

**Tihiraki North Loburn School**  
**Minutes of the Meeting of the**  
**SCHOOL BOARD of TRUSTEES**  
**Held at 5.30pm, Tuesday 13 May 2025**

**PRESENT:** Lucinda Denton (Presiding Member), Kate Hassall (Principal), Anna Webb (Staff Representative), Emma Manson, Paul Robinson, George Meyer, Brooke Simpson (Board Secretary)

**APOLOGIES:** Andrew Wells

**MINUTES BY:** Brooke Simpson (Board Secretary)

**1) ATTENDANCE**

- a) Apologies  
Andrew Wells
- b) Conflict of Interest  
Paul Robinson

**2) ADMINISTRATION**

- a) The minutes from the previous meeting were tabled.

**MOTION:** That the Minutes of the BoT meeting held on 1 April 2025, having been circulated, been approved as a true and correct record of that meeting.

**Moved:** Lucinda Denton

**Seconded:** Kate Hassall

**Carried**

**b) Correspondence**

- Principals Report
- Finance Report
- Property Report

**3) ACTION ITEMS**

- a) As per action items document.

**4) PRINCIPALS REPORT**

**Collective agreement survey**

Any comments/questions please let Kate or Lucinda know. The board must complete the survey.

**School House Property Management**

School house property management contract expiring in July. Discussion amongst board.

**Election date to confirm** - Wednesday the 10th September 2025.

### **Succession Planning**

Some resources to look at before elections. Communication with the community around governance vs management - role of the board. A newsletter will be sent out to families with further information.

### **Strategic planning 2026**

Our next strategic planning for 2026 is due at the end of 2025. How to get more families involved and interested in building feedback from parents about the school and their vision for our future.

### **Annual Report**

If there are no questions or changes, Kate will submit the report tomorrow on the 14th May.

### **Ministry Updates**

Updates being sent from the ministry. At this stage the school will be reporting and testing off the original curriculum until more information is provided to work from.

### **Schools Docs**

Minute recent policy updates made by School Docs during an internal review.

### **Attendance Plan**

Our attendance plan will be similar to the recommended Stepped Attendance Plan.

The board acknowledged the changes in school docs under Attendance Procedures and Minimising Physical Restraint.

**MOTION** Principal report received and read.

**Moved** Kate Hassall

**Seconded** Anna Webb

**Carried**

## **5) NATIONAL ADMINISTRATION GUIDELINES**

### **a) Strategic Plan**

As per the principal's report

### **b) Staffing and Personnel**

N/A

### **c) Property**

As per the principal's report

### **d) Finance**

As per the principal's report

### **e) Health and Safety**

As per the principal's report

## **6) POLICY REVIEW - TERM 2**

Key review topics:

- Planning and preparing for emergencies, disasters and crises (*Board Review*)
- Communication during an emergency, disaster or crisis (*Board Review*)
- Emergency closure (*Board Review*)
- Emergency management
- Disaster management
- Crisis management

Discussion of the Policy Reviews at the next meeting.

## **7) HOME AND SCHOOL**

North Canterbury Kids Hunt fundraiser this coming weekend.

## **8) STAFF REPRESENTATIVE**

All staff are in production, testing and reporting mode with the upcoming production at the end of the term.

## **9) GENERAL BUSINESS**

N/A

## **10) NEXT MEETING**

- a) Term 2 - Week 8, 17th June
- b) Term 3 - Week 3, Monday 28th July and week 8, Tuesday 2nd September

**Meeting Closed: 6.40pm**

**Presiding Member Approval of the 13 May 2025 meeting minutes**



**Lucinda Denton**

**21 May 2025**

**Dated**