

**Meadowbank School
Board Meeting Minutes
Tuesday, 25 February 2025, 7.00pm**

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

Guest: Amy Thompson

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

MOE's Teacher Demand and Supply Planning Projection
Governance

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.*

APPOINTMENT OF BOARD ROLES 2025

The triennial board election will be held in September 2025. Under the *Education (School Boards) Regulations 2020*, the Board is not required to appoint a presiding member at the first meeting of the year during a Board election year. The Board agreed members would continue to fulfil their current roles until a new Board is elected. Jessica will continue as presiding member and Frances will continue as the presiding member's deputy. Greg and Adrien will continue to work together as a committee on the finance portfolio and Patrick will continue with the property portfolio.

FOR REVIEW, DISCUSSION AND APPROVAL

2024 Achievement Report

The SLT provided the Board with the 2024 Achievement Report on Reading, Writing and Maths, which was taken as read.

Phil and Amy provided an overview of the context and structure of the report and noted all enrolled students are represented in the data, including new students, ESOL students and priority learners.

It was noted 80-90% of Year 1-6 students achieved at, above or well above in Reading, Writing and Maths. Key points were highlighted:

- 99% of Year 1 students achieved at or above in Maths;
- 23% of Year 2 students achieved above and well above in Reading and Writing;
- the percentage of Year 3 students who achieved below has decreased; and
- students in Years 4, 5 and 6 who achieved below and well below are ESOL and priority learners.

It was also noted the cohort of Pacifica students has reduced in numbers.

The Board considered how current achievement data will map with the expectations of the new curricula currently being implemented. The Board noted this was an agenda item for later in the meeting.

2025 Strategic Plan

The 2025 Strategic Plan was approved by the Board.

Action: 2025 Strategic Plan to be published on school website and to be covered in Board Talk update to the community.

Schedule of Delegations

Phil provided the current Schedule of Delegations which was taken as read.

The Board considered some delegations, including clause 1.g. on staff leave. The Board agreed to increase the number of days of staff leave requiring Board approval from 10 days to 15 days.

The Board considered the wording of the section covering the absence of the Principal and agreed to a minor change.

The Board approved the Schedule of Delegations subject to these changes being made to the document.

Action: Phil to update clause 1.g. on staff leave and the wording of section covering absence of Principal and circulate to Board.

2025 Budget

Phil presented the draft budget for 2025.

The Board agreed to the finance committee closely reviewing the 2025 draft budget and requested any changes be circulated to the Board by email for final approval.

Actions: Phil and finance committee to closely review budget and circulate any changes to Board by email for final approval.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Active Reviews – Seeking Feedback this Term

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

To Approve

- Recent updates – physical restraint, attendance procedures. Endorsed by the Board.

Waiting on SchoolDocs

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

Action: Active Reviews to be shared with the community via the school newsletter to seek their feedback

MONITORING AND MONTHLY REPORTS

Principal's Report

Phil provided a verbal report to the Board.

He noted the high number of students in this year's Year 6 cohort, with 11 additional enrolments over the summer break. He noted Year 6 classes are sitting at 26 to 29 students each.

Curriculum update / Achievement Reporting

The Board considered how to report students' mid-year achievement data against the new curricula currently being implemented. Phil noted as we are still in the early stages of implementing the new curricula and understanding the expectations for each phase and year level, the SLT are considering how best to report progress and achievement at the mid-year and end-of-year points.

Prior to this year, Phil noted mid-year reporting has combined Overall Teacher Judgement with students' results from e-asTTle and Progressive Achievement Tests (PATs), which are presented to the Board in May. Mid-year reports were presented as a five-point scale of achievement, from well below to well above. He noted PAT results are discussed with parents at their child's parent teacher interview.

The Board agreed a three-point scale may be more suitable for mid-year reporting this year, providing parents with a sense of how their child is progressing towards the expectations for their year level. The Board agreed the SLT should continue to explore the options for reporting at mid-year and end-of-year and determine whether a three- or five-point scale would be the most suitable format this year.

Action: SLT to continue to explore options for reporting at mid-year and end-of-year and determine whether three- or five-point scale is the most suitable format this year.

EOTC Progressions

Phil presented a concept to the Board for progressive EOTC and camp experiences as students move through each year at school. Examples included a one-night camp at school for Year 4s and a two-night camp for Year 5s, during which students learn the Waterwise programme. The three-night camp for Year 6s would continue.

Judith noted the challenges of delivering the Waterwise programme last year due to the high number of students in the then Year 5 cohort. Students participated in activities in larger groups and had less time to experience activities and learn skills. Also, bus transport was expensive. She noted the Waterwise programme could be effectively delivered over a two-night, three-day camp and give students vital water-based skills.

The Board supported the concept and endorsed the SLT building on the concept, researching and planning options, estimating costs and assessing risks.

Action: Phil to feed back to SLT and Judith to plan EOTC and camp options, estimate costs and assess risks.

Finance Report

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

It was noted the finance committee met this morning. Working capital was sitting in a strong position at just over \$1.2 million. It was noted the draft annual financial report must be lodged with the auditors by 5pm on 31 March 2025.

Action: Lodge draft annual financial report with auditors by 5pm on 31 March 2025

Property Report

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

Regarding the main electrical school feed, the reallocation of the 5YA funding for this project to the Orchard Block has been approved by the MOE.

Regarding the lower courts, the revised fee proposal (with reduced civil works) is around \$200,000 lower than previous. Patrick noted he is refining the scope of works with the contractor.

Regarding the Pool Changing Shed, the project is nearing completion as planned and is on budget.

Regarding the Orchard Block, 5YA funding will cover the foundation works, with additional Board funding approved for refurbishments. The foundation works will require a three-week programme.

Regarding the Junior Shade Structure, the Board considered the options of constructing shade sails versus a covered canopy (similar to the Covered Courts). The Board endorsed the concept of constructing shade sails, based on their functionality, amenity, appearance and structure, which would not require consent from Council. Patrick and the SLT will now progress the concept and scope of the shade sails with suppliers.

Regarding the Junior Playspace, this project has been identified as a goal for FOMS' fundraising this year. Patrick and the SLT will refine the design and scope of this project.

Action: Patrick and SLT to progress concept and scope of shade sails with suppliers. Patrick and the SLT to refine design and scope of Junior Playspace.

Health and Safety Report

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

The Board agreed to change the timing of this report to once a term.

Action: Change timing of health and safety report to Board to once a term

Club Meadowbank Report

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

The Board agreed to change the timing of this report to once a term.

Action: Change timing of Club Meadowbank report to Board to once a term

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Moved by Jessica that the minutes of the meeting of the Board from 10 December 2024 be accepted as a true and correct record. The minutes were adopted and seconded by Adrien. The Board agreed the PEB component of the meeting on 10 December 2024 would be circulated via email for review and then presented for adoption at the next meeting on 25 March 2025.

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

Email regarding Mandarin Language Programme and After-School Activity

Jessica, Phil and Jane Butel received an email from a group of parents outlining their concerns about the reduction of Mandarin lessons and cancellation of an after-school Mandarin activity. Phil and Jane and the parents agreed to work through their concerns together as it was determined to be a management matter.

Phil and Jane met with a few representatives from the group and made good progress in explaining the rationale and ways to work together moving forward. The parents will continue engaging with Phil and Jane to build the school's connection with our Chinese community. Phil noted a Chinese community meeting will be held later this term to assist with communications and plan further opportunities for development and engagement.

