



BOARD MEETING

DATE	Wednesday 5 August 2026
TIME	4.30pm
VENUE	Meeting Room
PRESENT	• Ms Jolayne Trim - Presiding Member • Ms Soheila Dadelahi - Health and Safety • Ms Deborah Moylan - Fundraising Projects • Mrs Kylee Pocklington-Foster - Staff Representative - Deputy Principal • Mrs Anne Leitch - Principal
IN ATTENDANCE	• Mrs Rae Hawkes - Minutes Secretary • Mr Brad Hill - Deputy Principal • Mrs Christine Pasfield - Deputy Principal

1. Welcome

1.1 Opening Karakia

2. Meeting Protocol

2.1 Apologies:

- Mr Justin Cherry - Finance
- Ms Amiria Raupita - Te Reo Maori, Hobby's Whanau & Friends Liaison

2.2 Register of Interests - there were no additions to the Register of Interests.

3. Minutes of the previous meeting

3.1 **Action: board to discuss the amount of the school's working capital at the next meeting.**
(Carried over from 6/5, 24/6, 5/8 mtg).

3.2 A meeting has been organised for 13/8/2026 for A. Leitch, B. Hill, F. Zen and J. Trim (if available) to meet with Armstrong Locksmiths to discuss the installation of a new security camera system.

3.3 **Re Action from 24/6 mtg:** A. Leitch advised that Toni Dale is paid for her work on the GiveaLittle page from the grants she has obtained.

3.4 **Action: A. Leitch to discuss with R. Duthie, Finance Administrator about taking Toni Dale's payment out of another budget and to report back to the board at the next meeting.**

3.5 **Motion: That the Minutes of the previous meeting held on 24 June be approved.**
Moved: D. Moylan / Seconded: A. Leitch / Agreed

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4. New Matters

- 4.1 The board noted the recommendations made by A. Leitch regarding 2027 roll planning. A. Leitch asked the board to consider the potential implications for staffing and leadership unit allocation; to support the continued monitoring of permanent and fixed term staffing positions; and approve the proposed availability of 46 out of zone places for 2027.

- 4.2 **Motion: that the board approves the recommendation by A. Leitch to make 46 out of zone places available for 2027. Year levels to be confirmed.**

Moved: D. Moylan / Seconded: K. Pocklington-Foster / Agreed

- 4.3 The board noted the 2027 term dates as recommended by A. Leitch.

- 4.4 **Motion: that the board approves the start and finish dates for 2027:
Term 1 - starts Tuesday 2 February 2027
Term 4 - ends Monday 13 December 2027**

Moved: F. Zeng / Seconded: S. Dadelahi / Agreed

- 4.5 **Motion: That the board approves R. Duthie and R. Hawkes as authorised Edpay users with schoolwide administrator level access.**
Moved: A. Leitch / Seconded: D. Moylan / Agreed

4.6 Board Funding Resolution

The shade canopy project is progressing well with Stage 1 completed: the steel framework has been installed. We are currently fundraising for Stage 2: specialised membrane canopy. The school has planned a number of community events and launched a Givealittle page to run over Term 3. However, for such a substantial project, we will require support from multiple funders.

Motion: The Board resolved to apply to The Trusts Community Foundation for a grant of \$50,000 for Stage 2, installation of the specialised membrane over the steel framework.

Moved: D. Moylan / Seconded: S. Dadelahi / Agreed

4.7 Inwards/ Outwards Correspondence

- 4.8 **Motion: That the board approves the Inwards / Outwards Correspondence**
Moved: D. Moylan / Seconded: K. Pocklington-Foster - Agreed

5. Strategic Decisions and Discussions

5.1 Principal's Report

- 5.2 C. Pasfield explained the July 2026 Mid Year Achievement Data, which focuses on progress and achievement across the National Curriculum. Due to new curriculum requirements, there has been a change in the number and the wording of the progress descriptors.

The progress descriptors describe student progress across the school year - the aim is for students to be proficient by the end of the school year. A student who has achieved proficiency is prepared for the next year of learning.

Progress descriptors:

Emerging: students require support to meet curriculum expectations for their year level and/or goals as described in their personalised learning plan.

Developing: Students are making some progress towards curriculum expectations for their year level.

Consolidating: Students are meeting many curriculum expectations for their year level and are steadily strengthening their understanding across learning areas.

Proficient: Students are meeting curriculum expectations for their year level.

Exceeding: Students are exceeding curriculum expectations for their level.

5.3 The board noted the NZCER (New Zealand Council for Educational Research) Wellbeing at School (W@S) Overview Report, which maps 10 key aspects of culture and climate to provide a systemic view of a school's wellbeing environment.

5.4 Year 4-8 students were surveyed (268 responses) and will be surveyed bi-annually.

5.5 The summary of the report indicates an exemplary, highly cohesive school climate. The structural elements (teaching, safety and cultural respect) are performing at an elite level, effectively suppressing negative student behaviours (aggression) and fostering a safe, collaborative learning community.

5.6 The board thanked the C. Pasfield for her work in compiling the 2026 Mid Year Student Achievement Data..

5.7 J. Trim suggested that the data from the survey be shown to the students and to put the summary in the newsletter, together with a brief summary of the achievement data but not including numbers or graphs.

5.8 **Motion: that the board approves the Principal's Report and 2026 Mid Year Student Achievement Data.**

Moved: J. Trim / Seconded: D. Moylan / Agreed

5.9 1 July 2026 Roll Return noted.

5.10 Leavers and Arrivals @ July 2026 noted.

5.11 Learning Support and Behaviour Management Review @ July 2026 noted.

5.12 **Appointments and Resignations**

5.13 **Motion: that the board approves the following two appointments:**

Maddison Kell - Fixed Term Part Time Teacher Aide (Monday, Tuesday) until the end of Term 3 2026. This position is continuing on from Term 2.

Elyn Chen - Fixed Term Part Time Teacher Aide (Monday to Thursday) until end Term 3 2026. This position is continuing on from Term 1 2026 to work with International Students.

Moved: D. Moylan / Seconded: A. Leitch / Agreed

6. Monitoring

6.1 2025 Audited Financial Accounts noted.

6.2 Risks and Opportunities @ July 2026 noted.

6.3 **Motion: that the board approves the Monthly Finance Reports for June 2026.**

Moved: F. Zeng / Seconded: K. Pocklington-Foster / Agreed

6.4 D. Moylan gave a brief summary of the fundraising initiatives to date and advised that alternative

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fundraising ideas need to be explored. A corporate golf day is planned for October, a Readathon for the students, Pizza Hut pizza slices for lunch.

6.5 B. Hill commented that the students have embraced the house competition in conjunction with the givealittle page and this will continue to be promoted.

6.6 **Action: A. Leitch and J. Trim to review and approve the following Term 3 2026 Policies at the next meeting on 9/9/2026.**

Please note the policies that have been identified as board level review.

- School Community Engagement Policy **(board)**
- Inclusive School Culture **(board)**
- Student Attendance **(board)**
- Concerns and Complaints Policy **(board)**
- Enrolment
- Student Uniform / Student Dress Expectations

6.7 **Action: A. Leitch to assure the board that the following Term 3 2026 Policies are up-to-date and all guidelines are being followed at the next meeting on 9/9/2026**

- Student Attendance
- Reporting about Student Progress and Achievement
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion
- School Records Retention and Disposal
- Food and Nutrition
- Risk Management **(every term)**
- Planning and Preparing for Emergencies, Disasters and Crises **(every term)**

7. General Business

7.1 There was no General Business.

7.2 Closing karakia.

7.3 **5.45pm** - the meeting closed

7.4 **The next meeting will be held on Wednesday 9 September 2026 at 4.30pm in the Meeting Room. Please note the date as this was incorrect on previous Agendas.**

ACTION LIST FROM MEETING HELD ON 6 MAY 2026		Completed by
3.	Minutes of Previous Meetings	
3.1	Action: board to discuss the amount of the school's working capital at the next meeting. (Carried over from 6/5, 24/6, 5/8 mtg).	Board members at nxt mtg 9/9
3.4	Action: A. Leitch to discuss with R. Duthie, Finance Administrator about taking Toni Dale's payment out of another budget and to report back to the board at the next meeting.	A. Leitch at nxt mtg 9/9

6.	Monitoring	
6.6	Action: A. Leitch and J. Trim to review and approve the following Term 3 2026 Policies at the next meeting on 9/9/2026. <u>Please note the policies that have been identified as board level review.</u> ○ School Community Engagement Policy (board) ○ Inclusive School Culture (board) ○ Student Attendance (board) ○ Concerns and Complaints Policy (board) ○ Enrolment ○ Student Uniform / Student Dress Expectations	A.Leitch/J. Trim by nxt mtg 9/9
6.7	Action: A. Leitch to assure the board that the following Term 3 2026 Policies are up-to-date and all guidelines are being followed at the next meeting on 9/9/2026. ○ Student Attendance ○ Reporting about Student Progress and Achievement ○ Searches, Surrender, and Retention of Property ○ Minimising Physical Restraint ○ Stand-down, Suspension, and Exclusion ○ School Records Retention and Disposal ○ Food and Nutrition ○ Risk Management (every term) ○ Planning and Preparing for Emergencies, Disasters and Crises (every term)	A.Leitch at nxt mtg 9/9

23/9/2026

Signed:.....

Date:.....

Jolyane Trim - PRESIDING MEMBER