Meadowbank School
Board Meeting Minutes
Tuesday, 9 June 2026, 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 Kylie.

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 (EEO) for 2026 and 2027, which was taken as read.

Phil provided some background to the report and also on funding for teacher positions from the Ministry of Education and the Board. The Board considered predicted cohort numbers and class numbers for next year and the implications for funding and budget. The Board agreed to consider and finalise Board-funded staffing at a meeting in Term 3.

Action: Board to consider and finalise Board-funded staffing at a meeting in Term 3

Out of Zone Ballot
Phil provided the Board with an overview of projected numbers of staff and students in each cohort in 2027. The Board considered running an out-of-zone ballot for limited places next year for Year 0, Year 1 and Year 2 students.

The Board agreed to hold an out-of-zone ballot in October 2026 for a limited number of students in Year 0, Year 1 and Year 2, depending on enrolments for 2027.

Action: Phil and SLT to progress with planning for out-of-zone ballot in October 2026.

Staffing structure
Phil provided the Board with an overview of the staffing structure at school. The Board considered opportunities for professional growth for senior teachers.

Phil noted he will be providing mentorship as part of the Ministry of Education's Aspiring Principal Programme this year. A Deputy Principal from another school will shadow Phil on occasion and will be invited to attend a Board meeting in the future.

Annual Report Management Letter
Phil noted the audit of our financial statements for the year ended 31 December 2025 has been finalised. The Board noted the auditors commented on the school's efficient and well-controlled administration and accounting function and did not require any further actions. The Board acknowledged the Senior Leadership Team and our financial administrator Ioana Chinan for their hard work.

Phil confirmed the financial statements have been submitted to the MOE as part of our annual reporting and have also been published on the school website.

2026 Term Dates
Phil provided the Board with proposed term dates for 2027. The Board considered the pros and cons of the dates, the length of each term and how best to optimise learning time and school operations. The proposed dates of other local schools were noted.

The Board approved the following term dates:
- Term 1 (10 weeks) – Tuesday, 2 February to Friday, 9 April 2027
- Term 2 (10 weeks) – Tuesday, 27 April to Friday, 2 July 2027
- Term 3 (10 weeks) – Monday, 19 July to Friday, 24 September 2027
- Term 4 (10 weeks) – Monday, 11 October to Thursday, 16 December 2027

The Board noted Teacher Only Days will be held on:
- 28 and 29 January 2027
- 4 June 2027 (Curriculum), Friday before King's Birthday
- 22 October 2027 (Curriculum), Friday before Labour Day

Action: SLT to publish school dates for 2027 in newsletter and on school website.

Strategic Review / meetings
The Board considered the date of this year's first strategy meeting and agreed on 7pm on Tuesday, 21 July. They noted another strategy session will follow in October.

Action: Phil to circulate any material required to prepare for strategy meeting on 21 July

SCHOOLDOCS

The status of SchoolDocs reviews are as follows.

Under Review this term
- School Swimming Pool
- Education Outside the Classroom
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

Waiting on SchoolDocs
- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cell phones and Other Personal Digital Devices
- Behaviour Management
- Minimising Physical Restraint

For Approval
- Bullying and Harassment – reviewed by Kylie and endorsed by Board
- Privacy Updates – reviewed by David and endorsed by Board

MONITORING AND MONTHLY REPORTS

Principal's Report
Phil provided a written report to the Board which was taken as read

Phil clarified to the Board that roll predictions factor in new entrant students starting as they turn five throughout the year.

Phil discussed the ongoing review of homework and noted an alternative paper-based maths option will be introduced for families who would prefer this over the online Maths Whizz programme. The SLT will monitor the uptake of the paper-based maths option for the rest of the year, which will inform decisions for 2027.

Finance Report
Schooled provided the Board with a written report for the two-month period up to 31 May 2026 which was taken as read.

Adrian noted an operating surplus for the period. He also noted banking staffing is currently underused and well positioned. He noted the refurbishment of Block 11 (Orchard Block) was recorded as a receivable in the previous period, but has now been correctly reported as school-funded project cost.

Property Report
Clark provided a written report to the Board which was taken as read.

Clark confirmed the MOE is taking responsibility for funding the remedial works in the gully. He noted Auckland Council declined to take responsibility, as it determined it relates to an erosion issue on Crown land. He also noted Phil is meeting with a specialist team tomorrow, including a representative from Healthy Waters.

He noted the concept for the Junior drainage and shade project has progressed and the design has been refined. One quote has been received for turf and another will be obtained. A new CAD drawing will be undertaken as part of the approvals process and also for FOMS to share for fundraising purposes.

Phil noted a robomower is being trialled on the senior field. The Board considered its features and benefits and noted its potential to improve the condition and usability of the field and to save money in the long term.

Clark noted the Main School Electrical Feed is still being monitored. The Board considered options for solar power, particularly to manage high demand in summer.

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

He noted attendance continues to be good. He noted recruitment is a challenge due to the transient staffing base, however the leadership remains stable. He confirmed the Recreation Surcharge is set to start in Term 3 and will amount to around $5 per session (or $50 per term) per student.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings
Frances moved that the minutes of meeting from 12 May 2026 be accepted as a true and correct record. The minutes were adopted and seconded by Penny.

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

PEB

One

SUPPLEMENTAL AGENDA

None

Meeting closed at 7.54 pm

Next meeting
Strategy meeting, 21 July, 7pm
Board meeting, 11 August, 7pm

Signed: ____________________ Dated: 18/08/26