

**Meadowbank School
Board Meeting Minutes
Tuesday, 12 March 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Alisha Chapman, Judith Hannan, Adrien Hunter, Greg Lewis, Frances Moon (Acting Presiding Member)

Apologies: Charles Stokes, Jessica Wight

Guests: Amy Thompson

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda
None

Adoption of Agenda
The Agenda was adopted by Frances. Seconded by Judith.

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

Year 6 Camp Approval
Jane provided the Board with the EOTC trip pack for Year 6 Camp 2024 which was taken as read.

The Board noted this year's camp at CYC Ngaruawahia will be held over three nights and four days, which will be one extra night than in 2023. The Board was satisfied all risk assessments have been undertaken and all safety requirements have been met during the planning process. The Board approved the Year 6 camp to go ahead.

ERO Report
Jane provided the Board with the unconfirmed School Profile Report from the Education Review Office (ERO) which was taken as read.

The Board had no further additions to the report and agreed to its sign off.

Action: Jessica to sign off the ERO Report on behalf of the Board.

Board Te Tiriti o Waitangi Professional Development

Jane shared with the Board that professional development on unconscious bias and Te Tiriti o Waitangi is being undertaken by staff and the SLT this year. The facilitator of these sessions, George Ihimaera, also has experience in delivering training to school boards about Te Tiriti o Waitangi and how it aligns to board governance and strategic planning. The Board expressed a desire for training that provides practical information that can be applied to real situations, with a focus on achieving equitable outcomes, engaging with whānau and mana whenua.

Action: Jane to circulate information about training to Board members.

Co-option

Frances discussed recent communications about co-option of a new member to the Board, Patrick Mohan. Frances provided the Board with Patrick's Eligibility Declaration. The Board considered the mandatory criteria for co-opting Board members and the required skills for the role. The Board acknowledged Patrick's professional engineering, construction and commercial expertise and the benefit his capabilities would bring to the Board and the school in light of upcoming strategic building projects.

The Board approved Patrick's co-option to the Board from this date.

Action: Jessica to start the onboarding process for Patrick onto the Board.

Easter Morning Tea

The Board discussed the timing of hosting a morning tea for staff.

Action: Frances to confirm availability of Jess, Charles and Patrick on upcoming potential dates to host the morning tea: 22 March, 10 May or 17 May.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Decide review approach

1. Curriculum and Student Achievement – Adrien to review
2. Legislation and Regulations Policy – Adrien to review
3. Internal Review – Upcoming Changes – Alisha to review

To Approve

1. Te Tiriti o Waitangi – Jane and Adrien approved.
2. Board Responsibility – Jane and Adrien approved.
3. Documentation and Self-Review Policy – Jane and Frances approved.

Waiting on SchoolDocs

1. Home Learning
2. Distance Learning
3. School Planning and Reporting
4. Recognising Student Achievement
5. 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.

The Board considered the predicted end-of-year cohort numbers for 2024 and discussed possible impacts on class sizes and staffing requirements for 2025. The Board agreed to consider the need for an out-of-zone enrolment ballot later this year during their May meeting.

Amy confirmed scale scores will be reported to Year 3 parents this year instead of stanine scores drawn from PAT assessment results. She noted the New Zealand Council for Educational Research is currently undertaking an equity-focused refresh of the design and content of PAT and other assessments.

Jane confirmed Meadowbank School's Partnership's annual plan supports ACCoS' Te ao Maori Initiative and, in some cases, exceeds its expected outcomes. The Board discussed the results of PAT assessment of te reo language of Year 5 and 6 students in 2023, in which students achieved late Stage 1 and early Stage 2, on average.

Action: Jane to provide an update on predicted end-of-year cohort numbers in upcoming Principal's Reports. Jane to contact local property developers for information about the status of developments and projected numbers of families moving into the area.

Finance

CES provided a written report for January and February to the Board which was taken as read.

Greg and Adrien discussed the figures with the Board. They noted the Working Capital and the effect of large projects coming up this year on this figure. They confirmed they are monitoring non-fixed income streams, including donations which are down 30% compared to last year's figures at this time. The Board noted the resignation of Financial Administrator Stephanie de Frere from Meadowbank School and commended her expertise and advice to the Board during her seven-year tenure.

Action: Jane to review relationship with CES and explore options for financial reporting and recruiting a new Financial Administrator.

Property Report

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

Regarding the replacement of the Pool Changing Shed, Jane confirmed she and Charles inspected the site and noted additional works that ideally would be done at the same time, including painting the pool, turfing the grass and re-fencing the site. Quotations from suppliers will be sought for these additional works and provided for consideration at the next Board meeting. Amy noted Council consent is pending, but expected soon; consented documents will then go out to three suppliers for pricing, with cost savings requested on certain items, such as joinery.

Action: Reinstate pool hire and pool key to Parking Lot on Action Register.

Health and Safety Report

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

Any confirmed hazards in the school grounds are assessed, identified and monitored by location and reported to the Board at each meeting.

Club Meadowbank

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

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Moved by Frances that the minutes of the meetings of the Board from 20 February 2024 be accepted as a true and correct record. Seconded by Adrien.

Action items

Matters arising from previous meetings were discussed and 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.

- Item 121, School Docs: Disaster and crisis management policies – closed.
- Item 143, Strategic Plan 2024 – completed.
- Item 144, FOMS calendar – completed.
- Item 145, 2024 Review Cycle – in progress.
- Item 146, Uniform Stock – closed.
- Item 147, Lower Courts project scoping – in progress.
- Item 148, 2023 Annual Reporting – in progress.
- Item 149, Community Voice – in progress.
- Item 150, Allocations Grant – in progress.
- Item 151, IRD – completed.
- Item 152, Edge Learning Solutions – completed.
- Item 153, Schedule of Delegations – completed.
- Item 154, SchoolDocs: Cell phones and personal digital devices – completed.
- Item 155, SchoolDocs: internal reviews of finance, income and expenditure – in progress.

CORRESPONDENCE

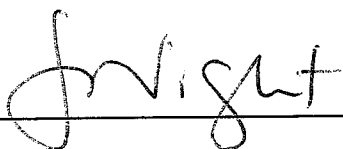
None.

Closing Karakia

Meeting closed at 8.52pm

Next Board meeting: Tuesday, 9 April 2024 at 7pm

Signed: _____



Dated: _____

17/5/24