

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 21 May 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Alisha Chapman, Judith Hannan, Adrien Hunter, Greg Lewis, Patrick Mohan, Frances Moon, Charles Stokes, Jessica Wight

Guests: Phil Toomer ((Principal on secondment, joined meeting at 8pm), Amy Thompson

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

None.

**Adoption of Agenda**

The Agenda was adopted by Jessica. Seconded by Alisha.

**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**

**Standardised Assessment Report**

The SLT provided the Board with the Standardised Test Programme Analysis Report for 2024 which was taken as read.

Amy noted the report collates the results and analysis of the PAT tests conducted in March 2024 and represents the achievement of all students, including those with identified learning needs and with English as a Second Language.

Amy noted the norm reference for Year 3 is being reviewed, so standardised scale scores are reported for this cohort. Stanines and national averages for Year 3 will become available later this year.

Amy noted the results presented in this report mirror the OTJ results from the end of last year, particularly in Reading Comprehension and Maths.

The Board asked a range of questions on the more detailed elements of the report.

This year Meadowbank chose to use the new Pānui-Reading Comprehension PAT, with students achieving the strongest results in this test area. Amy noted students achieved results one or two years above the national average in Reading Comprehension.

Students achieved high results in Maths, with the average achieved by Year 6 students at Meadowbank almost at the average expected by Year 9 students nationally.

Amy noted maintaining high rates of improvement in Reading Comprehension and Maths will be a challenge when achievement is already at such a high level.

Amy noted the Year 6 cohort comprises 60% males and 40% females, which has an influence on the overall results.

In Listening Comprehension, all cohorts sit above the national average, but the results are not as strong as in other areas. The Board considered the challenges of testing listening comprehension, including student concentration, testing experience and effective use of headphones. The SLT are considering how to address this area.

Actions: Jane to circulate scale of scores for reference. Future reports to present NZ European results in Ethnic Achievement sections. Board to add note about listening comprehension in report.

### **Community Data Report**

Jane provided the Board with a draft of the 2023 Report on Progress and Achievement to be shared with the school community.

Actions: Adrien to send suggested changes to wording to Jane. Alisha to publish the report in the Board newsletter.

### **FOMS Beer Night Approval**

Andrew Troy provided the Board with a fundraising application for FOMS to hold a Craft Beer Education and Appreciation Evening in Bruce McLaren Hall on 15 June 2024. The Board considered the details of the event and noted its adherence to the school's policies on the responsible service of alcohol.

The Board approved the event.

### **Community Survey**

The Board considered topics to be covered by questions in this year's Community Survey.

Action: Jane to circulate survey questions for review.

### **2025 Term Dates**

Jane provided the Board with proposed term dates for 2025.

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 for 2025:

- Start – Friday, 7 February
- Term 1 - 10 weeks
- Term 2 – 10 weeks
- Term 3 – 10 weeks
- Term 4 – 10 weeks
- End – Friday, 19 December

Action: SLT to publish school dates for 2025 in newsletter and on website.

## **School Records Retention and Disposal**

The Board noted its review of the MOE's School Records Retention and Disposal Schedule and approved Meadowbank's policy to retain school records for an appropriate period of time and to then dispose of records securely as per the Schedule.

## **SCHOOLDOCS**

The status of SchoolDocs reviews are as follows:

### **Open for Board review**

- Employer Responsibility Policy
- Appointment Procedure
- Safety Checking

### **Decide review approach**

- None

### **To Approve**

- Governance and Management – to be reviewed by Frances
- Internal Review – Upcoming Changes – endorsed by Alisha
  - Safety Checking and Police Vetting
  - Personal Grievance
  - Bomb Threat

### **Waiting on SchoolDocs**

- School Planning and Reporting
- Recognising Student Achievement
- 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 discussed the school's daily attendance and how the figures are measured and reported.

Jane confirmed how FOMS activities are organised this year, with volunteer committees dedicated to specific events and with Andrew Troy as their main contact at school. The Board considered how to encourage new families to get involved in FOMS activities.

### **Finance Report and Finance Subcommittee Update**

CES provided a written report for April 2024 to the Board which was taken as read.

An operating deficit of around \$78,000 was noted. Donations are sitting at around \$252,000 for the year-to-date, with around \$299,000 budgeted for 2024. Expected funding from international students is on budget for this year.

The Board considered optimising cohort numbers to maintain the stability of the roll in the long term and as a lever to increase teacher funding while maintaining moderate class sizes. The Board agreed to discuss the out-of-zone ballot at the June Board meeting.

Jane confirmed that from Term 1 2025, the MOE will fund 25 hours of Classroom Release Time for teachers per term. Meadowbank is already meeting this release time (and has been Board-funded in the past).

### **Property Report**

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

He updated the Board on progress on the Lower Courts. He noted surveys have been undertaken and an initial meeting has been held with Team Turf and Civil Contractors to discuss next steps. A meeting has also been held with the fencing contractor to establish fencing requirements for the courts and pool area, with a quote to come.

Regarding the Pool Changing Shed Replacement, Council consent has been received and the project documents have been supplied to three tenderers.

Regarding the Orchard Block, we are awaiting geotechnical reports.

Jessica outlined the process for Signing Authority, where a signature of the Presiding Member is required. However, the MOE initiative on the electronic signing of documents has been put on hold for now.

Action: Jane to include Signing Authority in agenda for June Board meeting.

### **Health and Safety Report**

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

### **Club Meadowbank**

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

The Board noted lower attendance at the April holiday programme and discussed promotion of the upcoming July holiday programme to increase bookings.

The Board considered the overall drop in attendance at Club Meadowbank in 2024 compared to 2023. It was noted that feedback on Club Meadowbank should be sought in the Community Survey.

The Board discussed the programme of extracurricular sports and cultural activities offered by external coaches and professionals as part of Club Meadowbank's offering and considered if Club Meadowbank is paid to supervise students who participate before their classes commence.

Action: Jane to confirm arrangements for Club Meadowbank supervising students participating in the programme of extracurricular sports and cultural activities. Jane to draft questions about Club Meadowbank in the Community Survey.

