

**Meadowbank School
Board Meeting Minutes
Tuesday, 12 November 2024, 7.00pm**

Present: Jane Butel (Acting Principal), Judith Hannan, Adrien Hunter, Patrick Mohan (via Zoom), Frances Moon, Jessica Wight

Apologies: Alisha Chapman, Greg Lewis

Guests: Phil Toomer, Amy Thompson

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

None

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

Capital Projects Pipeline

The Board considered the Capital Projects Pipeline and noted the significant savings that have been made by reducing the original scope of the Pool Shed works. The Board prioritised core capital projects for next year based on timing requirements, beneficial outcomes and practicality and considered the effects of expenditure on End of Year Working Capital.

The following capital projects were prioritised and endorsed by the Board:

- pool shed refurbishment;
- lower courts levelling ground works and resurfacing and also repointing of adjoining retaining wall;
- fencing replacement for pool and lower courts;
- lower courts widening of access steps;
- Room 16 refurbishment (parallel to adjoining Orchard Block foundation and drainage works and refurbishment under 5YA); and
- Sun shading over Junior turf area near Room 5.

The Board also identified additional capital projects that could be fundraising targets for FOMS, namely the construction of a Wendy House and a Glass House in the Garden to Table area.

2025 Donation Fee

The Board considered the annual donation fee of \$550, which was increased for this year, and agreed to maintain this amount for 2025.

Draft Strategic Plan

Jane presented the draft school strategy document, which includes the Board's input and feedback from the recent strategy session.

Jane clarified some points about PAT assessments and scale scores and the measurement of students' progress over periods of time.

Action: Jane to update some wording in Learning & Achievement section of the strategy

Analysis of Variance Update

Jane presented the draft Analysis of Variance, which includes the Board's input and feedback from the recent strategy session.

FOMS Colour Run Approval

FOMS submitted a fundraising application to hold the annual Colour Run event at school on Friday, 13 December. The event plan follows the model that was successfully executed last year. The application was approved by the Board.

Board Election Date 2025

Jessica confirmed the date range for board elections is between 3 and 19 September 2025. The Board considered timings and agreed the Meadowbank election would be held on 3 September 2025. Nominations would open on 11 July 2025 and close at midday on 30 July 2025.

Action: Principal and Board to complete required planning and paperwork for the board election in Terms 1 and 2 next year.

Staff Christmas Card Writing

Frances confirmed the task of writing Christmas cards to staff would be equally shared between parent representatives on the Board.

Action: Board members to complete their allocation of Christmas cards.

Also noted was the condition of the pool fencing, which is in the process of being validated by a fencing contractor.

Actions: Patrick to circulate the scope and terms of the contract to refurbish the pool shed to the Board. Condition of pool fencing to be validated by fencing contractor.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Moved by Jessica that the minutes of the meeting of the Board from 10 September 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

SUPPLEMENTAL AGENDA

None

Meeting closed at 8.38 pm

Next meeting:

Board meeting, 10 December 2024, 7pm

Signed: _____

J. Wright

Dated: _____

Dec 17th, 2024

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Open for Board review

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

Agree review approach

- Internal Review – Jessica to review

To Approve

- Scheduled Review (Governance and Management & Documentation and Self-Review) – endorsed by Adrien
- Scheduled Review (Parents and Whānau) – endorsed by Jessica

Waiting on SchoolDocs

- None

MONITORING AND MONTHLY REPORTS

Principal's Report

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

Jane updated the Board on staff movements and recruitment for next year.

The Board noted a decline in attendance figures reported for Term 3, which reflected an increase in illness and medical absences during this period. The Board considered the level of unjustified absence due to holiday leave during term time.

Jane updated the Board on the SLT's progress researching and selecting maths resources in line with the new Maths curriculum. A resource programme has not yet been selected.

Health and Safety Report

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

Finance Report

Schooled (formerly CES) provided a written report for October 2024 to the Board which was taken as read.

Adrien noted an operating deficit of around \$61,000 for the period. Also noted were the earnings contributed by international students, as well as the high reliever costs.

Property Report

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

Patrick noted many items in his report were covered by the Board during the earlier discussion about the Capital Projects Pipeline.

He noted the refurbishment of the pool shed is in a position to commence in January 2025 and he will circulate the scope and terms of the contract to the Board.