

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 17 June 2025, 7.00pm**

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

Guests: Prash Prasad

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**

**Staffing and EEO Report**

Phil provided the Board with a report on Staffing and Equal Employment Opportunities for 2025 and 2026, which was taken as read.

Phil provided some background to the report for the guest.

The Board considered predicted cohort numbers for next year. Phil noted an increase in enrolments in Years 4 and 6. He also noted Year 5 could require one additional class (from five up to six classes) next year due to the anticipated size of this cohort. He proposed one extra FTTE to teach the additional Year 5 class. The Board noted that keeping class numbers low with the additional class maintains the option for international students. The Board considered the achievement results for the current Year 4 cohort (moving into Year 5 next year) and Phil noted it includes a number of students with learning support needs.

The Board agreed to aim for six classes in Year 5 (subject to any major changes in enrolment numbers) and approved the staffing levels proposed for 2025.

### **Out of Zone Ballot Places**

Phil provided the Board with an overview of projected numbers of staff and students in each cohort in 2026. The Board considered the out-of-zone ballot process. The Board analysed the roll size and class numbers and Ministry of Education teacher funding.

The Board considered running an out-of-zone ballot for limited places for Year 0, Year 1 and Year 4 students.

The Board agreed to hold an out-of-zone ballot in October 2025 for a limited number of students in Year 0, Year 1 (and possibly Year 4 starting in 2026, depending on enrolments).

Action: Phil and SLT to progress with planning for out-of-zone ballot in October 2025

### **2024 Annual Report and Audit Management letter**

Phil noted the audit of our financial statements for the year ended 31 December 2024 has been finalised.

He noted the auditors highlighted new legislative requirements for retention money held on capital projects in their management letter to the Board. The Board agreed to respond to the auditors and assure them we will comply with the new requirements of the legislation.

Action: Board to respond to auditors with assurance we will comply with new legislative requirements for retention money held on capital projects.

### **Health Curriculum consultation approach**

Phil noted that every two years the school is required to consult with the community about the health curriculum. In the past we have published a statement about the health curriculum in the newsletter for feedback.

Phil noted the health curriculum is currently being rewritten. The Board considered how best to consult at this time. The Board agreed the school should publish a statement about the health curriculum in the newsletter for feedback in Term 3 or Term 4. The Board suggested more in-depth consultation could occur when the new curriculum has been released.

The Board also considered the timing of the community survey, based on the implementation of the new curriculum and the feedback being helpful for the new Board. The Board agreed to circulate a short survey to the community this year to seek feedback on our delivery of the new curriculum. They agreed the new Board could circulate a broader survey next year.

Actions: SLT to publish a statement about the health curriculum in the newsletter for feedback in Term 3 or Term 4. Board to circulate short community survey this year to seek feedback on delivery of new curriculum.

## **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows:

### **Open for Board Review**

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

### **Waiting on SchoolDocs (T1 Reviews)**

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

### **Reviews to Approve**

- T4 2024 Finance review changes – Adrien and Greg (finance committee) to review
- Internal SchoolDocs review – Frances to review

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

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

Phil noted a bulletin was received from the MOE today about a standardised test that students would sit twice each year to measure achievement in reading, writing and maths. Phil noted it is in development, with roll out to schools scheduled for 2026. He noted it could provide another valuable data point, alongside PATs. He also noted e-asTTle will not be used when this system is in place.

Phil noted the Maori Achievement Collaborative (MAC) will no longer be funded after this year. They are looking to set up as a trust, so there may be opportunities for us to remain connected in the future. He also noted the ACCoS Initiative Kahui Ako lost funding in the recent budget and will be discontinued from 2026.

Phil noted feedback from parents about the new Year 5 camp has been positive. The cost structure for Year 5 and Year 6 camps has been shared with parents, with some families offering to pay for other students.

### **Health and Safety**

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

Phil noted some recent accidents on the Junior Playground which resulted in broken arms. He noted these accidents have been thoroughly investigated; all occurred in different ways during dry weather, no patterns were identified and the play equipment meets all safety standards.

## **Finance Report**

Schooled provided the Board with a written report for May 2025 which was taken as read.

The finance committee noted we ended May with a deficit, however we expect to end the year in surplus. Working Capital is sitting where it is expected. Earnings from international students is in surplus. Our largest fundraising event (the FOMS trivia night) will occur in Term 3, which will boost locally-raised funds. Club Meadowbank is currently sitting at 34% of budget and the finance committee is monitoring this.

The finance committee noted the MOE did not make its expected ESOL payment in May due to the volume of applications and this will be paid in June.

## **Property Report**

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

He noted the Lower Courts will open next Thursday after the turfing is completed and the project will come in under budget at around \$216,000.

He noted the refurbishment of Room 16 is nearly finished and it is set to reopen as a classroom as scheduled.

He noted guttering investigations and works are scheduled for the Maclaurin block and the hall. Funding for this falls under the 5YA Roofing Project.

He noted drainage investigations and works are scheduled for the Junior side. Drainage works outside Rooms 14 and 15 will commence on the school holidays. Drainage works are required beneath the turf area outside Room 5 due to cracked piping caused by tree roots, which will necessitate a wider scope and design vision with input from a landscape architect. He noted the Junior Shade design is on hold until these drainage works are completed.

He noted two proposals have been received for the Junior Play Space. A detailed breakdown of the scope of works and costs will be developed to ensure all details are captured and factored into the project budget. The Board agreed to decide on the final layout and design of the Junior Play Space at the next meeting.

Action: Board to decide on final layout and design of Junior Play Space at next meeting.

## **MATTERS ARISING FROM PREVIOUS MEETINGS**

### **Minutes of Previous Meetings**

Jessica moved that the minutes of meeting from 30 May 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**

None

## **SUPPLEMENTAL AGENDA**

None

**Meeting closed at time 8.11pm**

### **Next meeting**

Board meeting, 5 August 2025, 7pm

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



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

