

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 4 November 2025, 7.00pm**

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

Minute Secretary: Kim Murphy

*Opening Karakia*

**Supplemental Agenda**

Term 4 Board Newsletter  
Christmas Cards

**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**

**School Community Survey - Curriculum**

Phil provided the Board with a report on the results of the School Community Survey on Curriculum.

Phil noted this survey is the main way we gather the community's thoughts on various issues, this time focusing on the implementation of the new Maths and English curricula, and this feedback informs the strategic direction of the Board and the actions of the SLT. He noted 33% of the school community responded to the survey.

The Board discussed the results for each of the survey questions.

The Board observed there were fewer responses and a slight tempering in results compared to previous years. The Board considered the possible combination of causes for this, including media around standards in maths, reading and writing and also understanding around changes to the curricula. The Board noted the other potential methodologies for capturing parent feedback.

Phil noted a theme around homework emerged in response to questions about home learning and online applications, such as Maths Whizz, with some of the feedback indicating a preference for worksheets rather than device-oriented homework. The Board considered the potential for curriculum-aligned workbooks, while also recognising the adaptive programming of applications such as Maths Whizz, which aligns to the level of each student. The Board recognised the potential to increase communications to parents about home learning partnerships and how they can support their child's learning at home.

Phil noted positive feedback was received about the health curriculum.

The Board discussed how to approach the strategic planning process and agreed to follow the existing structure of the current plan. The Board agreed that Adrien, Penny and Kylie would join the Curriculum subcommittee, while David, Frances and Clark would join the Partnerships subcommittee at the upcoming strategic planning session.

Action: Phil to contact Board about potential dates for strategic planning session. SLT to draft material for board consideration at session.

### **Curriculum Update**

Phil provided the Board with a verbal update on the implementation of the new English and Maths curricula.

He noted the government's changes to the curricula last week were unexpected. Although further changes are frustrating for teachers and management, our staff feel confident with the revisions we have implemented so far. Phil confirmed PAT will be used in Term 1 next year, with the new SMART tool hopefully in place for Terms 2 and 4.

Phil also noted the government has removed the requirements for school boards to give effect to Te Tiriti o Waitangi and our Board will consider this in future meetings as more information is made available.

### **Smart Watches and Jewellery**

Phil noted the increasing number of children wearing smart watches and earrings to school. The Board noted smart watches with internet connectivity and gaming capabilities are a distraction from students' learning, which has led them to be restricted at other local schools. They also noted long earrings pose a safety risk to students (particularly when playing sport) and schools who have implemented a rule require students to wear stud earrings only for this reason.

Phil proposed the introduction of new rules to restrict students from wearing smart watches and earrings (except for studs) to school next year. He noted the consultation process for proposed new rules involves consulting with the school community to seek feedback. The Board suggested the SLT clearly define a smart watch as a wearable device with connectivity and gaming capabilities. The Board endorsed the SLT communicating the proposed new rules and timeline to the community in the newsletter.

Action: SLT to communicate information about the proposed new rules and timeline to the community in the newsletter.

## **SCHOOLDOCS**

The status of SchoolDoc reviews are as follows.

### **Waiting on SchoolDocs (Term 3 Reviews)**

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

### **Waiting on SchoolDocs (Term 2 Reviews)**

- 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**

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

### **Changes for Board to review/approve**

- Internal Review – Recent Changes – Penny to review
- Term 2 2025 Scheduled Review – Recent Changes (1) – Adrien to review
- Term 2 2025 Scheduled Review – Recent Changes (2) – Adrien to review
- Term 3 2025 Scheduled Review (Health Support) – Recent Changes – David to review
- Term 3 2025 Scheduled Review (Health and Safety Management) – Recent Changes – Clark to review

## **MONITORING AND MONTHLY REPORTS**

### **Principal's Report**

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

Phil noted there will be six classes for the Year 5 cohort in 2026 to accommodate the forecast roll size and allow for unexpected enrolments. He confirmed we have the funding and staff to cover this number of classes.

Phil also noted the SLT are reviewing the different options offered by the Maori Achievement Collaborative to schools in 2026.

The Board discussed FOMS' activities and their enormous contribution to fundraising for the school. They considered how to support the FOMS leaders, grow the wider team of volunteers and streamline fundraising activities. They agreed FOMS would provide a written report on fundraising activities to the Board twice a year and provide event updates when required.

Action: FOMS report to Board twice a year and as required by events

### **Health and Safety Report**

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

The Board discussed the recent cases of measles in Auckland. Phil noted immunisation levels are very high in the school community and communications about measles will be included in the newsletter.

Phil noted the safety concerns around parents driving into the staff carpark on Waiaitarua Road before and after school. The Board endorsed the SLT seeking quotes for a barrier arm for the staff carpark. Phil noted prices for barrier arms have decreased in recent years and he estimates quotes of around \$12,000.

Action: Phil to seek quotes for a barrier arm for the staff carpark on Waiaitarua Road.

### **Finance Report**

Schooled provided the Board with a written report for the period ending 30 September 2025 which was taken as read.

Adrien provided the Board with an overview of the financial reports and how the finance committee monitors the figures and the triggers to fluctuations.

Phil provided the Board with a verbal update on the draft budget. It was agreed that Phil and Adrien will work on the draft budget and present their progress to the Board at the next meeting.

The Board considered the donation amount for 2026. They noted the donation amount has remained at \$550 in 2024 and 2025. The Board agreed to a new donation amount of \$575 for 2026, in line with the inflation rate over the past two years.

Actions: Donation amount to be increased to \$575 for 2026. Phil and Adrien to work on draft budget and present their progress to Board at the next meeting.

### **Property Report**

Phil, Clark and David provided a written report to the Board which was taken as read.

Construction of the Junior Playspace is scheduled to commence on 12 January 2026 in preparation for the start of the new school year. The Board suggested an event be held to open the new playspace and recognise FOMS' fundraising contribution towards the project.

The releveling and resowing of the School Field surface was successful and the school will continue to monitor its condition.

Construction of the glass doors between Rooms 41 and 42 is scheduled for January 2026 before school recommences.

Monitoring of the Main School Electrical Feed will commence over summer.

Action: SLT to plan event to open new Junior Playspace to recognise FOMS fundraising contribution to project

## **MATTERS ARISING FROM PREVIOUS MEETINGS**

### **Minutes of Previous Meetings**

Frances moved that the minutes of meeting from 16 September 2025 be accepted as a true and correct record. The minutes were adopted and seconded by Clark.

### **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**

### **Year 6 Production**

Phil provided the Board with an overview of the SLT's response to correspondence from a parent who shared their concerns about the time spent by students on preparations for the school production this year. Phil noted the uniqueness of this year's preparations due to the large cohort of students in Year 6, which made it challenging to equally share performance roles and also required additional practice time compared to previous years. Phil confirmed the SLT's commitment to strengthening and upholding the educational principles around production, including focusing on the equity of roles, integrating the material with learning and managing time efficiently.

## **SUPPLEMENTAL AGENDA**

### **Term 4 Board Newsletter**

The Board considered the content of its newsletter to be circulated among the school community this term. They agreed on subjects to cover, including an introduction to the new board members, an update on current property projects and the funds raised by FOMS to support these undertakings, as well as thanking parents for responding to the community survey and touching on strategic planning and new curricula. The Board agreed Kylie and Clark would drive the production of this edition of the newsletter.

Action: Kylie and Clark to prepare draft of newsletter and circulate to Board for review in two weeks

### **Christmas Cards**

Frances distributed Christmas cards for staff members to Board members to sign. Around 13 each.

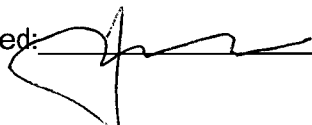
Action: Frances to circulate spreadsheet to Board with staff names for Xmas cards.

### **Meeting closed at 9.07pm**

### **Next meeting**

Board meeting, 9 December 2025, 7pm

Signed: \_\_\_\_\_



Dated: 15/12/2025