

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 9th MAY 2025

PRESENT: Sarah Kemble, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Sophie Nehemia, Andrew Blewden, Tiana Mioceovich, Jo Redfern-Hardisty, Michael Chinnery, Bernadette Stockman

The meeting opened at 5.30 pm.

1. **OPENING**

Karakia – Bernadette Stockman

2. **ADMINISTRATION**

2.1 **Apologies** – Pravina Singh, Kerry Jones

2.2 SK to begin the advertising for the **Board Award process**.

2.3 **Board self-review:**

- Table of findings updated and commented on as appropriate - held in Board drive
- Points of note included encouragement of cultural diversity on the Board and skill set requirement for an effective Board with upcoming elections to be held.
- JS suggested that there was room for more professional development and learning opportunities, particularly with the new Board after the elections, and whether some courses should be compulsory.
- JS to review Board training opportunities closer to the election.
- JS will write a procedure (previously lost with transfer to school docs) that defines the expectations for the Principal's Board Report for incorporation into the Governance Manual.

3. [2025 Action Items](#)

4. **BUSINESS**

4.1 **Confirmation of previous minutes of**

Resolved that the Minutes of 10 March 2025 be taken as read and confirmed as a true and accurate record.

JS/AB Carried

4.2 **Principal's Report**

Noted that:

- The Government will pay Teachers' registration fees going forward.
- The number of enrolment applications for 2026 is excellent and the Board acknowledged the work of everyone associated with the school in creating this interest.
- JS acknowledged the huge amount of work in preparing for and hosting an ERO visit.
- **Cyber Security Assurance:** SK confirmed that there is an independent report from Isometric and explained the importance of the two-factor authentication going forward. SK also explained the complications around the use of private phones for the authentication process.

- AB explained the importance of knowing the details of the backup system in the Service Level Agreement eg How often do backups occur? How long does it take to retrieve data? (See Action Item)
- SK commented on the positives of cultural events such as Fia Fia night practices which bring Pasifika parents into the school.

Resolved that: The Principal's Report including:

- The Personnel Summary
- Q Code Attendance Procedure
- Cyber Security Assurance
- The ERO reports
- The Implementation Plan Progress
- Special Character Compliance 2025

be taken as read and accepted. JS/MC Carried

Moved that: 14 days of the Principal's leave remaining from 2024 will be carried over to 2025 **JS/MC Carried**

4.3 Te Tiriti O Waitangi: Māori Student Focus

- The badge system for Poutama Reo, a te reo language initiative, was explained and the comment was made that mutual respect is actively shown in the way the students teach the teachers.

Noted that: This report was received and the Board acknowledged the ongoing work that is occurring in this space.

4.4 Property Report:

Noted that:

- **KM** commented on the frustratingly slow progress in the application for building consent for the beam replacement in C2.23.
- The Chemstore refurbishment has begun.
- Air conditioning will be put into the gym, an extensive project which will be completed during the Christmas holidays.

Moved that:

1. the Property Report is received, and the information noted.
2. the BoT actions are progressed by the assigned owner/s.

AB/JS Carried

4.5 Finance Report

Noted that:

- The committee reviewed the January and February 2025 Management Accounts.
- Jan and Feb accounts showed a YTD Net Surplus.
- Much of this variance is the result of the timing of invoices versus the budget because much of the school's activities were only beginning in February.
- The committee confirmed that all the monthly compliance reconciliations and reports were completed and ratified.
- The committee approved an increase in the 2024 Cyclical Maintenance Provision to go into the 2024 Annual Management Accounts as per the 10YPP wash-up.

Resolved that:

- the Finance Committee report is received, and information noted.
- Jan'25 and Feb'25 accounts are accepted.
- Cyclical Maintenance provision is accepted.

MC/JS Carried

4.6 Health & Safety Report:

Noted that:

- JS requested that focus be put on increasing the H & S Staff training management numbers. **See Action**

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals as referenced in the report be approved.

JRH/AB Carried

4.7 Policy and Risk Management Committee

Noted that there was no subcommittee meeting since the March BOT meeting.

5.0 General Business:

5.1 School Docs Fit for Purpose Review:

Noted that:

- The Board will send out a communication to the wider community, including the staff, to ascertain the accessibility of the School Docs platform. **(See action)**

5.2 Curriculum Reporting: Languages Department

The Board received a comprehensive report from the HOD of languages Matua Nelson.

This report summarised departmental personnel, celebrations, challenges and goals for the department, and gave detailed student numbers and achievement data for Te Reo Māori, French, Chinese and EAL.

Noted that:

- The demand for Te Reo Māori is growing throughout NZ.
- SK made the decision to have independent Year 11 Te Reo Māori classes instead of combined year levels to help grow these language classes in the following years.
- Any proposed French trips are always an incentive for students to take French.
- NCEA moderation is completed across schools.
- The junior school programme in languages is exciting and innovative.
- Teaching Te Reo Māori often happens in combination with other subjects, widening its relevance in everyday life.
- Tiana M commented that having a knowledge and understanding of Tikanga and Te Reo Māori is becoming increasingly sought after in the workforce. It is a valuable addition to a CV.
- JS to congratulate Matua from the Board on the excellent report from his department. **See Action**

Moved that:

- the Languages Department report is received and the information noted. **JS/JRH Carried**

5.3 Disposal and Retention Plan:

SK submitted a disposal and retention plan draft.

Noted that:

- A standing order is to be on the yearly work plan to approve the disposal of records. - **See Action**
- The plan is to be revised with a format to be considered, including a table summary and who is responsible, clarified - role, not individual. - **See Action**
- A discussion was held around the possibility of archiving newspaper clippings of significant school events from the past.
- A suggestion was made that parents and students be informed about the length of time records are held in the school.

Resolved that:

- The Retention and Disposal Plan is accepted with recommended changes **JS/BS Carried**

5.4 Annual Report Draft/ A of V

- Sophie Nehemia's election to the Board in September to be included.

Noted that:

- The Annual Report Draft document is received and the information noted.

5.5 School Triennial elections:

Noted that:

- The Election will take place on 10 September 2025.
- Jane Meurant is confirmed as the Election Co-ordinator.
- The Board confirmed the services of [MYSCHOOLELECTION.nz](https://myschoolelection.nz) using the Manage Your Own voting platform.

Resolved that:

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| • Online voting will be offered in the 2025 School Triennial Elections | JS/SH | Carried |
| • Sharlene O'Donnell is confirmed as the Returning Officer | JS/TM | Carried |

5.6 Sri Lanka World Challenge Application:

Resolved that:

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| • The Sri Lanka World Challenge Application is approved in principle | JS/SK | Carried |
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6. CORRESPONDENCE

Noted that:

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| • The Correspondence is received and information noted | JS/SK | Carried |
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7. 7.0 In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.42 pm to protect personal privacy.

JS/JRH Carried

Resolved that: the Board move out of the Publicly Excluded Committee at 8.00 pm. JS/JRH Carried

Karakia – Jo Redfern-Hardisty

There being no further business, the meeting concluded at 8.02 pm



Julie Scott
Presiding Member

Date: 9 June 2025

The next meeting will be on 9th June 2025