

**Meadowbank School
Board Meeting Minutes
Tuesday, 10 September 2024, 7.00pm**

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

Apologies: Alisha Chapman

Guests: Phil Toomer

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda

Māori Achievement Collaborative professional development session for Board members – review and debrief.

Adoption of Agenda

The Agenda was adopted by Jessica. 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

Community Survey

Jane provided a written report to the Board on the feedback from the Community Survey of 2024, which was taken as read.

The Board considered the number of respondents and their spread across the cohorts.

The Board discussed feedback on specific topics, such as students being challenged to achieve their best, as well as gender equity and the strategies in place to balance representation.

The Board considered the weighting of the curriculum focus on specialist subjects. The Board considered if more time should be allocated to specialist subjects more valued by the community based on feedback, such as environmental studies, while ensuring core curriculum is covered. It was noted that core curriculum is often augmented by specialist programmes as practical applications of curriculum (such as science in environmental studies).

Action: SLT to consider timetabling of specialist subjects in planning for 2025.

International student review

Jane provided a written report to the Board on feedback gathered from our teachers following this year's International Student programme, which was taken as read.

Jane noted 15 teachers were interviewed, with positive feedback received on the programme's timing, length and structure. Teachers agreed one student per class in Years 3 to 5 is manageable. She also noted a workbook will be developed for next year's programme, with foundation-level ESOL activities for students who speak minimal English and are therefore unable to fully access the curriculum independently.

Jane discussed recommendations for changes in fees for the 2025 programme, based on research into programmes offered by other schools. The Board endorsed the recommended fees. The SLT will now finalise the pricing structure for next year's programme and ensure new applicants are aware of the fee changes.

Action: SLT to finalise the pricing structure for the 2025 International Student programme.

2025 Staffing report

Jane provided the Board with a report on Staffing and Equal Employment Opportunities for 2024 and 2025, which was taken as read.

The Board discussed predicted cohort numbers for next year and the progress of Out of Zone enrolments for the upcoming ballot.

The Board approved the staffing levels proposed for 2025.

FOMS update

Jane provided the Board with the termly report on FOMS' finances and fundraising totals, which was taken as read.

Board newsletter

The Board agreed on the timing and areas to be covered in its next newsletter.

Action: Frances and Adrien to circulate draft structure document to Board members.

Board Elections 2025

Jessica updated the Board on recent changes by the Ministry of Education to the board election cycle.

The Board has accepted Charles Stokes' resignation from the Board. Jessica explained the requirements of selecting his replacement under current legislation. She noted a casual vacancy for a parent representative can be filled through either a by-election or selection. The Board agreed to fill the casual vacancy through a selection process.

As per the requirements, the Board agreed that the school community be notified of Charles' resignation and the process to select his replacement.

Action: Notification to be circulated to the community about Charles' resignation and the process to select his replacement.

SCHOOLDOCS

The status of SchoolDoc reviews are as follows:

Open for Board review

- Concerns and Complaints
- Performance Management
- Protected Disclosure

Agree review approach

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

To Approve

- Internal Review – endorsed by Jane and Adrien

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.

She noted the recent Enrolment Day was very well subscribed, with record numbers attending the morning and afternoon tours. The groups included families who were looking to enrol as part of the out of zone ballot.

Jane also noted the Draft English Curriculum has been released and is currently being analysed by the SLT and team leaders. She confirmed Meadowbank is well positioned to implement the curriculum.

Jane also provided the Board with an update on staffing intentions and progress on filling next year's teaching vacancies.

Health and Safety Report

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

Club Meadowbank Report

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

She noted the upcoming holiday programme has been released.

The Board considered reducing the timing of the report from Club Meadowbank to a termly basis. The Board agreed on this timing.

Action: SLT to reduce the timing of the report from Club Meadowbank to a termly basis.

Finance Report

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

Greg noted the Working Capital and the small Operating Deficit.

Greg noted gas and water expenses are over budget. Jane confirmed this funding gap can be closed by application to the Ministry for an increase in utilities funding, although this wouldn't take effect until 2025. Jane confirmed no water leaks were found during recent investigations into high water usage on the senior site.

The Board noted it must approve the draft 2025 budget before the end of 2024.

Property Report

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

Regarding the Main School Electrical Feed, the Ministry of Education has proposed a new approach which implements an automated load management system, which will cost less and provide adequate and efficient electricity. The Board endorsed the new approach.

Regarding the Lower Courts, geotechnical specialists have installed monitors on the stone wall to measure any movement over the next three months.

Regarding the Pool Changing Sheds, rough quotes have been received to refurbish the existing sheds. The Board agreed that architectural drawings should be produced to go out to tender to ensure the accuracy of the scope of works and subsequent pricing of the project.

Regarding the Orchard Block, Patrick confirmed we are able to progress with separate engineering and foundation works contracts which will considerably reduce project costs.

Regarding the 5YA Roofing project, the hall and John Boyens Block have been completed and reroofing works on the MacLaurin Block will be undertaken during the upcoming school holidays.

Action: Jane to communicate acceptance of a new electrical approach (automated load management system) to the Ministry of Education. SLT to arrange production of architectural drawings of refurbishment of pool changing sheds.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings

Moved by Jessica that the minutes of the meeting of the Board from 13 August 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.

