Meadowbank School
Board Meeting Minutes
Tuesday, 20 May 2025, 7.00pm

Present: Phil Toomer, Alisha Chapman, Judith Hannan, Adrien Hunter, Patrick Mohan, Frances Moon, Jessica Wight

Guests: Stephan Dovermann, Georgia Olsen, Penelope Olson, Amy Thompson

Apologies: Greg Lewis

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda
FOMS fundraising event application

Adoption of Agenda
The Agenda was adopted by Jessica. Seconded by Adrien.

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 2025 Standardised Test Programme Analysis Report which was taken as read.

Phil provided a brief overview of the context of this report to guests. He noted this report collates the results and analysis of the PAT tests conducted in February 2025 in the areas of Reading Comprehension, STAR Reading, Reading Vocabulary, Punctuation and Grammar, Maths and Listening Comprehension. He also noted this report is compiled in May each year following PAT testing.

The Board commended the quality of the data and presentation of the report.

Amy noted student achievement has increased in many areas. The highest overall achieving area across all cohorts is maths, which reflects our professional development in this area and our teacher's strong pedagogical practice. She also noted the increased achievement of female students in maths, reflecting a reduction in the gender gap in this area.

The Board considered students' lower achievement levels in Listening Comprehension, which is tested via an online platform. Phil and Amy noted factors which may affect students' performance during online testing in this area, including their application and concentration, as well as their potential to skip through important information while using laptops. The Board considered if these factors could be examined and the SLT continues to consider how to address this area.

Amy noted we are not seeing continued progress at the accelerated rate in Reading Comprehension (as seen in Maths). The SLT continues to consider these results.

Amy noted each year a portion of students who achieve high results in Reading Comprehension sit an additional test at the age-above level to assess their potential. In 2024, it was found these students did not perform as well in these tests and their age-level test was a more accurate reflection of their abilities. This year, the portion of students who undertook this additional age-above testing was reduced to include only those students who achieved nearly 100% in Reading Comprehension in the previous year's test. Amy noted all of these students scored a Stanine 9 in this additional testing.

The Board considered the new curricula and how to maintain our overall high levels of achievement, given the year-on-year improvements. Phil and Amy noted one effective strategy will be to target Years 3 and 4 students to build capabilities in areas such as reading comprehension and vocabulary with parent support at home.

Action: SLT and teachers to communicate with parents of Year 3 and 4 students with actions to support their child's reading comprehension, vocabulary and other areas at home.

Achievement Summary Report
The SLT provided the Board with the 2024/2025 Report on Progress and Achievement - Summary Report, which was taken as read.

Phil and Amy noted this report highlights achievement in Reading, Writing and Maths based on overall teacher judgements in 2023-2024 and PAT assessments in 2025.

The Board approved the publication of this report to the school community via the newsletter.

Action: SLT to publish report via the newsletter.

2026 Term Dates
Phil provided the Board with two options for proposed term dates for 2026. 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.

Phil noted the proposed dates are required to factor in curriculum days prescribed by the Ministry of Education. He has sought clarification from the ministry on whether there will be two additional curriculum days. The Board approved the following term dates in principle, based on the ministry's clarification of two additional curriculum days.

- Term 1 (10 weeks) – 4 February to 2 April 2026
- Term 2 (11 weeks) – 20 April to 3 July 2026
- Term 3 (10 weeks) – 20 July to 12 October 2026
- Term 4 (10 weeks) – 12 October to 18 December 2026

Phil noted these term dates match those of Remuera Intermediate.

Actions: Phil to chase MOE for clarification on potential extra curriculum days and email outcome to Board members. Once confirmed, SLT to publish school dates for 2026 in newsletter and on school website.

EOTC/Camp 2026
Amy Thompson provided the Board with a proposal for camps for Years 5 and 6 students for consideration and approval.

Phil and Amy outlined the details of each camp, noting the proposed locations, health and safety, structure, activities, dates and costs. The Board was provided with a breakdown of the costs for each camp, which compared the expenses for existing EOTC activities, excursions and camps for Year 5 and Year 6 students against those of the proposed camps.

They noted the proposed Year 5 camp would be held at CYC Ngaruawahia (the location of recent Year 6 camps) on 1-3 December 2025 and would provide students with their first school camp experience and introduce waterwise-focused learning experiences. This camp would cost $360 per student and would take the place of other EOTC activities currently held in Year 5.

They noted the proposed Year 6 camp could be held at the Motutapu Outdoor Education Camp on 5-8 May 2026 and would provide students with a waterwise-focused learning experience at a cost of $540 per child. This camp would take the place of other EOTC activities currently held in Year 6.

The Board considered the structure, content and timing of the camps. They noted the camps would be held approximately five months apart and therefore the expense for families would be spread across the calendar. The Board noted communications should be provided to families to walk parents through the cost structure of each camp.

The Board approved the Year 5 camp to be held on 1-3 December 2025.

The Board approved the Year 6 camp to be held on 5-8 May 2026.

Action: SLT to proceed with planning and delivery of Year 5 and Year 6 camps. SLT to communicate with Year 5 and Year 6 families to to breakdown costs of camps.

Capital Works Pipeline
The Board considered the Capital Works Pipeline and projects to prioritise for 2026. The Board agreed to consider this further at the next meeting.

Action: Board to consider capital works projects to prioritise for 2026 for discussion at next meeting.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Open for Board Review
- Planning and Preparing for Emergencies, Disasters and Crises
- Communication During an Emergency, Disaster or Crisis
- Emergency Closure
- Emergency Management
- Disaster Management
- Crisis Management

Agree Review Approach
- None

Waiting on SchoolDocs
- None

MONITORING AND MONTHLY REPORTS

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

Phil noted some interim guidance has been released by the MOE on mid-year reporting to parents. He provided the Board with a template of our mid-year report developed to align with the new curriculum structure, in which each subject area is broken into sub-strands. The Board commended the mid-year report template.

Regarding staffing, Phil noted the SLT will start the recruitment process for teachers for next year during Term 3.

He noted the International Student programme to be held in July is nearly fully subscribed, adding this is limited to Years 3, 4 and 5 students this year due to age and class-size considerations. He noted 11 long-term international students attended Meadowbank in Term 1.

The Board considered the attendance report for Term 1 provided by the MOE. The Board was pleased to see attendance at good levels.

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

Phil noted Club Meadowbank again achieved its accreditation as an OSCAR approved provider of out of school care and recreation programmes. Two minor recommendations were made, which have been addressed. The next OSCAR assessment and review is due in 2027.

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

Adrien noted our financial position is tracking as expected. He noted donations are strong and may exceed budget, while income from international students is as anticipated at this time. Working capital is also sitting at an expected level. He also noted Schooled is reporting itemised figures for Board-funded projects within Capital Expenditure as requested.

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

The Board commended teacher and artist Polly Stewart for the mural she designed and painted on the wall of the pool changing room alongside the lower courts.

Patrick updated the Board on the progress of current projects.

He noted artificial turf is being laid on the lower courts and the pool is closed for the winter.

At the Orchard Block, the foundation works are complete and have been issued with a Code Compliance Certificate by council. The refurbishment of these three classrooms is well underway, with Room 16 prioritised for completion at the start of Term 3.

At the Maclaurin Block, quotations have been sought to replace leaking guttering as part of the 5YA Roofing Project.

5YA drainage and concrete works are being planned for the area under the turf outside Room 5. An arborist will also be engaged to manage tree roots ingressing on drainage pipes and new turf will then be laid. Patrick noted these works are required to be undertaken before any works commence on the Junior Shade, which would be installed above.

The Board considered visualisations of design concepts for the Junior Playspace. The Board endorsed Revision B, which they noted provides more opportunities for creativity and teaching through play. The Board considered the capital works funding of projects. They agreed it is preferable for structures to be designed well and to be fit for purpose, which often requires spending a higher amount. They noted the Junior Play Space could possibly commence over summer 2025/26.

In the Garden to Table area, the Wendy House is confirmed to be constructed this year.

Actions: Patrick and the SLT to provide the Board with the final proposal and price for the Junior Playspace at the next meeting. Patrick and SLT to progress the construction of the Wendy House.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings
Jessica moved that the minutes of meeting from 25 March 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Adrien.

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
FOMS provided an application to hold a Movies and Pyjamas fundraising event for junior and senior students in the hall on 25 June 2025. It was noted this event would take the place of a second disco in the second half of the year. The Board approved the application.

Meeting closed at 8.16pm

Next meeting
Board meeting, 17 June 2025, 7pm

Signed:______________________________ Dated: 25th July 2025