

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 17 February, 7.00pm**

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

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

None

**Adoption of Agenda**

The Agenda was adopted by Frances. Seconded by Clark.

**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**

**Election of presiding member**

As required by the *Education (School Boards) Regulations 2020*, the Board elected its presiding member at this first meeting of the year. Frances was elected to continue as presiding member.

**Portfolio appointments**

The Board discussed the appointment of the remaining portfolios. David will fulfil the role of the presiding member's deputy. Adrien will continue to oversee the finance portfolio. Clark will oversee the property portfolio. All portfolio appointments were supported by the Board.

**2025 Achievement Reporting Discussion**

The Board considered its annual reporting of student achievement, which this year would align with the new curriculum and reporting requirements and may include PAT data as well as results from MOE's Student Monitoring, Reporting and Assessment Tool (SMART) currently in development. The Board noted the timing of assessments this year, with PATs held in March and the testing windows for SMART at the end of Term 2 and Term 4.

**Adoption of 2026 Strategic Plan**

Phil presented the updated strategic plan, which included suggestions made by the Board at the last meeting. Some minor edits were suggested. The Board agreed to adopt the strategic plan subject to minor edits being implemented.

Action: Phil to complete minor edits and share with the community via the newsletter.

**Adoption of 2026 Budget**

Phil and Adrien presented the updated 2026 Budget and the Board considered some line items.

Action: Phil to circulate budget to Board members for review and endorsement.

## **Schedule of Delegations**

Phil presented the Schedule of Delegations for 2026 to the Board. The Board endorsed the Schedule of Delegations.

Action: Phil and Frances to sign Schedule of Delegations and upload to Dropbox

## **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows.

### **Waiting on SchoolDocs (from Term 3)**

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

### **Waiting on SchoolDocs (From Term 4)**

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

### **Agree Review Approach - for community review**

- Alcohol, Drugs, and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

Phil provided a verbal report to the Board.

### ***Assessment update – SMART***

Phil provided a verbal report to the Board on the progress of the MOE's new Student Monitoring, Reporting and Assessment Tool (SMART), which aligns with the new curriculum. He noted he attended an MOE webinar this week about SMART and shared the material from the session with the Board. The Board considered SMART's reporting and analytical components, as well as its dashboard for teacher interface.

Phil noted SMART is scheduled to go live in mid-March of this year, with assessment windows in weeks 1-5 of both Term 2 and Term 4. He noted Guttman scale results would be available to teachers via the SMART dashboard immediately following testing, with scaled score reports and analytics available around six weeks after the assessment window. Progression reports would be available following the second assessment window.

### ***Reporting to parents – MOE***

Phil provided a verbal overview of the MOE's requirements for reporting to align with the new curriculum. He noted there will be five progress descriptors used to describe students' progress in reading, writing, and maths – emerging, developing, consolidating, proficient and exceeding. Reporting will also include a narrative about why the overall progress descriptor was chosen, as well as next learning steps at home. Attendance data will also be included.

### **Finance Report**

Schooled provided the Board with a written report for the period ending 31 December 2025 which was taken as read.

Adrien noted an operating deficit due to the cycle of payments of anticipated expenses. Working capital remains strong, as is locally-raised income from donations and fundraising.

The Board considered capital projects that could be supported by FOMS' fundraising efforts, such as the ongoing upgrade of play facilities at the Junior School.

Action: SLT and Board to consider projects for FOMS' fundraising efforts to target.

### **Property Report**

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

Geotechnical surveys of the gully bank have been undertaken and designs for the solution are proceeding. Phil noted the MOE will fund future remediation works and Council will also be consulted.

Phil noted air conditioning is being considered for Rooms 40, 41 and 42 and ambient temperatures are being monitored in these classrooms. Phil provided some background to the building's construction and noted his concerns about the heating and cooling of the space were submitted to the MOE at the time. The Board considered the load of air conditioning units on the school's main electrical feed. The Board considered the implications of summer heat on student's learning when their classrooms are too warm. The Board agreed quotes should be sought for air conditioning options for Rooms 40, 41 and 42.

Phil noted a neighbour raised a concern about a large tree on the gully bank they believe appears unsafe. An arborist has assessed the tree on site and considered the tree low risk. The arborist will provide a written report to the school. The Board noted resource consent is required to undertake major works on trees.

Action: Phil to source quotes for air conditioning units for Rooms 40, 41 and 42.

### **Health and Safety Report**

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

## **MATTERS ARISING FROM PREVIOUS MEETINGS**

### **Minutes of Previous Meetings**

Frances moved that the minutes of meeting from 9 December 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 9 December 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Kylie.

### **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**

An Official Information Act (OIA) Request related to academic research on board policies on the use of personal devices by board members was received. The Board considered its obligations under the OIA and its response to the request.

**Meeting closed at 8.31pm**

**Next meeting**

Board meeting, 24 March, 7pm

Signed:  \_\_\_\_\_ Dated: 27/03/2026