

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

The meeting was held on Monday 19 May at 6.33 pm.

1. Welcome and Karakia and whakatauki

1.1. Welcome by Devah

Present

Julia Bevin, Devah Jackson-Botterill (Presiding Member), Rachel Patrick, Nick White, Josie Whelan, Marnie Lanauze (minute taker). Brigitta Duncan joined the meeting via Google Meet.

2. Up-front Administrative Matters

2.1. Apologies

Jess James.

2.2. Amendments to Agenda and Timing

No changes.

2.3. Declarations of Interest

No declarations of interest.

3. In-committee Discussion

The Presiding Member (PM) moved that the public be excluded from the following parts of the proceedings of this meeting.

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

The Board discussed the Principal's Report. The Principal clarified the following:

The Berry Street training was contracted for two days in 2025 and two days in 2026. The firewood from the felled pine tree would be sold again in October at the plant sale.

Property/10YPP

The Principal answered questions about the property plan and consequently the 10YPP.

- The roll being higher or lower had no consequence on the capital works of the school buildings, which the Ministry is required to carry out as they are permanent buildings.
- The cyclical maintenance plan is worked out between the school and the Ministry and is paid for through the school's operating budget.
- The Principal clarified the process around forming the 10YPP. She advised if board members wanted to know about specific details, they could email the IR Group directly (Ryan Luke - ryan@irgroup.co.nz).

Policies

The PM reminded board members that the policy committee met to discuss the suggestions and comments made by board members on the School Docs policies. This required all board members to read the policies and make comments. She advised that the latest round of policies needed to be reviewed by 23 May and asked all board members to make sure they did this..

ACTION:

- All board members to review policies by 23 May.

PTA

It was agreed that the PM would attend the next PTA meeting.

ACTION:

- PM to attend next PTA meeting on Wednesday, 4 June at 6.30 pm.

Payments

Nick **queried** the payment to Raumati Beach School and was advised it was for the use of the Technology Centre and associated costs for the year 7 and 8 students.

The Principal advised that the payments to Grants for Good were required regardless of the success of applications.

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

4.2. Attendance Report

The Board raised a few questions on this. The Principal advised that she had sent out approximately ten attendance letters this term to parents, which was a Ministry requirement. The letters were sent regardless if the students were absent on holiday or for other known reasons.

4.3. Special Project Reports

Within School Teacher - Curriculum Lead - Glynis Paterson

The Board agreed this was a thorough report and did not have questions.

Within School Teacher - Cultural Responsive Pedagogy - Jess James

Josie had questions regarding the Ngāti Haumia leadership role and about the Te Atiawa pepeha content and approval, which the Principal answered.

SENCO - Judith Smith

There was a general discussion around RTLBs and the number of children they were providing support for which the Principal and the PM responded to.

Rachel **proposed** that all reports be noted, the PM **seconded** and the Board **unanimously agreed**.

5. Strategic Discussion and Decisions

5.1. Communication and Marketing Committee Report

There was an in depth and lengthy discussion regarding the school pursuing opening a Montessori classroom - with the next step being setting up a working group to move forward.

Rachel felt the Board needed to discuss whether they wanted to go ahead with pursuing the option at all, and stated her reservations about it. She wanted to keep the focus on the school's core interest of serving the community's educational needs rather than spread resources to different areas. Josie agreed with this. The Principal said that the school needed to raise its roll, or else even meeting the core education needs of the current students could be compromised due to lack of staffing, leadership time and reduced project work. The PM said more work needed to be done in recruiting new students such as train wardens and targeted promotion of the school.

After a brief discussion, the Board **unanimously agreed** not to pursue to the charter school option.

The Board **agreed** to move forward with doing some further investigations into the Montessori option and marketing before the next meeting.

ACTION:

- The PM and Josie to form a sub-committee and meet to discuss marketing options to increase the school roll.
- The Principal and Nick to proceed with setting up a working group to explore the Montessori option with the aim of gauging the interest in the wider community for a Montessori class.
- Both groups to report back at the next Board meeting.

5.2. Finance Committee Report

Stan's donation was discussed and it was clarified what the money was going to be used for. It was **unanimously agreed** that the money would be used for the projects as listed on the Finance Committee Meeting Minutes. The aim is to use the funding for outside projects with a document to be drawn up confirming this. Remaining funds will be kept in a separate bank account to be used when required.

ACTION:

- The Finance Committee to draw up a document detailing the donation details, what it has been used for so far, and future projects.

- Marnie to arrange for a new bank account for the funds.
- The Principal to send photos to Stan of the current progress of the playground.

6. Professional Development

Not discussed.

7. Self-Review - Policy

7.1. Operational Policies:

- Planning and Preparing for Emergencies,
- Disasters, and Crises (board)
- Communication During an Emergency,
- Disaster, or Crisis (board)
- School Closure (board)
- Emergency Management
- Disaster Management
- Crisis Management

Review to be completed by May 23rd.

8. Administrative Matters

8.1. Minutes of the Previous Meeting

The PM **moved** that the minutes were a true and accurate representation of the meeting. All Board members were in favour, aside from Josie who **abstained** due to absence from the last meeting.

8.2. Matters Arising from the Minutes

Please see the in-committee meeting minutes.

8.3. Check Delegations and Tenure

Unnecessary, this was removed from the Agenda.

8.4. Emergency Preparedness

A fire drill took place last week and was successful with no issues occurring.

8.5. Any Other Matters

Rachel had had to speak to several children out of school hours about them climbing on top of the shade sail above the sandpit. She asked teachers to reiterate to students not to do this.

9. Review of Meeting and Items for Next Meeting

Email the PM by 2 June with items for the next meeting **on 9 June**.

Meeting ended at 8.47 pm
The next Board meeting will be held on
Monday 9 June 6.30 pm (online)

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

