

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 18 June 2024, 7.00pm**

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

Guests: Andrew Troy

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

None.

**Adoption of Agenda**

The Agenda was adopted by Jessica. Seconded by Frances.

**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**

**Capital Works Sign Off Process**

The Board discussed the Capital Works Sign Off Process in detail, as outlined in a document and flowchart, as reviewed by the Senior Leadership Team, Charles Stokes and Presiding Member.

Jessica provided the Board with background information to the approvals process for Capital Works. She noted Capital Works projects often require signatory approval at multiple stages of a given project. The Board discussed in detail each step of the process by which a signature may be required by the Presiding Member, noting it is always signed in conjunction with a member of the SLT, likely the Principal.

It was noted both Board-funded and MOE-funded Capital Works projects are signed by the Presiding Member – there was no differentiation in due diligence in either process. It was noted that MOE-templated contract documents are used and there is an MOE-assigned Project Manager for all MOE-funded projects. It was noted in Board-funded projects, MOE-templated contract documents are nearly always used, with small details within contracts occasionally adjusted to refine the works.

The Board acknowledged this current process is efficient and agreed to add the document and flowchart to the governance handbook. The Board agreed the property portfolio manager and SLT will provide a written assurance statement (by email) to the Presiding Member that they have undertaken due diligence of the contract before anyone signs off final approvals.

The Board agreed on an approach for Board members to be involved (if they wish) in the oversight of Capital Works and material contracts on certain projects.

Actions: Board to add Capital Works Sign Off Process document and flowchart to the governance handbook. Property portfolio manager and SLT to provide written assurance, via email, to the Presiding Member confirming that they have undertaken due diligence and reviewed contract terms before sign off of final approvals.

### **Purchase Approval**

Jane provided the Board with a purchase request to upgrade the sound system in the hall. She noted the 2024 budget allocates \$60,000 of capital expenditure for a new sound system for the hall. The SLT have sourced quotes from providers in the range of \$50,000 to \$60,000 for a system to meet the needs of all events held in the hall.

The Board discussed the age and ineffectiveness of the existing sound system and how much is spent hiring sound equipment for the Year 6 production and several other events each year.

The Board agreed that upgrading the sound system is a cost-effective solution.

The Board approved the purchase, providing it falls within the budget.

### **Community Survey**

Jane provided the Board with a draft of the Community Survey.

The Board considered each of the questions and also the timing of the survey to allow the data to inform strategic planning in October this year. The Board noted there will likely be another round of community survey to be done sometime in 2025 to inform the next round of strategic planning, and the next round of questions will likely be more strategically focused. The Board confirmed the survey will be distributed to the community in Term 3, at a time Jane sees fit from an operational perspective.

Action: Jane to adjust some questions based on feedback from the Board. Jane to distribute the community survey in Term 3.

### **Out-of-Zone Ballot**

Jane provided the Board with an overview of projected numbers for each cohort in 2025.

The Board considered the out-of-zone ballot process. The Board analysed the roll size and class numbers to optimise Ministry of Education teacher funding.

The Board agreed to hold an out-of-zone ballot in October 2024 for a limited number of New Entrant students starting from Term 2 onwards next year. The Board discussed the possibility of holding an additional mid-year ballot for New Entrant students starting in the second half of 2025. This would be decided before June 2025 following further analysis of the cohort numbers.

The Board agreed to hold an out-of-zone ballot in October 2024 for a number of Year One students starting in Term 1 next year.

The Board agreed to hold an out-of-zone ballot in October 2024 for a limited number of Year Three students starting in Term 1 next year.

The Board discussed gathering feedback from teachers and SLT about our international student programme and any impact it may have on class programmes. Jane will gather and present this information to the Board before the end of Term 3 so it can inform the final out-of-zone positions allocated for Year Three in 2025.

Action: Board to analyse New Entrant cohort numbers and decide (before June 2025) on whether an additional mid-year ballot for New Entrant students who start in the second half of 2025 is required. Jane to gather feedback from teachers and SLT on international student programmes and any impact on class programmes and present to the Board before the end of Term 3 this year.

### **FOMS Update and Quiz Night Approval**

Andrew provided an update to the Board on recent FOMS events and activities.

He noted the recent Craft Beer Education and Appreciation Evening raised an estimated \$19,000, with the final amount to be confirmed.

He noted upcoming activities include a FOMS meeting on 26 June, an improv comedy fundraising event at Covert Theatre on 24 July, and the annual quiz night proposed for 21 September.

Andrew presented the Board with a report on FOMS' finances for the year to date, which the Board found valuable and requested be provided on a termly basis.

He presented a purchase request from FOMS to replace an aged and ineffective barbeque for the senior school, which was approved by the Board.

Jane confirmed the probity of all expenditure by FOMS, which she noted goes through the school accounts system and also the Principal for dual sign off.

The Board discussed succession planning for the teams of volunteers who organise activities and events. Andrew noted he is confident sufficient volunteers would be found for future activities and events based on current interest and planning.

The Board discussed the details included in FOMS' template for applications to the Board for fundraising events and requested this template be used for all future applications.

It was noted the SLT are to merge the calendar of community events and fundraising events to ensure balance across the year. It was noted by the Board that while fundraising is highly valued, community gatherings should also be prioritised and cost of admission should be considered in all cases, so as not to create inequity.

Action: FOMS financials to be provided to the Board on a termly basis. FOMS template for future fundraising event applications to be used.

## **Board Succession Update**

Jessica discussed the future recruitment of Board members.

Charles discussed his plans to resign from the Board after 1 October 2024, which would provide a transition period for the new property portfolio holder. The Board noted this casual vacancy is not required to be filled, as the date of his departure falls in the year before the triennial Board elections as detailed in the *Education and Training Act 2020*.

The Board recognised Charles' long service to Meadowbank School, his dedication as a Board member, and the invaluable construction, contractual and project management skills he brought to major Capital Works projects at school over the past six years.

## **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows:

### **Open for Board review**

- Employer Responsibility Policy
- Appointment Procedure
- Safety Checking

### **Decide review approach**

- Scheduled Review (Legislation and Regulations) – Recent changes – Alisha to review
- Scheduled Review (Curriculum and Student Achievement) – Recent Changes – Frances to review

### **To Approve**

- Nothing from last round

### **Waiting on SchoolDocs**

- School Planning and Reporting
- Recognising Student Achievement
- Reporting to Parents on Student Achievement

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

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

Jane highlighted the challenges of recruiting New Zealand teachers in Auckland at the moment. She noted the number of people studying primary teaching at a tertiary level has dropped, with only 70 enrolled at Auckland University this year. Jane proposed the idea of having a rolling advertisement in the Education Gazette to give the SLT the flexibility to hire a strong applicant when available and not only when a specific vacancy exists at school. The Board endorsed this idea and confirmed funding could be made available to support such a hire.

Action: Jane to submit a rolling recruitment advertisement to the Education Gazette.

### **Health and Safety Report**

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

### **Club Meadowbank Report**

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

### **Finance Report**

CES provided a written report for May 2024 to the Board which was taken as read.

Greg noted some outstanding funding from the MOE was received, so Working Capital has increased and the Operating Surplus is just over \$64,000.

It was noted the auditors have not finalised the 2023 Annual Accounts. Jane confirmed CES and Meadowbank have supplied all information to the auditors in a timely fashion and this delay does not reflect on the school or the Board and no breach will be disclosed or reported. Jane noted CES expects the 2023 Annual Accounts will be finalised soon.

Jane noted we have nearly exhausted the annual budget for relief teachers, due to our commitment to delivering our teaching programme and not amalgamating classes due to teacher absences due to sickness.

Greg noted 75% of the budget for water has been spent and we may exceed budget by the end of the year. However, as these costs are covered by government grants, Jane may need to apply for further funding. It was agreed that Jane will analyse our water, electricity and gas usage and expenditure over the past few years to determine if we may be entitled to an increase in our government grant amounts for these items.

Action: Jane to analyse water, electricity and gas usage and expenditure over past few years and apply for further funding as appropriate.

### **Property Report**

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

Regarding the Pool Changing Shed Replacement, Patrick noted significant cost increases have brought the proposed building contract costs to \$522,000, which exceeds the amount approved by the Board. Reducing the scope of the works is being investigated to reduce costs, which would involve retaining the existing concrete slab and building footprint. Other cost savings are also being investigated, such as reducing the building's level of amenity to house pool equipment and a bathroom only. He noted these changes may require new consent from Council.

The Board highlighted the importance of determining the most cost-effective solution to protect the school's Working Capital for future projects. The SLT noted delays in this project could be handled in the short term, as students and teachers have managed without the changing rooms during recent swimming seasons.

Regarding the Orchard Block, Patrick provided a verbal update to the Board on his meeting with the MOE on Monday, 17 June. He noted the findings that the foundations have been affected by clay shrinkage, due to the makeup of the soil and water ingress. The MOE has engaged a drainage expert and a piling contractor to determine a solution to divert water runoff from the foundations.

Action: Patrick to present Board with findings from discussions about consent requirements with Council and investigations into other cost savings for replacement of the pool shed.

