

**Meadowbank School
Board Meeting Minutes
Tuesday, 24 March, 7.00pm**

Present: Phil Toomer, Judith Hannan, David Jaggs, Kylie Middleton, Frances Moon, Penny Olson, Clark Wilson

Apologies: Adrien Hunter

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

Board newsletter

Board morning tea for staff

Adoption of Agenda

The Agenda was adopted by Frances. Seconded by Penny.

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.*

Adrien declared a perceived conflict of interest and the Board agreed it could be managed.

Action: Adrien to record conflict of interest on Board Interests register

FOR REVIEW, DISCUSSION AND APPROVAL

None

SCHOOLDOCS

The status of SchoolDocs reviews are as follows.

Under Review this term

- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices

Waiting on SchoolDocs

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

For Approval

- Internal review – Immunisation record keeping – endorsed by the Board
- Student Safety and Wellbeing – Penny to review

MONITORING AND MONTHLY REPORTS

Principal's Report

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

Phil clarified some details about reporting on student's achievements this year. The Board considered optimal school roll and class sizes. The Board noted the number of MOE-funded English Language Learners and considered the support provided to these students in class and in withdrawal groups.

Phil noted the SLT is considering the best method to gather parent perspective for our homework review.

Finance Report

Schooled provided the Board with a written report for January and February 2026 which was taken as read.

Phil noted February ended with a Working Capital of around \$1.134 million and a Net Surplus of around \$104,000.

He noted the new play space at the Junior campus was completed on budget and was opened on schedule to students in early March.

Property Report

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

The Main School Electrical Feed will be monitored until the end of Term 2. Some intermittent spikes close to capacity have been noted, however average measurements are under this level.

Regarding the shade structure at the Junior School, advice has been sought on council consents and exemptions. The Board noted this project could be a target for FOMS fundraising activities.

At the Senior School, the field is dry and the forecast rain is expected to improve its condition. Advice is being sought on the maintenance of drainage lines and also cost-effective options for ongoing watering in the warmer months.

In the gully, we have received the geotechnical report and design for the remediation works on the path and maintenance of the bridge. A retaining wall has been proposed, with a handrail due to the height of the pathway, and will require building consent from council. Resource consent may also be required due to the stream situated in the gully, to be determined. Repair works on the bridge have commenced and include the installation of brackets to strengthen piers where dampness has been an issue.

In Rooms 12 and 13, new Autex wall panels will be installed during the upcoming school break.

In Rooms 40, 41 and 42, a second quote to install air conditioning units is being sought.

Club Meadowbank

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

Phil noted a supervision surcharge will be implemented from Term 3 onwards to cover the 30-minute period between 3.00pm-3.30pm for those children attending recreation clubs. The surcharge will total \$40 per student per term (or \$4 per session).

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Frances moved that the minutes of meeting from 17 February 2026 be accepted as a true and correct record. The minutes were adopted and seconded by Judith.

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

1

SUPPLEMENTAL AGENDA

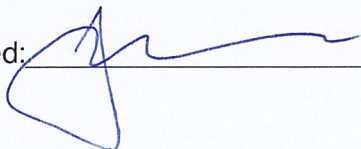
The Board noted its newsletter is scheduled to be produced and circulated to the community in Term 2. They also noted the Board will host a morning tea for staff in Term 2.

Meeting closed at 7.38pm

Next meeting

Board meeting, 12 May, 7pm

Signed:



Dated: 18/08/26