Board agenda Board meeting Thursday 4 September 5.30pm

Meeting opened with Karakia from Aileen at 17:35

1. Attendees

Bernice Mata'utia (Tumuaki), Nicola Owen (Presiding Member), Aileen Jack (Staff Representative), Simon Hughes, Shiree Arrian (taking minutes).

2. Apologies

Susana Guttenbeil, Piki Diamond.

3. Welcome to new staff representative Aileen Jack

A warm welcome to Aileen, who has read, agreed to, and signed the Code of Conduct.

4. Register of interests

Simon's spouse Jas is chair of the PTA.

5. Minutes

Minutes from meeting 7 August 2025

Minutes accepted and all actions have been completed.

Moved: Simon

Seconded: Nicola

Public Excluded minutes from meeting 7 August 2025

Minutes accepted and all actions have been completed

Moved: Nicola

Seconded: Simon

In Committee with exclusions from meeting 7 August 2025

Moved: Nicola

Seconded: Simon

Matters arising/updates

1. **Swimming pool:** Bernice sent document through to Board members and Nicola sent email update. Pool will open over summer, PTA will pay for a pool cover and remedial work will begin 2026. Official opening is estimated Term 4 2026.
2. **Reporting on PB4L and SENCO:** PB4L Report received from Bernice. The Board would appreciate high level reporting on trends and intervention data over time. Simon has shared a reporting template and Bernice agrees that data can be extracted.

Resolution: The Board instructs Bernice to provide PB4L and SENCO data in the updated format at the next Board meeting for the newly elected Board to review the format and its usefulness.

Moved: Nicola

Seconded: Simon

Action: Bernice will use the template for PB4L and SENCO reporting to the Board.

3. **Funding for language units and noho marae** Bernice responded to the Board's question regarding the actual equity funding income for Te Hiaroa and noted that the current expenditure does not match the income. The Board reiterated the decision at the previous Board meeting that going forward the funding for language units needs to be ringfenced. The Board requested clarity around accounting processes and ringfenced funding for units going forward. The Board also requested that the Principal ensure Te Hiaroa has enough funds for the remainder of this year.

   Action: Bernice will meet with the accountant Kirsten to review the equity funding process.
   Action: Bernice will meet with Haki to review expenditure in Te Hiaroa and report back to the next Board meeting.

4. **Review into use of AI and devices at school** The document has been uploaded to the drive. The Board approved the paper and related actions:

1. Reviewing and then adopting the SchoolDocs Generative AI policy.
2. Management to circulate a survey on AI use to staff. Questions to include:
- Do you currently use AI? If so, what tools?
- Do your students use AI in the classroom? If so, what tools and what for?
- Do you currently use AI for school admin? If so, what tools and what for?
- Do you feel confident using AI appropriately?
- What PD would support you in relation to your/your students' use of AI?
- Do you have any other comments, questions or concerns about the use of AI in school?
- Do you have any comments on the draft AI policy? (use school docs Ai draft policy)

0. Circulate School Docs AI policy to the broader school community with request for feedback.
0. Use data collected to determine:
- whether to adopt School Docs AI policy (with/without amendments)
- If more support/PD is needed for staff
- If more support is needed for wider school community

Use of Devices

1. Questions for management to answer at the next Board meeting:

- Are we following the Ministry guidelines regarding use of devices including:
  - Age appropriate time limits
  - Clarity around educational purpose
  - Not using devices for behaviour management/rewards

- Is there a policy or procedure that staff follow to ensure that Ministry guidelines are followed?
- How is it monitored and implemented?
- Does the school have an identified digital leader?
- As we are a 'Linewize' school, how are we using their Digital Safety & Wellbeing Framework to support students, teachers, and whaanau.

0. Recommended follow up with communication to school community detailing e.g.

- School policy on device use
- Session for parents on keeping children safe online

Moved: Nicola

Seconded: Aileen

Action: The principal to survey staff on AI use as described.

Action: The principal to respond to the Board on the questions relating to the use of devices.

Action: Include as an item on the next Board agenda.

5. **Samoan bi-lingual unit**

Bernice confirmed that she has received some interest from parents in enrolling into the unit and is developing a strategy with Mrs Tofilau to promote the unit.

6. **Principal leave record:**

Action: The matter of principal leave record was held over to the next Board meeting. Principal to bring completed leave record for 2025 to the next meeting.

7. **PTA MOU:** Suzanna and Simon have drafted a MOU and sent to Jas to share with PTA for feedback.

Action: Simon will share draft PTA MOU with the Board and will facilitate feedback on the results of PTA feedback for next Board meeting.

6. Correspondence:

6.1 **Emails to/from Auckland Transport** noted.

6.2 **Email from Ellie re: feeding kids at Maangere Bridge School**. The staff rep confirmed that some students are coming to school hungry, and that sometimes no kai in the house results in decreased school attendance. The Board supports the provision of food at school and is concerned that teachers should not be funding this themselves as is sometimes the case. The Board is reluctant to add workload to staff and needs to look at how to establish a way of providing kai at school in an appropriate, sensitive way.

Action: Instruct Bernice to work with Ellie's group and report back progress to the next Board meeting.

Action: The Board is keen to support this initiative and Simon instructs Nicola to write back to Ellie and have a Board member included in the meeting.

6.3 Public Excluded correspondence:

Nicola moved that Board go in to Public Excluded (in committee).

Simon: Seconded

(minuted separately – nothing to report back to the full open Board meeting minutes)

7. Reports:

7.1 Finances including financial reports

Candice attended to provide an update on items of significance from July's Financial Report:

7.1a Renovation project: The extra unaccounted expense in the renovation project was mostly work uninstalling and installing alarms which Colin intends to invoice the contractor for separately. A new code has been created to have the 'sundry' expenses billed to the contractor. Because the item wasn't budgeted for and the Board hadn't approved that spending, Nicola's concern is that income and expense line may not balance. Candice to seek more clarification from Colin.

Action: Bernice to follow up with Candice who will check with Colin to ask if it could A) be billed to the project or B) $7000 anticipated sundry expenditure and related income be accounted for differently for the next Board meeting to be approved as a budget line for this expenditure.

7.1b Budget line Intensive Early Support resources: Money received for IES is sitting in two different codes. There is money not budgeted for last year which has come in this year. Needs to go into the budget so that it could be reconciled. Need a way to flag future expenditure that is linked to income coming in the previous year.

Action: Bernice and Candice to add this item to the budget review. IES (3346). Look at if future expenditure of approx. $130000 needs to be added to budget. Ask Kirsten (accountant) - how to flag in the system income coming in a previous year so that it can be accounted for as needing to be spent the following year?

7.1c Staffing funds from the Ministry: has gone into a school operational account.

7.1d Admin stationery overspend: the stationery budget needs to cover items for teachers at beginning of the year. Candice also proposed more funding for postage/envelopes. Note for Board to increase stationery budget line for 2026.

7.1e Lease: sitting as capital item in assets.

The Finance report has been received by the Board, noting that the report has been updated by Kirsten with items of significance explanations and with actions arising.

Moved: Bernice

Seconded: Nicola

Action: Bernice to circulate Candace's items of significance report to the Board and uploaded to the drive. 2) Candice to keep an updated financial sheet into the Board folder.

Action: Next BOT to approve July finance report (Bernice to circulate at least 7 days before meeting)

7.2 Principal's report

Received and accepted.

Bernice assured the Board that school policy had been correctly followed in relation to the 1 restraint reported.

Moved: Bernice

Seconded: Nicola

7.3 Health and Safety report including emergency planning

Received (Nicola, Aileen)

7.4 PB4L data

Received (Nicola, Aileen)

8. Papers for decision-making

Staff Parking concerns

The Board expressed thanks to Aileen for providing a comprehensive written report regarding concerns that staff parking is becoming a health and safety issue for a range of reasons. It was agreed that the Board should explore what can be done including advocacy options including the role of the police (paper amended to include this).

Moved: Aileen

Seconded: Nicola

Action: Aileen and Nicola will work on the paper and generate potential solutions to bring to the next Board meeting (Aileen will report back and can invite Nicola if required).

Action: Nicola and Aileen will report back to staff that it has been formerly acknowledged by the Board and is being worked on.

9. Policy review

Two Board members have reviewed the nominated policies. No time to discuss at this meeting.

Action: Nicola to follow up with Bernice to ensure that the school has sufficient support to follow up on child safety policies.

Action: Board members to review this term's nominated policies and email Nicola if they have any matters arising that need to be brought to the next Board meeting.

10. Other business

10.1 Days Open for Instruction

Bernice assured the Board that the school is open for instruction 386 half days this year which is 4 half days more than the minimum required.

10.2 Roll

Simon noted the roll is reduced and needs to be conscious of this for next year's planning.

10.3 Attendance

Action: Bernice will email draft of attendance management plan to the new Board to review at the next Board meeting.

11. EOTC

For approval – none at present

Approved by Principal and Presiding Member (for noting):

- School fun run
- Rugby Zones

12. Farewell and thanks to current Board

Thanks to all Board members, and in particular to Simon for his many years on the Board and for Nicola as presiding member. Bernice presented gifts for Simon and Nicola and she acknowledged that Simon was on the Board when she was appointed and his mahi. Bernice also recognised Nicola as presiding member, and expressed thanks for the learnings in their work together and appreciation of support.

13. Closing karakia

Meeting closed at 8:20pm