

Minutes of a Meeting of the Board of Trustees

19 May 2026 - 6.00pm - 8.00pm

Held at 193 Green Lane West, Greenlane

MINUTES

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, Michelle Nayagam, Sindy Xian, Vicki Brooke, Fleur Woolfood, Jasmine Reynolds, Vijay Patel	
	1.2	Apologies - Shane Moser	
	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	<u>Karakia</u> The trustees shared a karakia.	
	2.2	<u>Mihimihi</u> Nick shared a mihimihi.	
6.15-6.25pm	3.0	Administration	
Admin / Kaiwhakahaere (Board Chair)	3.1	<u>Declaration of Conflict of Interest (Register)</u> No declarations.	
	3.2	No changes to Agenda noted.	
	3.3	<u>Approval of Minutes</u> Nick Mackeson-Smith moved That the Minutes of Meeting held on 19 May 2026 be accepted. MOTION: Agreed	
	3.4	<u>Urgent Matters Arising From the Minutes</u> (all other non urgent matters are deferred to 6.3 Action Register)	

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6.25-6.30pm	4.0	Correspondence	
Correspondence Nga reta reta (Board Chair)	4.1 4.2	Inward Correspondence 4.1.1 Deloitte - Audit Process - refer to folder for documents These attachments were not included in the last board pack. 4.1.2 Claire Coleman - Curriculum Concerns 4.1.3 Beginning Principal Programme - Mentor 4.1.4 State Sector Invite No further action Outward Correspondence Watershed - 10YPP Board Approval Letter for 2026/27. Nick Mackeson-Smith Moved that the inward correspondence be accepted and the outward correspondence be ratified. Motion: Accepted	
6.30-7.00pm	5.	Monitoring: Annual Plan	
Principal's Report Te Ripoata a te Tumuaki (Principal)	5.1	The Principal's Report and respective reports were distributed prior to the meeting (taken as read) included: - <u>Strategic Plan</u> - <u>Community Engagement</u> - <u>Attendance</u> - <u>Other Business / Compliance</u> <u>Ballots</u> - as a result of the building project in Ellerslie, which is sitting in the school zone, and is nearing completion at the beginning of the 2027 year, numbers taken from the ballot may need to be reduced. <u>Smart Tool For Testing</u> This tool has started to be used. Data will take some time to come in but then will come in regularly as it evolves. Community Event "Our Kids Online" by Rob Cope - for those that attended this was an eye-opening and confronting evening discussing the digital world that our children are growing up in where parents gave great feedback and highly recommended. Staff were hugely appreciative of being given the opportunity to attend. Attendance results for Term 1 were very pleasing.	Janine to monitor.

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		<u>Board Assurances</u> Policies with assurances this term: • Safety Checking and Police Vetting • Teaching Staff • Performance Management • Staff Conduct • Appointment Policy • Employment Policy and Equal Employment Opportunities • Child Protection and Identifying and Responding to Suspected Child Abuse or Neglect • Assessing Student Learning • Cellphones and Other Personal Digital Devices Accepted. <u>Property Report</u> Parkour Playground turf is undergoing maintenance upgrade to allow this to be opened again. Fundraising from the Knowledge-A-Thon will help to cover costs. <u>Bounce Back</u> Janine updated the meeting. <u>Standdown</u> A child was stood down. All processes followed accordingly. <u>International Students</u> Janet updated the meeting on the increase of enrolments of students. <i>Vijay Patel moved That the Principal's Report be accepted. Seconded: Jasmine Reynolds MOTION: Accepted</i>	
Finance Reports (Treasurer)	5.2	<u>Finance Report</u> 5.2.1 Financial Statements - March 2026 <i>Vicki Brooke moved That the Financial Statements with a Surplus of \$172,577 be accepted. Moved: Vicki Brooke, Seconded: Janine Irvine MOTION: Accepted</i> <u>5.2.2 Draft Annual Report</u> Received 30 March Version with a Total Comprehensive Revenue of \$149,465 was accepted subject to recommended changes. Waiting on an adjusted document.	

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Friends and Family Report (Delegate)	5.3	Fleur gave a verbal report on the previous meeting. Knowledge-A-Thon is coming up in June that the whole school will participate in to raise funds for the safety fall of the Parkour Playground.	
Health and Safety (Delegate)	5.4	<u>Health and Safety Meeting</u> (Fleur) Health and Safety Meeting - nothing new to report. The meeting is next week.	
Whānau Report	5.5	<u>Whānau Hui</u> (Jasmine) The next meeting is on 7th June. Matariki is being held on 2nd July. Need to make a fresh start on locating new suppliers for new kapa haka uniforms. Lovely feedback on Te Ao Māori across the school. Cultural Garden - to have a display for Matariki.	Display in the Cultural Garden
Community Liaison Report	5.6	Sindy gave a verbal report. Curriculum Seminar - registrations are coming in for the next seminar.	
7.00-8.00pm	6.	Strategic Discussions	
Board Chair	6.1 6.2 6.3 6.4	Any further Items for Next Newsletter <u>Action Register</u> The action register was reviewed and updated. <u>Political Party Presence School Events</u> It is important to note that the board welcomes any political party to attend functions and wearing of their party badges is accepted. Volunteers are always welcome. The school maintains a politically neutral stance. When events have gazebos with political branding the school is in a difficult position to ensure that equal opportunities are given to all parties. Consideration is also warranted on the difference between election years and non-election years. Active campaigning, marketing banners, gazebos, flyers, or wearing promotional garments, etc are not welcome. Fleur to have a look at a new guideline for the board to keep in place for processes going forward. <u>Policy Review</u> Trustees to feed back any recommended changes to policies up for review in Term 2. Policies distributed prior to the meeting, taken as read.	

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	6.5	6.3.1 School Swimming Pool 6.3.2 Education Outside the Classroom (EOTC) Policies are in line with our current processes. 6.3.3 EOTC Governance Roles and Responsibilities 6.3.4 EOTC Risk Assessment and Management <u>Workplan Update</u> May 2026 Update - distributed prior to the meeting. Accepted. <u>Community Survey</u> - to be brought up for June meeting QR code access for parents to feedback - What can we do different - How can we be better than before - Use of school communications processes By using QR codes give opportunity to get regular valuable feedback. More regular feedback requested 1-2 per term Choose a different focus for each survey.	Nick and Janine to present back to the next meeting.
8.00-8.10pm	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>		Trustees ranked themselves using the following key.	

Rate yourselves as a group out of 5

Review process - thinking about:

Have you discussed the right things?

Have you used your time wisely?

Are you confident in the decisions that you have made?

Was everybody's voices heard?

Closing Karakia

Nick shared a closing karakia.