

**Meadowbank School  
Board Meeting Minutes  
Tuesday, 16 September 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*

**Board Member Introductions**

Phil warmly welcomed the Board to its first meeting together. Each board member introduced themselves to the group and provided some background on their professional experience, personal interests, families and connection to the school.

**Adoption of a Chair (Presiding Member)**

Phil called for nominations for Presiding Member. Frances nominated herself for Presiding Member and there were no other nominees. The Board approved the appointment of Frances as Presiding Member.

**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.*

**Overview of schooling system, where boards sit, background context of MBS Board**

Phil provided the Board with an overview of where it sits in relation to the Minister for Education, the New Zealand Government, the Ministry of Education (MOE), Meadowbank School and other stakeholders such as FOMS, Club Meadowbank and the community. He outlined the structure of the school, the Senior Leadership Team, teachers and support staff.

Phil explained how Meadowbank School is funded by an operations grant and staffing entitlement from the MOE. He noted the Principal, as manager, oversees all funding, with the Board devising and approving the annual budget. He outlined how Meadowbank School also raises funds locally, through FOMS, Club Meadowbank, donations and international students.

Phil noted the school is subject to external audits undertaken by outside bodies, including the Education Review Office (ERO), Office of the Auditor-General, Out of School Care and Recreation (OSCAR) and the MOE. He also noted internal audits are undertaken by the school, including the Community Survey, Achievement Report, Staff Well Being, Student Well Being, Principal's Appraisal and Staffing Report. The Board receives the reports from all external and internal audits.

### **Board review cycle and meeting agendas**

Phil provided the Board with an overview of the Review Cycle, noting the topics covered across the annual timetable which inform the structure of the agenda of Board meetings.

### **Overview of key documents and Dropbox files**

Phil provided the Board with an overview of the file storage platform Dropbox, which is used by Meadowbank School to file Board documents. The Board familiarised themselves with previous agendas and recent reports, such as this year's Achievement Report and Community Survey Report.

Action: Phil to invite Board members to access Dropbox.

### **Portfolios**

Phil provided an overview of the Finance and Property Portfolios, which are overseen by Board members.

Adrien volunteered to continue to oversee the Finance Portfolio, which was approved by the Board.

Clark and David volunteered to form a committee to oversee the Property Portfolio, which was approved by the Board.

### **Strategic plan update and timeline**

Phil provided the Board with an overview of the strategic plan.

He noted the new Board will undertake a strategic review of the current strategic plan this year and then develop a new strategic plan next year. It was noted that the strategic vision and disposition values were adopted quite recently and are therefore still current and do not require changing at this time. The Board agreed its review would focus on the school's strategic goals, which would be informed by the results of the community survey to be circulated early in Term 4 this year. The community survey will seek feedback on the roll out of the new curriculum and also the health curriculum. Phil noted The Ministry of Education requires all schools to consult with their community every two years on the school's delivery of the health curriculum.

Phil confirmed that he and the Senior Leadership Team will now draft the survey questions for the Board's input and review in the coming weeks in readiness for its circulation to the community in October 2025. He noted the report on the results of the survey will be presented to the Board at its meeting in November 2025. Progress on the draft strategic plan will be discussed at the Board's meeting in December 2025.

Action: Phil and SLT to draft survey questions and circulate to Board members for review over holidays. Community Survey to be circulated in week 1 of term 4.

### **Induction email and information**

Frances provided the Board with an overview of the introductory information members will receive by email this week. Board members will also receive the code of conduct, as well as Police Vetting forms to be completed. Phil and Frances noted all members are registered to attend the upcoming New Zealand School Boards Association training workshop on school governance.

Actions: Phil to circulate code of conduct to Board members. SLT to circulate police vetting forms to Board members.

**Governance and management scenarios**

The Board worked through some governance and management scenarios that may arise for members during their time on the Board.

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

Phil confirmed the minutes of the meeting from 5 August 2025 were circulated by email to the previous Board and were accepted as a true and correct record.

**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

**Meeting closed at time 8.26pm**

**Next Meetings**

NZSBA Welcome on Board - New Board Members workshop, 15 October 2025, 6.30pm

Board meeting, 4 November 2025, 7pm

Board meeting, 9 December, 7pm

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



Dated: 21/11/25