

**Meadowbank School
Board Meeting Minutes
Tuesday, 12 May 2026, 7.00pm**

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

Guests: Karina Thomas (left meeting 7.15pm), Amy Thompson (left meeting 7.35pm), Andrew Troy (left meeting 7.35pm)

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

FOMS Update

Karina Thomas and Andrew Troy provided the Board with a verbal report on FOMS activities this year.

They noted the success of the student disco in Term 1 and the popularity of the food trucks at the event.

Term 2 activities and events are underway. The recent NBL Basketball Match was very well attended, with around 350 tickets ordered by Meadowbank families. The movie night is scheduled for Wednesday, 17 June in Week 9. This year students will be given the opportunity to vote on their choice of movie. FOMS Brew and Bubbles night is set for Saturday, 27 June in Week 10, with the scope of the event expanded from its original beer-focus to appeal to broader tastes.

FOMS' annual quiz night will be held in Term 3.

Karina noted the challenges of attracting volunteers for FOMS lunches, particularly the Junior sausage sizzle. The Board considered how to attract new volunteers and to support those who already assist. The Board supported FOMS making changes to the lunch schedule if volunteers are not available. Karina noted dumpling lunches are a popular addition to the lunch schedule.

Action: Phil to add FOMS calendar to Board Review Cycle for November to enable timely applications for any permits required for events the following year.

PAT Standardised Achievement

The SLT provided the Board with the PAT Standardised Achievement Report for 2026 which was taken as read.

Amy provided a brief overview of PATs and standardised testing to the Board. She noted this report collates the results and analysis of the PATs undertaken by all students in Years 3-6 in February 2026 in the areas of Reading Comprehension, STAR Reading, Reading Vocabulary, Punctuation and Grammar, Maths and Listening Comprehension.

Amy noted the increased achievement in Maths across all cohorts again this year, which reflects the strong practice of our classroom teachers and professional development programme.

Amy noted achievement in Listening Comprehension is flatter, with males in Year 3 more frequently represented in the lower stanines. The Board considered the contributing factors and it was noted that results in Listening Comprehension have dropped since the online testing format was introduced in 2023. Andrew noted recent PLG sessions focused on students' challenges with listening comprehension and attentiveness. Amy noted this assessment will be the next to be reviewed by NZCER.

The Board also noted a gap in achievement levels in Maths for Year 5-6 between girls and boys in the higher stanines and considered the contributing factors to this difference in results.

Overall, the Board was pleased to see achievement levels being maintained considering the significant curriculum and assessment changes and acknowledged the staff for their hard work.

Staff lunch

Frances provided an overview of the annual lunch the Board provides for staff to acknowledge their dedication and efforts. The Board agreed it would be held on the next Teacher Only Day on Friday, 29 May to allow all staff to attend.

Action: Board to make arrangements for staff lunch on Friday, 29 May.

Board newsletter

The Board considered the content of its newsletter to be circulated to the school community this term. They agreed on subjects to cover, including PAT results (as well as the context of change in the teaching environment), finances, property activities, SMART testing and FOMS fundraising efforts. Board members volunteered to prepare different sections of the newsletter.

Action: Board newsletter to be drafted over next 2-3 weeks, for release before the next Board meeting on 9 June.

SCHOOLDocs

The status of SchoolDocs reviews are as follows.

Under Review this term

- School Swimming Pool
- Education Outside the Classroom
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management

Waiting on SchoolDocs

- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices
- Behaviour Management
- Minimising Physical Restraint

To review changes

- Bullying and Harassment – Kylie to review
- Privacy Updates – David to review

For Approval

- Student Safety and Wellbeing – Endorsed by Penny and Phil

MONITORING AND MONTHLY REPORTS

Principal's Report

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

The Board noted we are expected to implement new curricula for health and PE, science and social science in 2027. Phil confirmed we are already trialing the draft curriculum in some of these areas.

Finance Report

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

Adrien noted additional expenses were recorded as they are scheduled for payment during this early period of the year.

Property Report

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

The senior school field is open after routine surface works over the recent holidays and the grass is in good condition.

At the Gully Path, temporary erosion control in the form of matting has been installed for the winter months. An asset manager from the Ministry of Education has visited the site and is approaching Council to determine if it will own the erosion issue and remedial works.

All quotes have been received for the installation of air conditioning units in Rooms 40, 41 and 42. This will proceed once the electrical load monitoring data has been collected and any implications understood.

The concept for the Junior Shade will progress this month. The Board proposed this would be an ideal project for FOMS to target in its fundraising this year.

Action: Phil to update FOMS on fundraising target.

Health and Safety Report

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

Phil noted recent accidents on the Senior Playground which resulted in broken arms. He noted these accidents have been investigated; all occurred in different ways during dry weather, no patterns were identified and the play equipment meets all safety standards.

MATTERS ARISING FROM PREVIOUS MEETINGS**Minutes of Previous Meetings**

Frances moved that the minutes of meeting from 24 March 2026 be accepted as a true and correct record. The minutes were adopted and seconded by Penny.

Frances moved that the minutes of the PEB component of the meeting from 24 March 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

Enrolment scheme

The Board considered a letter from the Ministry of Education regarding its required three-yearly review of the school's enrolment scheme.

The Board agreed the school continues to require an enrolment scheme to prevent overcrowding and the current scheme would be maintained.

Action: Phil to contact MOE to confirm the school's enrolment scheme would remain the same.

Letter

The Board considered a letter from an educator regarding the new curriculum.

The Board made note of this correspondence.

PEB

One

SUPPLEMENTAL AGENDA

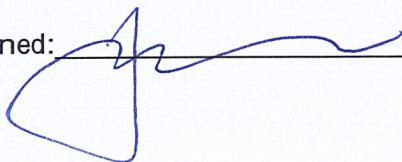
None

Meeting closed at 8.16pm

Next meeting

Board meeting, 9 June, 7pm

Signed: _____



Dated: 23/06/2026