

**Meadowbank School
Board Meeting Minutes
Tuesday, 5 August 2025, 7.00pm**

Present: Phil Toomer, Alisha Chapman, Judith Hannan, Adrien Hunter, Greg Lewis, Frances Moon, Jessica Wight

Apologies: Pat Mohan

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

Handover to the new Board following election.

Adoption of Agenda

The Agenda was adopted by Jessica. Seconded by Adrien.

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

NZCER Student Wellbeing Survey

Phil provided the Board with a report on the results of the NZCER Student Wellbeing Survey for 2025, which was taken as read.

He noted this perception-based survey is founded on our students' understanding of questions and concepts and it has provided steady data over time, allowing the SLT to identify emerging trends. The Board discussed how the survey is conducted with the students and how teachers highlight to them the value of information they provide.

The Board examined the results of each question sequentially. The Board highlighted the importance of students' perceptions around safety, having an adult to talk to at school and working through emotions and problems.

Curriculum and Mid-Year Report Grades Updates

Phil provided the Board with a verbal update on the implementation of the new English and Maths curricula and also mid-year reporting. He noted the English and Maths documents are in use across school, with teachers engaging with progress outcomes in the new curricula to support their OTJ.

Phil updated the Board on the announcement of the MOE's new Student Monitoring, Assessment and Reporting Tool (SMART). SMART will replace e-asTTle and be aligned with the national curriculum, with twice-yearly assessment of reading, writing and maths for years 3-10. He noted the MOE's timeline for training and implementation activities to be available in Term 4 this year ahead of SMART being made available to schools in Term 1 of 2026.

Phil noted data from testing is different to OTJs, which when married together will provide valuable information for teachers and parents. End of year reports will need to adjust to the new curricula and combine the data with OTJs. He noted PATs are also a valuable assessment tool and will likely be continued. The end benefit will be a large data set for our school, which will provide solid information on our learners.

Donations 2026

The Board considered the donation amount for 2026. The Board emphasised the importance of donations for maintaining our scope of services and current class sizes.

The Board noted the donation amount has remained at \$550 in 2024 and 2025. The Board considered the potential to increase the donation amount in line with the 2.7% inflation rate over the past two years. The Board proposed a new donation amount of \$575 for 2026 be decided upon at the next meetings.

Action: Board to consider \$575 as the new donation amount for 2026 to be decided at next meetings.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows.

Waiting on SchoolDocs (T2 Reviews)

- Planning and Preparing for Emergencies, Disasters, and Crises
- Communication During an Emergency, Disaster or Crisis
- Emergency Closure
- Emergency Management
- Disaster Management
- Crisis Management

Waiting on SchoolDocs (T1 Reviews)

- Health, Safety, and Welfare Policy
- Safety Management System
- Risk Management
- Worker Engagement, Participation and Representation
- Healthcare
- Recording and Reporting Accidents, Injuries and Illness

Agree Review Approach

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

Reviews to Approve

- T4 2024 Finance review changes – Adrien and Greg (finance committee) to review
- Internal SchoolDocs review – Frances endorsed and this was approved by board.

MONITORING AND MONTHLY REPORTS

Principal's Report

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

He noted NZEI Te Riu Roa union negotiations are underway. Phil also provided an update on recent PPTA negotiations.

He noted our roll is sitting at just over 850 students, with around 20% qualifying for funding as ESOL students.

Phil noted the SLT are looking at the possibility of shifting Garden To Table into the Specialist timetable and having a teacher oversee the programme, along with kitchen and garden experts.

The Term 2 Attendance Report was also noted, which indicated 79% of our students attended school 90% of the time (in comparison to the 65% average of Central and East Auckland).

Club Meadowbank

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

Phil noted the actions recommended during this year's OSCAR accreditation process have been implemented. He noted a review of the recreation programme for 2026 is underway and clarified that these activities are delivered by external providers. He also noted changes are being considered for the transition period that exists each afternoon between the end of school time and the commencement of the recreation programme activities.

Finance Report

Schooled provided the Board with a written report for the period ending 30 June 2025 which was taken as read.

The finance committee noted the period ended in surplus, with the second instalment of operational funding from the MOE recognised as revenue. It was noted that donations are sitting at 88% of budget.

Capital works pipeline

The design of the Junior playspace has been finalised, with a couple of options to extend the scope to add extra play elements. The Board approved a budget of \$180,000 and a fixed price contract will be agreed with the provider. Works have been pencilled in to commence in January 2026.

Phil noted a sliding wall for between Rooms 41 and 42 is being designed and the cost of its installation is estimated at around \$35,000.

Property Report

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

Refinements for the lower courts are being considered, which include the purchase of futsal balls and the installation of a gate between the courts and a return on the fence to discourage climbing up the retaining wall.

The Orchard Block classrooms are now occupied following refurbishment works, which have transformed the spaces into effective and comfortable learning environments, while also coming in under budget.

