

**Meadowbank School
Board Meeting Minutes
Tuesday, 9 April 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Alisha Chapman, Judith Hannan, Adrien Hunter, Greg Lewis, Patrick Mohan, Frances Moon, Jessica Wight

Apologies: Charles Stokes

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

Update to the Board on Phil Toomer's secondment.

Adoption of Agenda

The Agenda was adopted by Jessica. Seconded by Judith.

Declaration of Interest

Each member of the Board confirmed they have no conflicts of interest in relation to the matters to be discussed in this meeting and their interests, if any, are recorded in the Interests Register which is saved in the Dropbox folder. Ahead of the monthly meetings *each member is to review the Register and make any amendments required.*

FOR REVIEW, DISCUSSION AND APPROVAL

Fono and Whānau Māori hui summaries

Jane provided the Board with an overview of the recent Fono and Whānau Māori hui held at school. She noted both were successful, with strong attendance and engagement continuing after the departure of Ula Lologa and the Year 6 student leaders at the end of last year. She noted Pasifik Eats and Meets continues to run well, with full support from the community to date. Jane clarified how the role of tangata whenua whaikōrero will be covered by a male staff member should Andrew Troy be absent for a pōwhiri.

Property modification

Jane provided an overview of property modifications recommended for a vision-impaired student. She confirmed the works are minor and will be funded by our maintenance budget and by the MOE.

The property modifications were approved by the Board.

School Records Retention and Disposal Schedule

Jane provided the Board with an overview of the School Records Retention requirements as outlined in the MOE's School Records Retention and Disposal Schedule. She noted it requires students' enrolment records to be retained by the school until the student reaches the age of 25.

The Board agreed to review the schedule and policies on records retention and disposal and to discuss at the next meeting.

Board: Jane to circulate the MOE's School Records Retention and Disposal Schedule and the Board to review the policies and discuss at the next meeting.

FTE 2024

Jess provided an overview of the FTE schedule for Board members to complete.

Parent-Teacher Interviews

Jane provided an overview of student supervision, including initial advice from the Ministry, for the period of time the school holds Parent-Teacher Interviews in what are usually school hours.

Action: Jane to re-consult with the MOE on policies around supervising students when school holds Parent-Teacher Interviews during school hours to gain further clarity.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Decide review approach

- Governance and Management – Frances to review
- Internal Review – Upcoming Changes – Alisha to review
 - Safety Checking and Police Vetting
 - Personal Grievance
 - Bomb Threat

To Approve

- Curriculum and Student Achievement – Adrien endorsed
- Legislation and Regulations Policy – Adrien endorsed
- Internal Review – Upcoming Changes – Alisha to review new changes (above)

Waiting on SchoolDocs

- School Planning and Reporting
- Recognising Student Achievement
- Reporting to Parents on Student Achievement

MONITORING AND MONTHLY REPORTS

Principal's Report

Jane provided a written report to the Board which was taken as read.

The Board discussed attendance figures and unjustified absences. Jane and Judith clarified that the planned Year 5 overnight visit to the Orakei Marae is not able to go ahead due to the accommodation requirements of the high number of students in the cohort and the building works being undertaken on site there.

The Board commended the work with Ngāti Whātua Ōrākei to develop a school whakatauaāki to fit alongside our vision and values.

Jane noted a new Financial Administrator has been employed, however the recruitment process continues in the search for a full-time Year 2 teacher.

The Board confirmed its in-principle support of FOMS' Meadowbank Mingle event, with Andrew Troy to review policies around alcohol consumption on site to ensure alignment with school policy. The Board requests an application for official approval of the event.

The Board discussed the level of information in the training sessions on Te Tiriti o Waitangi and its suitability for all members, as some have some learning and some are less experienced.

Action: Jane to confirm the level of information in the training sessions on Te Tiriti o Waitangi.

Action: Andrew Troy to review policies around alcohol consumption on site and to submit an application to the Board for approval of FOMS' Meadowbank Mingle event.

Finance

CES provided a written report for March to the Board which was taken as read.

Greg and Adrien noted initial EOY financial statements were received by the finance sub-committee a few hours prior to the Board meeting. This report was not tabled. They noted a larger deficit than expected due to an increase in maintenance costs caused by inflation, noting this report has not been finalised. In addition, they identified that a portion of the costs of the works on the John Boyens block has been found to be payable by the Board and not the MOE. For 2024, the YTD percentage of families who have paid the donation is lower than previous years. They also noted expenses are \$70,000 higher than at this time last year for YTD tracking.

They noted there is financial pressure on the school due to the current economic climate, resulting in rising costs and potentially diminishing revenue. The Board discussed priorities and how to reduce costs and increase revenue and agreed this may be a longer conversation to be held at the next meeting, once financial reports have been finalised.

The Board considered how best to communicate with the school community about the importance of paying donations to fund valued programmes, facilities and resources. They agreed to highlight this information in the upcoming Board newsletter in Term 2. Alisha and Adrien have volunteered to lead the initial draft of the Board newsletter. The Board requested that Jane circulate the figures on the readership of the Board newsletter to ensure the amount of time the Board puts into drafting the newsletter is aligned with community reach.

The Board agreed it would be valuable to survey the school community earlier in the year than initially planned to gather feedback on what Meadowbank programmes, facilities and resources they value most. The Board agreed this survey should be pencilled in for Week 7 of Term 2.

Action: Finance sub-committee to analyse financials and priorities and investigate ways to reduce costs and increase revenue and share this information with the Board at the next meeting in May.

Action: Jane to circulate figures on the readership of the Board newsletter.

Action: Jane to circulate feedback from 2021 survey. Jane to draft a survey for the school community this year and to include a question about Meadowbank programmes, facilities and resources. A similar question was tabled in the last survey.

Action: Alisha and Adrien to lead the production of the Board newsletter for Term 2.

