Meadowbank School
Board Meeting Minutes
Tuesday, 25 March 2025, 7.00pm

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

Apologies: Judith Hannan

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda
Year 6 Production
Speed increases on school streets
Easter morning tea

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

Board Succession and Election Planning
The Board discussed the triennial board election which will be held in September 2025. Phil noted the call for nominations will close on 11 July, the election will be held on 3 September and the newly-elected Board will take office on 10 September.

The Board considered the timing of upcoming Board meetings before the election and when the newly-elected Board takes office. They noted the Board meetings scheduled for 20 May and 17 June would be ideal for prospective nominees to attend as visitors, with agenda items to include PAT achievement in May and student wellbeing in June, based on the Review Cycle. Board members agreed to be available half an hour before these meetings to connect with prospective nominees.

The Board agreed their meeting on 5 August would remain as scheduled, with the September meeting to be rescheduled to 16 September to align with the election timetable.

The Board agreed school should reach out to prospective nominees in the community via communication channels, including a stand-alone email to parents, Edge App notifications on the mornings of the May and June meetings and newsletter reminders, as well as Phil briefly addressing parents attending assemblies.

The Board considered induction material and training for new members of the Board.

The Board agreed Phil would manage the organisation of the election.

Actions: SLT to reschedule September Board meeting to 16 September. SLT to reach out to prospective nominees in the community via communication channels – stand-alone email to parents, Edge App notifications mornings of May and June meetings, newsletter reminders, Phil addressing parents attending assemblies. Phil to manage organisation of election.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Active Reviews – Seeking Feedback this Term
- Health, Safety and Welfare Policy
- Safety Management System
- Risk Management
- Worker Engagement, Participation and Representation
- Healthcare
- Recording and Reporting Accidents, Injuries and Illness

Waiting on SchoolDocs
- Finance and Asset Management Policy
- Managing Income and Expenditure
- Financial Conflicts of Interest
- Asset Management and Protection

MONITORING AND MONTHLY REPORTS

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

He noted supplementary MOE Maths resources, Oxford and Numicon, have been ordered to support the delivery of the refreshed curriculum. Oxford has been selected for Years 3-6 and features in-class, independent workbooks. Numicon has been selected for Years 0-2 and features physical materials. Oxford and Numicon resources are accessible to teachers of all year levels. He noted our approach will be to teach to the level of each student, not exclusively to their year level.

Phil noted our school has been invited to join The Teachers Institute, an Initial Teacher Education programme started by a group of prominent high schools and colleges in Auckland. Phil noted the ongoing benefits of joining the group to access and shape teaching talent for our school. Each year the programme would involve up to two postgraduate students of primary teaching completing their studies while being based day-to-day at our school and supported by a mentor teacher, with a view to us hiring them at the end of their training. We would have the opportunity to interview prospective trainee teachers before their placement. The trainee teachers would spend more time on practicum compared to university programmes and would receive a grant or stipend from the government while training. He noted Dr Nina Hood is the academic director of the institute. A one-off payment of about $3000 is required to join the group. We would not be bound by an exclusive agreement, so we could still hire teachers from university programmes. The Board supported our joining The Teachers Institute.

Phil noted e-Asttle as an assessment tool is being reviewed by the MOE. We will continue to use it as an assessment tool in 2025 until an alternative standardised assessment tool is developed and provided. He also noted previously we have reported combined achievement across a curriculum area, but this year we will break down the reporting into the separate strands of each curriculum area. For example, for Reading we will report achievement in decoding, comprehension and critical analysis.

Finance Report
Schooled provided a written report for February 2025 to the Board which was taken as read.

Greg noted the 2025 Budget was approved by all Board members. He noted a draft of the annual report has been received and Phil and the finance committee will review it closely for approval by the Board.

It was noted that significant and beneficial projects are currently underway, which require capital expenditure during the first part of the year. However, working capital will increase as locally-raised funds are raised during the year.

Action: Board to review capital works pipeline at next meeting to determine when other projects could be started.

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

Work on the Lower Courts is progressing to schedule and the area is set to reopen next term once the mesh fencing is installed.

The refurbishment of the Pool Changing Sheds and surrounds is complete and Phil will report the final budget at the next Board meeting.

The screw piling is underway on the Orchard Block. The MOE has approved the budget for the refurbishment of the three classrooms within the Orchard Block, with some funding approved to come from the Board. Works on the Orchard Block are scheduled to be completed in Term 3.

Regarding the Junior Playspace, the SLT will continue to progress the design concept and brief and feed back to Patrick and the Board. Once finalised, the brief will be circulated to three prospective providers for pricing.

Regarding the Junior Shade, the layout of the design and positioning of support poles is being considered to optimise the appearance and safety of the structure. More design ideas will be explored to present at the next Board meeting.

Actions: SLT to progress Junior Playspace design concept and brief and feed back to Patrick and Board. More Junior Shade design ideas to be presented at next meeting.

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

Jessica moved that the minutes of the PEB component of the meeting from 10 December 2024 be accepted as a true and correct record. The minutes were adopted and seconded by Alisha.

Jessica moved that the minutes of the meeting from 25 February 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Adrien, subject to minor amendment to some wording.

Jessica moved that the minutes of the PEB component of the meeting from 25 February 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Frances.

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

Year 6 Production

The Board requested management perspectives on learning objectives relative to the time commitment of the annual Year 6 Production. Phil noted learning outcomes include exposure to the arts (on stage and behind the scenes), teamwork, collaboration and experience creating as a group. He noted the SLT has been revisiting the time and planning of production, including the scheduling of preparations and practices, and introducing the buying of scripts in recent years. Phil noted the Production is a popular fixture among the students at school.

Speed limit changes near schools

The Board considered upcoming changes to speed limits on streets near schools. Phil will circulate more information to the Board for consideration.

Action: Phil to circulate information about changes to speed limits on streets near schools.

Easter morning tea

The Board considered the date of the Easter morning tea, which will likely be held on the first or second Friday morning in Term 2. Phil will circulate a survey to Board members to determine the most suitable date.

Action: Phil to circulate survey to Board to determine most suitable date.

Meeting closed at 8.48pm

Next meeting
Board meeting, 20 May 2025, 7pm

Signed: JWight Dated: 25 July 2025