

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 10 December 2024, 7.00pm**

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

Guests: Phil Toomer

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

Auckland Transport Koraha Street-Remuera Road Intersection proposal and feedback

**Adoption of Agenda**

The Agenda was adopted by Jessica. Seconded by Alisha.

**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**

**2025 Year 6 Camp Approval**

Jane provided the Board with a request for approval for next year's Year 6 camp to be held at CYC Ngaruawahia. She noted in the summary that the camp will be held at the same location, with the same format and price as this year's event. She noted our students would occupy a larger site next year due to the increased size of the cohort.

The Board reviewed the summary and approved the Year 6 camp for 2025.

Actions: Jane to slightly change wording on approval document.

**2025 Draft Budget**

Jane provided the Board with an update on the draft budget for 2025. She noted we have now attracted a higher operational grant due to the increased student roll next year. The roll size remains largely stable, but due to the ballot intake of students in some classes for 2025, the student class size has been optimised. She also noted increased expenditure on professional development, which reflects the school's decision to continue to invest in staff learning (due to reductions in MOE funding in this area). Jane provided clarification to the Board on some line items in the draft budget and confirmed more information on international student numbers will be available in Term 1 of 2025.

The Board approved the draft budget for 2025.

### **Learning Support Report**

Jane provided a report on Learning Support and ESOL programmes and outcomes this year which was taken as read.

The Board complemented the depth, value and success of the programmes provided. Jane provided clarification on some programmes, including how students are selected for the Learning Register and upcoming changes to the reading recovery programme.

### **2025 Review Plan Approval**

Jane provided the Board with the Review Plan for 2025 which was taken as read.

The Board considered the timing of review items to allow for the scheduled Board elections in September 2025. The Board agreed to shift the review of some items, including bringing forward all September items to August, shifting the traditional Easter morning tea to Term 2, rescheduling the release of the Board newsletters to early Term 2 and Term 4 and holding the September Board meeting after the election process is completed to include new members and allow for potential handover.

The Board also noted opportunities may exist for the Principal and Board to provide proactive feedback to the Ministry of Education with regards to election timing and other matters and agreed to consider these in Term 1.

Actions: Jane to shift September 2025 review items into August to allow for the Board election during that month. Shift Easter morning tea to May or June. Move Newsletter to early Term 2 and Term 4. Hold September Board meeting after election.

Parking lot: consider opportunities for Principal and Board to provide proactive feedback to the Ministry.

### **FOMS Financial Report**

Jane provided the Board with the end of year financial summary from FOMS for 2025 which was taken as read.

She noted FOMS expects to raise around \$90,000 this year. She noted over 600 tickets have been sold for FOMS' final event of the year, the Colour Run.

She also noted Verity Groves has resigned as the long-standing treasurer of FOMS. Lee-Anne Collins has volunteered as the new treasurer. Lee-Anne is an experienced accountant, having previously worked for Deloitte.

### **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows:

#### **Open for Board review**

- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

#### **To Approve**

- Internal Review – endorsed by Jane and Jessica.

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

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

Jane provided clarification on some points and the Board considered the school's language programmes.

### **Health and Safety Report**

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

### **Finance Report**

Schooled provided a written report for November 2024 to the Board which was taken as read.

Greg noted the finance committee met this morning. He noted the Project's line item 'Reloc Removal' is still to be paid by the MOE. The Board requested the Project's breakdown also include Board-funded projects in future.

He noted locally-raised funds have exceeded budget. It was noted that reliever costs remain high, and the budget for this item has been increased for 2025.

The Board considered the financial outcomes of increasing the roll and operating the short-term international student programme. The Board agreed to consider the number of international students once class sizes had settled in early 2025.

Actions: Jane to request Schooled include Board-funded projects in Project's breakdown

### **Property Report**

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

Regarding the lower courts, the contractor Team Turf is recommended based on its experience and competitive quotation. The Board considered the lower courts' scope of works, surfaces and sporting facilities. Patrick confirmed the timing of the works to commence in February 2025.

Regarding the refurbishment of the pool changing shed, the pool is scheduled to be drained this coming Friday, with the works to be finalised in January.

Actions: Jane to include update in newsletter on projects approved by the Board and thank the community for their donations and contributions. SLT to add specification into quote about moveable nets to be bolted down.

## MATTERS ARISING FROM PREVIOUS MEETINGS

### Minutes of Previous Meetings

Moved by Jessica that the minutes of the meeting of the Board from 12 November be accepted as a true and correct record. The minutes were adopted and seconded by Judith.

### Action items

Matters arising from previous meetings are noted in the Board Action Register as completed or carried forward by the Board. Matters carried forward will be discussed at the next Board meeting.

## CORRESPONDENCE

None

## SUPPLEMENTAL AGENDA

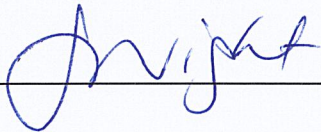
Auckland Transport is seeking feedback on its proposal for safety improvements at the Koraha Street-Remuera Road Intersection. Jane noted this will be shared with the school community in next week's newsletter.

**Meeting closed at 8.23pm**

### Next meeting

Board meeting, 25 February 2025, 7pm

Signed: \_\_\_\_\_



Dated: \_\_\_\_\_

March 12<sup>th</sup> 2025