Meadowbank School
Board Meeting Minutes
Tuesday, 15 September 2026, 7.00pm

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

Guest: Hilary Edwards, Deputy Principal of Mt Eden Normal

Observer: Xingfang Cai, Parent

Minute Secretary: Kim Murphy

Opening Karakia

Supplemental Agenda
Auckland Council's Plan Change 120

Adoption of Agenda
The Agenda was adopted by Frances. Seconded by Clark.

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

Teacher Workplace Survey Report
Phil provided a written report to the Board on the results of the NZCER Teacher Workplace Survey conducted in Term 3 of 2026 which was taken as read.

He noted this survey of teachers is conducted every two years across the country and the report presents our school's results alongside national norms.

The Board considered the results for each question and noted significant positive shifts over the past two years and decade overall.

The Board noted the survey's strong results and acknowledged the recent context of curriculum and assessment reform. The Board also acknowledged the complex needs of some students and the high level of resources and support required in some classes. The Board recognised the positive impact of effective strategic planning and optimising the school roll and class sizes.

Donations 2027
The Board considered the donation amount for 2027. The Board noted the importance of donations for maintaining our scope of programmes and current class sizes. The Board noted our donation amount is benchmarked with other local schools and any increase should align with the current inflation rate, which is sitting at around 4%. The Board also noted a preference for incremental annual adjustments over delayed, larger increases.

The Board proposed an increase in the donation amount from $575 to $595 for 2027. The Board agreed to this increase.

Actions: Donation amount to be increased to $595 for 2027. Phil to circulate donation amounts of other local schools when they are available.

Strategic Plan Update
Phil presented the Board with an updated strategic plan document.

He noted the SLT will continue to populate the document, with a comprehensive version to be considered at the Board's upcoming strategy meeting. He confirmed the document will be finalised by the end of the year.

Actions: SLT to prepare comprehensive version of strategic plan document to be considered at the upcoming strategy meeting

SCHOOLDOCS

The status of SchoolDocs reviews are as follows.

Under review this term
- School Community Engagement
- Inclusive School Culture
- Enrolment
- Student Attendance
- Student Uniform/Student Dress Expectations
- Concerns and Complaints Policy

Waiting on SchoolDocs
- School Swimming Pool
- Education Outside the Classroom
- EOTC Governance Roles and Responsibilities

Changes to review
- EOTC Risk Assessment and Management – Adrien to review
- Alcohol, Drugs and Other Harmful Substances Policy – David to review
- Sun Protection – Penny to review
- Digital Technology and Online Safety – Clark to review
- Cell phones and Other Personal Digital Devices – Kylie to review

For Approval
- Behaviour Management – Kylie endorsed
- Internal review – Education and Training (System Reform) Amendment Act 2026 – Adrien endorsed

MONITORING AND MONTHLY REPORTS

Principal's Report
Phil provided a written report to the Board which was taken as read

Phil noted 131 students are now anticipated for the Year 3 cohort next year and will be arranged across five classes. He highlighted a drop in attendance levels across the school due to high levels of sickness over the winter months. He confirmed the template for the students' End-of-Year report has been drafted and it complies with the MOE's assessment requirements.

He also noted the Science, Social Sciences and Technology curriculum documents have been released and the SLT and team leaders are working through these to prepare for implementation in 2027.

Actions: Phil to circulate template of End-of-Year report to Board

August Finance Report
Schooled provided the Board with a written report for the period up to 30 August 2026 which was taken as read.

Adrien noted our financial position tracked well during the period. He noted banked staffing was underused and our income from locally-raised funds in most areas was strong.

Balance sheet budget
Schooled provided the Balance Sheet and Cash Flow Budgets for 2026 to the Board for approval. The Board approved.

Depreciation rates for fixed assets
Schooled provided a letter detailing the depreciation rates for fixed assets to the Board for approval. The Board approved the depreciation rates, which will be included in the Annual Works Papers for the auditors.

Actions: Board and Principal to sign the balance sheet and depreciation rates and return to Schooled.

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

Clark noted all quotes have been received for the Junior Shade project and Phil confirmed about $15,000 of required drainage works will be funded by the 5YA. The Board considered elements of the scope and associated costs, including removing trip hazards, reducing water pooling and improving drainage and providing additional seating and shade, as well as astroturfing an area of play space. Phil requested approval for up to $120,000 of Board funding for the project. The Board approved.

Clark noted rock stabilisation work on the gully path is scheduled for the upcoming school holidays. He noted the design work for the gully bridge foundations continues, with the repiling of bridge footings planned for next year.

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

He noted the growth in the number of students enrolled in after-school care. Regarding staffing, he noted Club Meadowbank is now advertising on two online job search platforms to attract a broader range of candidates.

MATTERS ARISING FROM PREVIOUS MEETINGS

Minutes of Previous Meetings
Frances moved that the minutes of meeting from 11 August 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 11 August 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

None

PEB

One

SUPPLEMENTAL AGENDA

The Board considered Auckland Council's proposed Plan Change 120 and its potential to intensify housing and increase the school-aged population in the school zone. The Board agreed to submit a letter to Auckland Council to state its concerns about Plan Change 120's potential to increase in the local population and affect traffic and road safety and the school's roll numbers and capacity to accommodate students.

Action: Phil to draft and circulate to Board for submission to Auckland Council by 24 September. SLT to include a piece about Plan Change 120 in the next newsletter.

Meeting closed at 8.16pm

Next meeting
Board Strategy meeting, 20 October 2026, 7pm
Board meeting, 3 November 2026, 7pm

Signed: _____ Dated: 10/11/2026