

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

The meeting was held on Monday 10 February at 6.35 pm. Devah stepped down as the Presiding Member (PM) and the Principal stepped in to chair the meeting.

1. Welcome and Karakia and whakatauki

1.1. Welcome by the Principal

Present

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

2. Up-front Administrative Matters

2.1. *Elect Presiding Member*

The Principal took over chairing the meeting to elect the Presiding Member. Nick **nominated** Devah to be the PM, Rachel **seconded** the nomination and the Board **voted unanimously in favour**. Devah accepted the position. The PM took over chairing the meeting.

Rachel **nominated** Nick as deputy, which the PM **seconded** and the Board voted **unanimously in favour**. Nick accepted the position.

2.2. *Apologies*

There were no apologies. Brigitta Duncan was absent.

2.3. *Amendments to Agenda and Timing*

There were no amendments to the Agenda or timing.

2.4. *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 the discussion of exit interviews of previous staff.

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

School Roll

- The Principal advised the school roll for 2025 was a major concern, with 20 year 8s leaving the school and nowhere near that number of new entrants scheduled to start. She was exploring having a Montessori class at the school to generate more funding. The Principal is having discussions with the various people and her, the PM and Rachel will be visiting the Otari Montessori School. After that visit the Principal will arrange a discussion with the Chief Executive of Montessori NZ.
- The PM has investigated the cost of getting billboards put up advertising the school. The cost of these are \$1,500 per month or \$4,500 for three months. She will continue with these inquiries and will come back to the Board.
- Nick and the Board discussed other advertising and PR opportunities including investigating using social media to attract families from outside Paekakariki. Other ideas were discussed and the Communications Committee will meet and present the Board with some ideas at the next Board meeting.

ACTION:

- The Principal to continue to investigate the option of arranging a Montessori class for the School and to update the Board with feedback.
- The Communication Committee is to meet and come up with some ideas to present at the next Board meeting regarding a communications plan to help increase the school roll - including looking at social media, billboards on private homes in view of railway lines etc.

Pool Party

The Principal ran through the plan for the pool party on Wednesday 19th February. It was agreed that it was a good opportunity to promote the school and so members from various local organisations would be invited. Joe Dawson is a school parent who is responsible for the Council newsletter so Josie will talk to him about this event and further opportunities to promote the school.

ACTION:

- The Principal to invite Sophie Handford, Nick to invite Jude Walcott and Jess to invite Kelsey Lee.
- Josie to talk to Joe Dawson regarding promotion of the school.

Dashboard

As the strategic plan ran for three years Rachel requested that dashboard in the Principal's report be amended in order for the Board to see how progress was tracking over the relevant years.

ACTION:

- Principal to amend report as requested.

Payments

Nick queried the payments to Tracer and was informed they were for the recent building project. The payment to Waioura Lodge was queried, and the Principal advised it was for the staff PLD trip to Kapiti Island.

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

Attendance

The Board noted the improvement in attendance.

4.2. Student Achievement Reports

The Principal spoke to these reports and said the results were very pleasing and the Board agreed. The main improvement had been with the implementation of the structured literacy programme which had contributed to students gaining greater confidence and now seeing themselves as readers and learners. This had been achieved through a huge commitment from staff and from parents. The 2024 year 4 group were the COVID cohort that had suffered significant staff changes and disruptions. They had a stable year last year and have the same teaching team this year, which means they had a consistent approach which allowed stable relationships to form. Even though the year 4 group are spread over two class groups they still undertake tasks together, including Rongoa with Raima.

The Principal said there had been great progress in the target groups. For 2025 small literacy groups had been set up to meet three times a week - Glynis will take the junior students and Rachel McMullen the senior students. The school will receive money from the Ministry for extra maths help, but it was unknown how much this would be or when this would happen

The Principal advised the School was in a good place to build on, but that there may be a dip in results when assessing students against the new standards which was to be expected.

4.3. Annual Achievement Targets 2025

Rachel commented that it was good to see that the targeted students were working to the expected level at this point in time.

The Principal advised that the school is focused on actions to remove gaps in results for boys and Maori students. One of the major initiatives was teachers forming one-on-one relationships with students outside of their learning space. Himiona and Simon continued to be male role models for students, and house group activities continued to be a great way for students from different year groups to mix.

4.4. Finance Report

Nick thanked the PTA for their great fundraising efforts and to every organisation that contributed to the locally raised funds. These were a big part of the school's funding. The Principal advised that the PTA were a small, committed group and that two of the prominent members were leaving at the end of the year. She advised that the Board needed to encourage support for the PTA within parents.

5. Strategic Discussion and Decisions

5.1. No agenda items..

6. Professional Development

6.1. [Link to NZSBA events in our area](#) - the PM reminded all Board members to keep an eye on the training available and to let her know what training they were doing.

6.2. *Board Code of Conduct*

The Board members present signed the current code of conduct.

7. Self-Review - Policy

7.1. *Operational Policies:*

The Policy Committee will meet on Monday 10th March to discuss the policies listed below. The PM is unable to attend, but the other members happy to continue without her.

- Health and Safety Management
- Risk Management
- Visitors
- Worker Engagement, Participation and Representation
- Planning and Preparing for Emergencies, Disasters, and Crises
- School Closure
- Emergency Management
- Disaster Management
- Crisis Management

8. Administrative Matters

8.1. *Minutes of the Previous Meeting*

The PM **moved** that the minutes are a true and accurate representation of the meeting, Rachel **seconded** and all Board members were in favour.

8.2. *Matters Arising from the Minutes*

The Principal will make updates to the strategic plan and will put Rachel's blurb about this in the next newsletter.

The Board needed to have a representative at each meeting on a rostered basis where possible. Nick attended the last meeting and Rachel will attend the next one if possible, if not then Josie will attend.

The PM and the Principal will have a health and safety meeting within the next few weeks.

The PM confirmed with the Board they were happy with her going back to Suzanne Levy to confirm all were welcome at Paekakariki School Gala.

The Board **discussed and confirmed** current delegations and the Principal will amend the current document to reflect this.

ACTION:

- The Principal will make updates to the strategic plan and will put Rachel's blurb about this in the next newsletter.
- The Principal to advise Board members of confirmed PTA meeting times and the appropriate Board member will attend in person or online.

- Nick and Josie to follow up on exit interviews.
- The PM to have the Health and Safety Report ready for the next meeting.
- The PM to follow up with Suzanne Levy to confirm that everyone is welcome to Paekakariki School.

8.3. *Check Delegations and Tenure*

The Board **discussed and confirmed** current delegations and the Principal will amend the current document to show:

PM - Health and Safety
 PM, Brigitta and Josie - Communications Committee
 PM and Nick -Finance Committee
 PM and Rachel - Policy Committee.

The Board **agreed** other Committees could be formed as and when needed.

ACTION:

- The Principal to amend the delegations document to reflect the above.

8.4. *2025 Meeting Dates*

The following dates were confirmed:

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

8.5. *Emergency Preparedness*

Rachel advised she was attending the “Fatality Prevention Workshop” regarding EOTC on Sunday 16 March in he Hutt and for other members to let her know if they wished to attend.

8.6. *Any Other Matters*

No other matters were reported.

9. Review of Meeting and Items for Next Meeting email Board Chair by Friday 7 March.

Meeting ended at 8.30 pm
The next Board meeting will be held on
 Monday 17 March

Actions - Board members to monitor and update - outstanding items in Red.

