry will no longer be transferred to the next year and will come off as a note to the deficit. Capital Expenditure costs were attributed to the fencing, plumbing, building painting, field drainage, guttering etc rolled out at the beginning of the year. Is it difficult to find good teacher aides? Dawn is more strategic in finding good teacher aides - these people are not specifically employed to help teachers, they are well selected - who go above and beyond for the children - who require additional support. We provide an inclusive environment to support our teacher aides. What is needed more, would be additional funding from the Ministry for those students (ORS) who raise only 13 hours of funding a week from the Ministry when we have teacher aides that work 27.5 hours per week, unfunded, and who are looking after these students. There may be a future time that a request will come through to the Board for Board funding for additional staff. <u>Mid Year projected Balance Sheet and Cashflow Budgets</u> <i>Motion moved by Vicki Brooke</i> <i>That the 2026 Balance Sheet Budget with a deficit of \$22,100 and a Cashflow Budget with total Projected Cash at year end of \$1,328,903 be accepted.</i> <i>Seconded: Jasmine Reynolds</i> <i>MOTION: Accepted</i>	
Friends and Family Report (Delegate)	5.4	Verbal Report (Fleur) Fleur gave a brief report from the previous Friends and Family meeting, minutes were distributed prior to the meeting. Fleur gave the meeting an update of the Fiesta being held next weekend. Alcohol has been banned from all raffles.	
Health and Safety (Delegate)	5.5	Health and Safety Meeting (Fleur) - Health and Safety Meeting Fleur updated the meeting. Last year's challenges have been resolved. Very impressed with the way the school handles medical emergencies providing privacy for those involved. Minutes are distributed to staff after the meeting.	

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Whānau Report	5.6	<u>Whānau Hui</u> (Jasmine) Jasmine provided the meeting with a Term 1 update from their previous meeting. Janine to add the Annual Plan to the website. Kapa Kahui (Term 1) and Matariki (Term 2) events are coming up. Kumera are growing well. A community event will be held with breakfast provided. Kapa Haka Uniforms - still in the pipeline. Jasmine to see if any parents would like to look at helping with the requirements. This is a \$8-\$10k commitment and should be done well to future proof for the next 10 years. Whanaui Marae Overnight Trip - weekend later in the year. This would be a Parent supervised event to ensure all students are looked after by their parents overnight. Key Visual Free resources. Jasmine to go back to Raupo to discuss further.	Jasmine to discuss resources with Raupo.
Community Liaison Report	5.7	(Sindy) Term 2 to feedback to the parent community with updates on the new curriculum. It was acknowledged all the work that Fleur is putting into the organisation of the Fiesta and doing a wonderful job. She has picked up from the previous coordinator and is driving a great team. Things are on track.	
7.00-7.30pm	6.	Strategic Discussions	
	6.1	<u>Any further Items for Next Newsletter</u> Donations, huge thanks to the Fiesta organisers, all parent helpers and all involved including parents attending with their children. Good luck to kapa kahui. Safe holidays. Celebratory end to a great term.	Attendance Update to go out to parents at the beginning of next term
	6.2	<u>Meeting Dates</u> - to be finalised Any other events to be held by the Board Coffee and Cake - Thursday 21 May (Year 0/1) Whakatau - Term 2 Week 2	
	6.3	The board has been given new badges.	
	6.4	Staff Breakfast to be held next week. Sindy gave apologies.	
	6.5	<u>Proposed WorkPlan 2026 will come to the next meeting</u>	
	6.6	<u>Principal Delegations</u> - approved last meeting	

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	6.7	<u>Review Schedules</u> 6.5.1 Board Policy Review Schedule 2025-27 6.5.2 Board Assurance Schedule 2026 6.6.1 <u>Policy Review (Board Review)</u> <i>Policies to be reviewed by the Board are:</i> - Alcohol, Drugs, and Other Harmful Substances Policy - processes reviewed and updated.	
	6.8	<u>Action Register</u> Reviewed and updated	
7.30-7.40pm	7.	General Business	
<i>(Board Chair)</i>		Trustees Attendance / Hours Schedule (link to come) Reminder - complete hours in schedule	
Not required	8.	Self Review – against our role (as required) To be held once per term	
<i>(All Trustees)</i>		Review process - what does the Board want to review in 2026? <u>Rate yourselves as a group out of 5</u> The board rated their meeting progress.	

The meeting went in-committee at 7.40pm

Meeting closed at 7.45pm