

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

The meeting was held on Monday 9 June at 6.32 pm via Google Meet.

1. Welcome and Karakia and whakatauki

1.1. Welcome by Devah

Present

Julia Bevin, Devah Jackson-Botterill (Presiding Member), Jess James, Brigitta Duncan, Rachel Patrick (joined at 7.06 pm), Nick White, Josie Whelan, Marnie Lanauze (minute taker).

2. Up-front Administrative Matters

2.1. Apologies

There were no apologies

2.2. Amendments to Agenda and Timing

There were no amendments to the Agenda or timing.

2.3. Declarations of Interest

There were 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, namely, the hiring of a new staff member.

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

Mid-Year Assessment

There was a general discussion about the new curriculum. The Principal reiterated that, as it is all new, no data comparisons can be made between 2025 and previous years. Currently, there are no testing tools to help form OTJs - once the OTJs are published, they can be written up on Hero. Nick enquired about the barefoot learner goals, and the Principal confirmed they were still in the mix.

Te Ao Māori

Jess answered the Board's queries about her relationship with Ngāti Haumia now that Karl had passed. She updated them on her continued relationship with them and her plan moving forward.

Kāhui Ako

The Principal confirmed to the Board that this group would be discontinued next year, but informed them that the Principals in the area were discussing continuing collaboration amongst the schools. The surveys from the recent Kāhui Ako teacher-only day conference garnered positive responses from the attendees.

PTA

The PM updated the Board on what had occurred at the last PTA meeting. There is a Matariki evening planned on 19 March - the PM confirmed what was planned for the evening and the health and safety set up for the fireworks. She advised that future events the PTA is planning include the annual gala and another read-a-thon

ACTION:

- Josie will attend the next PTA meeting on 16th July at 7 pm.

Payments

Nick **queried** the payment to Denis O'Leary, which was part of the asbestos removal paid for by the Ministry. The payment to Little Red Ball was queried, which was confirmed as catering for the TOD conference, and this will be paid out of the Kāhui Ako budget. It was clarified that the money to Hannah Zwartz for the playground development was paid from the grant money, and that the remaining cost will be taken from the Stan Joy grant.

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

4.2. Behaviour Report

The PM commented that the results from the report were positive.

4.3. Medical Room Report

The PM commented on the number of head injuries. Marnie explained that there needed to be another tag added for minor bumps.

ACTION:

- Marnie is to add tags to Hero for minor head bumps.

4.4. Health and Safety Report

It was noted that the teacher sickness level was quite high, and that lots of pupils had also been off ill with lingering symptoms.

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

5. Strategic Discussion and Decisions

5.1. Marketing Update

The PM spoke to the Marketing Group's report and there was an in-depth discussion about the need to attract families outside of Paekākāriki to the school. There was a discussion about updating the website. The Principal informed the Board that there was no budget for a major overhaul, so it would need to be put in next year's operating budget OR only minor adjustments could be made. It was agreed the Marketing Committee can move forward with advertising the school, but should not actively poach students from other schools.

ACTION:

- Julia to share the current information pamphlet with Board members for distribution around the community.
- Josie to post the pamphlet in relevant places in Porirua.
- The Marketing Committee to draft changes to the website and to contact website developers for quotes on minor and/or adjustments to the website and to bring this back to the Board.
- The Marketing Committee to move ahead with developing plans for marketing the school and then report back to the Board.

5.2. Montessori Update

Nick reported back on the meeting held with Julia regarding pursuing the Montessori class option. There was an in-depth and vigorous discussion among the Board members about whether to proceed with this option, including consideration of potential risks to reputation and the impact on students and whānau of discontinuing after a trial period. It was agreed that the remaining task driver for the working group is to complete assessment of the wider community's interest in the creation of a Montessori class, and further, if there is not strong support from the Montessori preschools, and benefits outweighing the risks, then the option would not be pursued.

ACTION:

- The PM to transcribe her notes from the meeting at Otari School regarding Otari School's Montessori class and to share those with Nick.
- The Principal to meet with Judith and do a handover to continue to move forward. Their progress would be reported back to the Board.

6. Professional Development

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

6.2. Cards

The Principal read out two scenario cards for the Board to discuss.

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

Rachel advised the Board that feedback had been provided to School Docs on the large number of emergency policies.

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, Jess **seconded**, and the Board **unanimously agreed**.

8.2. Matters Arising from the Minutes

The Board went through the actions requiring attention from the previous meeting and updated them.

8.3. Emergency Preparedness

The Board discussed the Civil Defence open day being held at the school on Saturday 14 June, and advised that all Board members were welcome to come - Brigitta and Rachel confirmed their attendance.

The Principal advised that there was no feedback from the recent fire drill, all went to plan. She advised that the point of having drills was to improve on performance and highlight any issues.

ACTION:

- At the next board meeting, Judith will take Board members for a walk around the school to look at emergency preparedness and to understand emergency procedures.

8.4. Any Other Matters

The Board queried the Principal on when the Annual Report would be ready - she advised she was waiting on the Presiding Member introduction. Rachel expressed interest in reading the Annual Report before it was published in the required places.

Judith spoke to her sabbatical report and thanked the Board for giving her leave to attend. Nick thanked her for her report, and remarked how valuable the knowledge she had gained during this time was.

ACTION:

- The Principal to forward the relevant information from the Annual Report for Rachel's review.

9. Review of Meeting and Items for Next Meeting:

Email the PM by 21 July with items for the next meeting **on 28 July**.

Meeting ended at 8.43 pm
The next Board meeting will be held on
Monday 28 July at 6.30 pm.

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