

**Meadowbank School
Board Meeting Minutes
Tuesday, 9 December 2025, 7.00pm**

Present: Phil Toomer, Judith Hannan, Adrien Hunter, David Jaggs, Kylie Middleton, Frances Moon, Clark Wilson

Apologies: Penny Olson

Guest: Carlene White

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

None

Adoption of Agenda

The Agenda was adopted by Frances. Seconded by David.

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

Learning Support Report

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

She noted staffing and resourcing is stable across the Learning Support team and provided the Board with an overview of its organisation and how it responds quickly to changing needs. Carlene highlighted the growth in the number of children at school with needs that impact their readiness to learn and require support at school. She noted around 20% of New Entrant students this year presented with needs around self-regulation, communication, self-care, attention and focus. Carlene also noted 25% of our students are learning English as an additional language and receive in-class support focused on building their confidence, fluency and accuracy across all key areas. She confirmed the ESOL programmes are funded by the MOE, while other Learning Support programmes and interventions are funded by the school, with some contributions from the MOE.

The Board complemented the depth, value and success of the programmes provided and discussed how children's needs are identified, how parents are advised of the support or interventions their child may need, and how their progress is monitored. The Board considered Meadowbank's expectations around behaviour and working with parents to support changes at home as well as at school. Phil and Carlene highlighted the SLT's focus on supporting our teachers who are dealing with behavioural issues in class.

Phil noted the MOE's plan to roll out funding for Special Education Coordinators and confirmed Meadowbank will have 1.67 teachers funded for this role starting in 2028.

2026 Strategic / Annual Plans

Phil provided an update to the Board on strategic planning for 2026.

The Board discussed the development and revision of the strategic plan. They considered feedback, comments and updates to the document. They noted the potential to increase the measurement component of the Partnerships section, which would require further consideration of the best methods of evaluating outcomes in this area. They also noted initiatives within the Partnerships section could be broadened to focus on all cultures. The Board agreed to introduce interim targets for attendance for 2026.

Action: Phil to update strategy plan document and circulate to Board

Draft Analysis of Variance

Phil provided the Board with an overview of the analysis of variance.

Action: Phil to update Draft Analysis of Variance document and circulate to Board

2026 Board Review Plan approval

Phil provided the Board with the Review Plan for 2026 which was taken as read.

The Board considered the timing of specific tasks and potential meeting dates for next year.

Action: Phil to circulate dates of meetings for 2026

SCHOOLDOCS

The status of SchoolDoc reviews are as follows.

Waiting on SchoolDocs (Term 3 Reviews)

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

Waiting on SchoolDocs (Term 2 Reviews)

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

Agree Review Approach

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

Changes for Board to review/approve

- Internal Review – Recent Changes – Frances to review
- Term 2 2025 Scheduled Review – Recent Changes (1) – Adrien endorsed finance
- Term 2 2025 Scheduled Review – Recent Changes (2) – Adrien endorsed finance
- Term 3 2025 Scheduled Review (Health Support) – Recent Changes – David to review
- Term 3 2025 Scheduled Review (Health and Safety Management) – Recent Changes – Clark to review
- Emergency Management updates (Week 6, Term 4)

MONITORING AND MONTHLY REPORTS

Principal's Report

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

The Board agreed the end-of-year e-asTTle report would be presented at the February meeting.

Club Meadowbank Report

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

The Board considered factors that would contribute to an increase in enrolments at Club Meadowbank, including fewer parents working from home and the larger roll size. The Board also discussed the introduction of a small charge to cover the supervision between the end of school at 3pm and the start of recreation programmes at 3.30pm.

Finance Report

Schooled provided the Board with a written report for the period ending 31 October 2025 which was taken as read. The Board noted Working Capital sits at around \$1.3 million, with an Operating Surplus of around \$142,000 this month.

Draft budget

Phil and Adrien presented a draft of the budget for 2026 and noted it will result in an operating surplus of around \$10,685. They also noted the budget's strategic approach to maintain strong support for teachers and students and includes allocations for learning support and relievers.

Depreciation rates

The Board considered Depreciation Rates for Fixed Assets for the current year and approved the recommended rates provided by Schooled.

Action: Board Chair and Principal to sign letter of Depreciation Rates for Fixed Assets and submit to Schooled.

2025 cashflow budget

The Board considered the cash flow budget for 2025 and endorsed the figures.

Actions: Board Chair and Principal to sign off cash flow budget for 2025 and submit to Schooled

Property Report

Phil, Clark and David provided a written report to the Board which was taken as read.

Monitoring of the Main School Electrical Feed will start in January 2026

The 5YA drainage works at the Junior school will be considered for the 2026 budget and will feature decking and a shade sail to resolve the landscaping in the area.

Construction of the Junior Play Space will commence during the summer holiday break.

The condition of the school field is holding up to student use. The grass would benefit from watering over the summer break and a low-cost watering system is being considered.

Installation of the doors between Rooms 41 and 42 doors will commence on 22 December.

The gully path has been experiencing erosion due to the increased flow of the stream during heavy rainfall events. Engineers have inspected the large bridge and confirmed its safety. Geotechnical experts have tested the soil and will propose solutions. The MOE has been engaged. Phil noted we may need to underwrite future works on the gully, with the promise of MOE funding to come.

Quotes have been received for the installation of a barrier arm at the Senior carpark, with the most favourable price at \$14,000-\$15,000.

Scoping has commenced to replace the wall linings (Autex) in Rooms 12 and 13. A quote for around \$30,000 has been received, which also includes new skirting boards and architraves.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Frances moved that the minutes of meeting from 5 November 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Judith.

Frances moved that the minutes of the PEB component of the meeting from 5 November 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Adrien.

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.

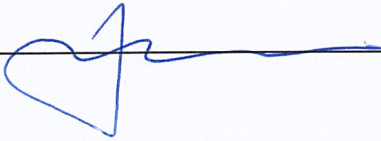
CORRESPONDENCE

The Board noted they had recently met to discuss correspondence received, regarding recent changes to board requirements with respect to Te Tiriti o Waitangi. They considered the feedback received and discussed the school's ongoing value and commitment to Te Ao Maori initiatives, including in strategic focus and daily practice. They communicated the school's ongoing commitment with the community via the Board newsletter.

Meeting closed at 8.31pm

Next meeting

Board meeting, 17 February 2026, 7pm

Signed: 24/02/26  _____ Dated: _____