Board of Trustees Meeting Minutes – July 2025

I - Information D - Discussion

Karakia/ Word of the day • **Esther**	*Closing Karakia* •	**Led By**	**Time minute**	**I / D**
1. Administration - Opened 6:00pm **- Closed 7:57pm** Meeting into committee 7:57pm - Meeting Closed 8:29pm				I
1.1 Present - MC, FP, RW, SM, EF 1.2 Apologies - SK, JH 1.3 Declaration of Interest - Nil 1.4 <u>Minutes of previous meeting to be moved and approved -</u> <u>moved MC approved EF</u> -staffing overuse -Hall roof				D
2. <u>Strategic Decisions (if required)</u>				
• **Email communication** MC began by highlighting one of the key points from the conference: the importance of email security and the need for all correspondence must go through the appropriate channels, specifically the school email addresses allocated to each board member. FP pointed out to check your emails from time to time. While not much usually comes through, it's still worth a quick look now and then. For anything urgent, we'll typically get in touch via text. School E mails created for EF and JH Confirmed JH was co-opted onto the Board		MC FP		
3. Monitoring				
• **Principal's Report** MC emphasized the importance of distributing the Board Papers one week in advance, with the expectation that members come to the next meeting prepared with any questions they may have.		MC FP		

FP and MC have had a discussion and will review all the reports. They may make changes, so if any board members have suggestions on what they'd like to see included—or if something is missing—please let MC or FP know. Action: Members to review the current finance reports and note whether any changes are needed, or confirm if you're happy with them as they are. Things like attendance will be one of the main focus areas, along with staff sick days and identifying any trends or patterns that may need addressing. What indicators will help us assess whether operations are functioning effectively? FP mentioned that attendance has declined slightly compared to 2024, generally sitting around 84–85%. The school has received some funding from the Ministry to develop an attendance initiative. SK will compile a summary of our current efforts, which are already quite extensive—including EWiS and SK speaking directly with parents to explain that continued absences could lead to involvement from external services, going beyond the role of the truancy officer. The reason we were given the money was because we were one of the schools that highlighted with the highest chronic attendance. It's the same kids on the list that don't show up. Everyday matters data is missing which will give us a percentage of students attending 90% of the time. Our regular attenders which was 43%. EF asked if the incentive is a one off thing or ongoing which FP answered it would be an incentive that will go on every week for the rest of the year. Our parents have formed bad habits for their kids letting them stay home. There is alot of work being done. Unfortunately, our area is a little more difficult than other areas. Biggest thing which is in the strat plan is the new Literacy and Numeracy curriculum. it's going really well as it quite consistent in school with Maths that we are finding our way into Maths by having PD	FP FP		I I

to our staff meetings just to go through the new curriculum and new resources that teachers will be using. Term 1 & Term 3 - Time 1 & 2 Data for writing Term 2 & Term 4 - Time 1 & 2 Data for Reading and Maths Term 2 is when OTJ data was given and will happen again in Term 4. MC asked if FP knew when the government will be coming out with the standard? RW mentioned the Government will make an announcement int he next couple of weeks. property we have quotes for MC and FP talked in length about giving effect to Te Tiriti there are links to Te Tiriti via the Prinicipals Board: Te Tiriti o Waitangi - Introduction Ka Hikitia - Ka Hāpaitia (The Māori Education Strategy) Tau Mai te Reo (The Māori Language in Education Strategy) These are really good documents to read for our own professional development around these topics. These are some of the questions for the Board which FP has answered. We can also collaborate together on some of the questions. ACTION: read the links that give effect to Te Tiriti and discuss at Week 8 meeting SK and RW to put together some PMI that were really good in Term 2, things to think about, things that were interesting and solutions to thos things. RW has some links which she will add to the Report. FP removed some info from the Strat Plan and commented ont he ones that are current. Success for those goals that we've so far achieved and actions for term 3 which is good for FP. Good general read. Keep up with what we're doing FP suggested we have an interim meeting to discuss about ERO meeting. FP and SK have an initial meeting with ERO in Week 4.	FP FP MC		

ERO Board Meeting: Wednesday, 13 August 2025 4pm-7pm Let Jane know We are keeping up with Government Priorities as far as the new curriculum goes. MC suggested that one thing we'd need to ask ourselves is, which are these initiatives do we think will be completed before the new strat plan comes out and what other plans do we need to discuss. FP answered, it would be more a consult and taking into account what parents said at the beginning of the year. Maybe FP, RW, SK, MC could look at this and then think about what our possible next steps could be and report back to the next meeting. FP and TK met with an Artist in Week 2. Sent off the school's Pepeha and History and he will do some research for us and we talked about our motto. We talked about the Pous and the Portage, the logs etc. Raymond Artist - has done some amazing work in schools He's come up with some really cool concepts and then he creates them. In order to wrap the van and the school that are identical, he designed our current logo which has no history behind it. We felt really good after our meeting with him. RW check whether this would also link to our Uniform rebrand. MC mentioned, how do we make it cheaper for our Families? Changing one type of the girls uniform being the Skort will be a huge change in price. NZ Uniforms have a uniform club where parents can pay off their uniform which lots of families are utilising that. There's lot of options and ways to fund uniform. ● **Finance Report** MC mentioned we are tracking really well apart from staffing overuse. Our Cashflow will go down after we've paid for the Van. Still in a vert healthy position. Big thing is looking at our Wages, teacher aides, ensuring we have a good routine on what we're doing. We've made a deliberate strategy in putting money into this. If we're getting a return in our achievement, that's what we want.	FP MC		

FP queried with Accountant around the PD staff travel for the FAGASA Conference which should've come out of PD Courses but instead came out of Staff travel which we did not budget for that. Accountant will change it over. Accountant had asked MC about the depreciation rate on the van which she suggested 5-7 years to write the van off. MC motioned to depreciate the Van by 5 years and RW second. Action: depreciate the van by 5 years FP will send through the latest e mail on what ERO are asking. Whatever they send to principal, it will then be CC'd to the Board Members' school e mail addresses. We have an Overuse of staffing of $63K as we've used too many staff over the last 6 months. Staffing has dropped which affects the Board. FInancially we are fine however what has opened over time is we've lost Kahui Ako release, BTs have become fully registered teachers, we've got a BT who now doesn't qualify for funding or release time because she she part time so we've lost all that extra release time which affects how much staffing we get. Walking DP and Principal which for a small school is not normal One of SK strengths is SENCO and to be able to generate funding help and support for our kids. We're also trying to be creative and pulling back on that overuse. We are slightly over with our base staff and every week we'll also be slightly over. The solutions are: SK will take 10hours of the CRT and will cover that which will help bring staffing down We've been splitting classes if teachers are away or it would come to a point where SK and FP will go into those classes if there are too many teacher are away. What's really going to help bring this staffing down by the last pay period is to put one of our staff members into the Bulk Grant. At the moment, we have provision for 8.16 teachers and we're			

using 8.2 which is just over. To bring this down, we need to put a teacher into the Bulk Grant where all the rest of the money sits. This is separate to where the teachers get paid out of. In doing this, it will then bring our staff down to 7.2 which means we've got an extra one but it also means we can chip away at that overuse. Ran this past the accountant and she thinks we're ok to do that and that it's a good idea. So that's one thing we would do which then becomes a Board Funded Teacher which we didn't budget for. 3rd year teacher will be used.

The other things that we're doing are the relievers coming out of Bulk Grant. Historically, this would come out of FTTE as it allowed for thatbut in this case it hasn't so any relievers as well as sick relievers will be paid out of the bulk grant.

Over the last couple of months SK has been talking to the learning assistants about reducing hours. This has been based on our roll not growing. We get kids in and then the same amount of kids get moved out. It would go up and then it would come back down to the same number. This is historic and what happens in this area. Until they start developing sites or moving out families that no longer need bigger houses and moving in families, it may not change much. As a result of this, Teacher Aide hours have been looked at as they are actually up over budget. Discontent among staff however explained we cannot change the funding we used to have.

Motion by FP to move teacher into bulk grant; seconded by MC.

- **Policy Review**

MC stressed that we have to review policies and put a plan in place that we split them, read through them and come to the meeting with comments.

A Policy Implementation Questions (Policy Implementation Q's/info) and Information doc has been created and if there is something that doesn't make sense, put it down. It's all about transparency but also we all need to know these as a Board.

Login to SchoolDocs:

Wymondley

heron

MC asked for Governance Policies which arent in schoolDocs. STA have some suggestions ***6:45pm Dinner 7:18pm Resumed*** • ERO Update *Moved and approved -*			
4. Strategic Discussions			
• **Strategic Plan – update 2026 – 2029** We should be doing by the end of the year, so just a heads up that it will be on the agenda for the next meeting and we'll try and spend most of the meeting on strategic planning. • **Hautu – Maori succeeding as Maori** Thought we'd start using that and how to bring the treaty to life within the school • **Conference – key takeaways from Christchurch** -EF has a greater understanding where she can use her voice and when not to. Understood what her purpose really is and feels more confident. -SM's key takeaway from recent conferences is "are we having effective meetings?" and solutions / do we walk out that we've done enough in the meeting? When MC asked SM what they felt needed to change since returning from the conference — and whether anything needed to change or if they were currently satisfied with their contributions — SM was not able to pinpoint anything specific at the time but said they would reflect on the question further and share any thoughts if something came to mind. Action: Do you feel that anything needs to change in your approach or contributions since returning from the conference, or are you happy with how things are going?	MC		

-RW's takeaway was also the workshop about How effective are our meetings, is paperwork out within the right timeframe

-A sentence that really resonated with RW was that her role as a staff rep is to bring staff perspective rather than staff complaints
-AI Workshops, the role it is and what we have to look for in governance in terms of the ethics, the morales and how we can use it to become effective.
-EOTC guidelines in light of the Whangarei Caving Incident
-MC's feedback, alot more interaction rather then being talked to.
1. Mere Berryman keynote 2. Reporting and making sure it's on time, is it helping us move forward? Being clear what the School vs Governance is 3. Embrace the culture, encourage it and nurture it 4. We have a great foundation to move and move well

-FP spoke highly of a Nelson schoo (Victory School) and spoke about his strategic plan and how it all linked down to the plan, environment, values, culturally infused, te tiriti was the foundation and acknowledged all the other cultures in the school. She got the opportunity to speak with him and showed interest in wanting to travel down one day and check out the school and the environment. He'd read books which all of his work sat on that research and cultural responsive response. The keynote speakers were awesome

Action: Wednesday - Morning Tea for Board and 2 crossover teachers

Excited to work on the next Strat Plan and looking at the current plan, we're not far off. Just a few tweaks. Going to Nelson and having meaningful chats would be beneficial. Always using different resources and how it's done successfully.

When you reflect on the school, you have a good board, great foundations to move well.

- **Election - September**

Ensure we get our nominations in We've reduced number of parent reps from 4 to 3 As a board, we work constructively together which is the most important thing. The most important thing for a good board is when it is Student centered. *Moved and approved -*			
5. Identify agenda items for next meeting -			
• Strategic Plan *Moved and approved -*			
6. Action Plan			
6.1 *Moved and approved -*			
7. Administration			
7.1 Confirmation of minutes 7.2 Quotes - Kitchen, Admin area 7.3 Depreciation of van			
8. In Committee			
• Personnel - leave •			
9. Note			
Next meeting: Wednesday, 3 September 2025 (Week 8)			

Correspondence
Outwards
Inwards
Visa Statements