

Paekākāriki school - Minutes of the meeting of the Board of Trustees

The meeting was held on Monday 2 December at 6.35 pm.

1. Welcome and Karakia and whakatauki

1.1. Welcome by Devah

Present

Julia Bevin, Devah Jackson-Botterill (Presiding Member), Jess James, Rachel Patrick, Nick White, Josie Whelan, Marnie Lanauze (minute taker).

2. Up-front Administrative Matters

2.1. *Apologies*

There were no apologies. Brigitta Duncan was absent.

2.2. *Amendments to Agenda and Timing*

The Presiding Member ("PM") advised there was to be a change to the Agenda and timing as the Board had received a complaint. The Chairman of the PTA, Amy Delahunty would be attending the meeting at 6.50 pm and was granted speaking rights. This discussion is minuted in **8.5 Any Other Matters**.

2.3. *Declarations of Interest*

There were no declarations of interest.

3. In-committee Discussion

The chair moved that the public be excluded from the following parts of the proceedings of this meeting, namely a leave request and a sabbatical. No members were excluded while her leave request was discussed.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under [section 48\(1\)](#) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

This resolution is made in reliance on [section 48\(1\)\(a\)](#) (ii) - as specified in Schedule 2 - of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by [section 7](#) of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Section 7(2)(ii) That the requirement to protect the privacy of natural persons, including that of deceased natural persons. The withholding of that information is not outweighed by other considerations which render it desirable, in the public interest, to make that information available.

4. Monitoring

4.1. Matters Arising from the Principal's Report

Block A Work

In answer to the Board's query, the Principal confirmed that the delay in the asbestos removal project would not result in any extra cost for the school. Any increased costs would be paid for by the Ministry.

Kāhui Ako

The Board discussed the Kāhui Ako whanau voice survey and asked if there were any real differences or similarities in strengths, challenges, and goals between the Kāhui Ako schools. The Principal replied that most were very similar and any significant differences between schools were with schools that had a special character.

Literacy Intervention

Nick asked about how this was funded and delivered. The Principal replied it was funded for five hours by the Ministry, to be matched by the school. Glynis had written a plan on how the school determines who is eligible. It will be delivered to small groups.

MOE Goals for School Attendance Deadlines

The Principal explained she just wanted to make the Board aware of future deadlines, and these would be discussed closer to the time they were due.

Payments

A payment to the PTA was queried and it was explained that this was for the eft-pos used by the PTA on Gala day - the money that comes into the school is then transferred to the PTA - it is a simple money-in, money-out transaction.

The PM **proposed** that the payments be ratified, Nick **seconded** and the Board **unanimously agreed**.

4.2. SENCO Report

The SENCO report was discussed. The Principal clarified how the RTLB funding process worked. Traditionally the school was bulk funded, but from now on would be making individual funding requests for children as required.

Nick and the PM informed the Board that they had both received feedback from parents saying they felt their children were being very well supported at school.

4.3. PB4L Report

The Board discussed this. The Principal was asked about "friendships" and students being supported around relationships. She said the school had started training - the Mitey programme was helping with this. The Kāhui Ako will also be doing education about this next year.

4.4. Student Voice Report

This report was discussed. The Principal answered the Board's questions on what questions were asked (the questions were in the report provided) and how students were chosen (all year 3s-7s were given the opportunity). It was also asked if the student suggestions were taken into account regarding what they were taught, and the Principal replied that they were, but within reason. It was also asked how the feedback was looped back to the students. The Principal said this had not been done yet but would be done in the future.

ACTION:

- The Principal will work on a way to provide feedback to the students after the survey has been completed.

4.5. Staff Wellbeing Report

The results of the Staff Wellbeing survey were discussed. Nick wanted to point out that the survey results were very good. The survey was done in the midst of staff changes.

4.6. Behaviour Report

There was a discussion about this report and it was noted that incidences were declining. There was a discrepancy in numbers that was explained by the timing of the report regarding dates and the Board was happy with this.

4.7. Medical Room Monitoring

There were no questions or comments on this report.

4.8. Health and Safety Report

The PM was unable to complete the report for this meeting. She confirmed she would have this ready for the first meeting in 2025 and would also complete the Term 2 report as scheduled. Nick confirmed he had walked around the school with the Principal and there were no matters to report.

ACTION:

- The PM will complete the Health and Safety Report for the first meeting in 2025.

The PM **proposed** that, aside from the Health and Safety Report, all reports be noted, Jess **seconded** and the Board **unanimously agreed**.

5. Strategic Discussion and Decisions

5.1. Draft Budget 2025

The Principal talked to the draft budget for 2025, and that the school had a reduced budget due to a decline in roll size. There was a projected deficit of \$11,000 in the 2025 operating budget. A \$42,000 deficit in operating budget was predicted for this year, but this would not be the case as there may be no deficit in the end.

In answer to questions, she explained that if there was a deficit in the budget the money gets taken out of the following year's budget, or from the school's reserves. She explained that schools were responsible for maintenance costs while the Ministry was responsible for infrastructure costs. For things such as painting etc, this would go into the five-year or ten-year plans and money would be put aside each year out of the operating budget to pay for these projects. The Principal also explained to Nick what the different bank accounts held by the school were for.

The PM **proposed** that the 2025 draft budget be approved, Rachel **seconded** and the Board **unanimously agreed**.

5.2. Pool Update

Nick gave a verbal update on the pool.

Equipment has been purchased and put into place. The main focus now is on getting two part-time testers to undertake training and to test the pool three times a day. He has reached out to some people who were suggested to him, and he has spoken at the local over 60 group. He is confident he will be able to find someone, but in the meantime, he has begun the training himself and will commit to doing the testing himself. The Board agreed that, the testers would be given \$100 to complete the 30 hour training programme.

The Board thanked Nick for his work so far to get the pool up and running.

ACTION:

- Nick to continue to look for part-time pool testers.

6. Professional Development

6.1. [Link to NZSBA events in our area](#)

This was noted. It was agreed that when Board members did training next year they would share with the group and that it would be better if members did a variety of courses as and when they could.

7. Self-Review - Policy

7.1. Operational Policy Review:

- Managing Income and Expenditure (board)
- Financial Conflicts of Interest (board)
- School Donations and Student Activity-
- Payments / Attendance Dues and Other Income Expenditure
- Asset Management and Protection (board)
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud and Theft

The Policy Committee reviewed these policies and no changes were made. However, the Committee did forward some feedback to school Docs.

8. Administrative Matters

8.1. Minutes of the Previous Meeting

The Presiding Member **moved** that the minutes from the previous meeting are a true and accurate representation of the meeting, Rachel **seconded** and the Board **unanimously agreed**.

8.2. Matters Arising from the Minutes

Changes were being made to the Strategic Plan which Rachel will advise the school community through the school newsletter. Rachel and Jess agreed to meet to talk about the Maori subcommittee next year.

ACTION:

- The Principal to send an updated version of the Strategic Plan to Rachel who will then write a piece for the newsletter.

8.3. 2025 Meeting Dates

The following meeting dates were proposed for 2025:

10 Feb
17 March
12 May
9 June
28 July
1 Sept
20 Oct
1 Dec

The Presiding Member reminded Board members to put these dates in their diaries, and that three consecutive meeting absences would result in removal from the Board.

8.4. Emergency Preparedness

A lockdown drill was undertaken in November which was mostly successful aside from some parents trying to remove their children from school. In a real lockdown, the Police would be stopping parents from entering the school grounds.

8.5. Any Other Matters

Complaint

As mentioned in **2.2 Amendments to agenda and timing**, the Board received a complaint and Amy Delahunty, the Chair of the PTA, joined the meeting at 6.48 pm to discuss this. She was joined by two other members of the PTA.

The PM advised that the Board had received a complaint from Suzanne Levy regarding the Paekākāriki school Gala. The Paekākāriki Pride Festival has the following kaupapa “We firmly hold the position that trans women are women and trans men are men, and that non-binary identities are valid.” Ms Levy’s complaint was that as the Gala was part of the Pride Festival and it was suggested that as attendees of the Gala, they would support this statement. Ms Levy said this statement made her feel discriminated against and that she felt she couldn’t attend the Gala because of this.

The PM and Ms Levy have had email correspondence, with the PM explaining that the PTA was not a subcommittee of the Board; the PTA has its own constitution and Chair. The PM had been in contact with NZSBA to get advice from them, and the Principal had been in contact with the Ministry of Education.

Amy advised that the PTA had met about the issue and were not happy with placating the complainant as the school was very inclusive. She suggested that she talk to Val Little who is well known in the community and has worked with other schools and community groups who have experienced these sorts of complaints.

After some more discussion it was agreed that the Principal would contact Val Little for her opinion and then draft a reply to Ms Levy which would then be sent to the Ministry for comment. This would then be sent to the PM and Amy for their comment before being sent. This would have a timeline of a week from today.

ACTION:

- The Principal is to contact Val Little and the Ministry to assist in drafting a response to Ms Levy.
- The draft reply will be sent to the Presiding Member and Amy for comment before being sent.

Exit Interviews

Josie asked about exit interviews for Miriama and Jill. The Board decided that Josie will interview Miriama and Nick will interview Jill. It was agreed that it needed to be made very clear to the interviewees that the interviews would be kept confidential. The Principal will send Rachel and Nick the current exit interview template, and she will amend this to reflect the Board discussion. Josie and Nick will interview Miriama and Jill, strictly following the template, and will provide this information to the Principal who will summarise it for the Board. It was suggested the questions be sent to Miriama and Jill in advance of the interviews.

ACTION:

- The Principal to send the exit interview template to Rachel and Nick for amending.
- The Principal to give Josie and Nick the contact details for Miriama and Jill to enable them to conduct exit interviews. They will then pass the information on to the Principal.
- The Principal to summarise and distribute interview information to the Board.

9. Review of Meeting and Items for Next Meeting - email the Presiding Member with items for the next meeting by 3rd February.

**Meeting ended at 8.41pm
The next Board meeting will be held on
10 February at 6.30 pm**

[Actions](#) - Board members to monitor and update - outstanding items in **Red**.