



Tuesday 21st October 2025
PLEASANT POINT PRIMARY SCHOOL BOARD OF TRUSTEES MEETING
HELD IN THE MEETING ROOM

*A Head and a Heart for Learning and Life –
A Backpack for the Journey*

ADMINISTRATION

Meeting Opened: 6.00pm

Present: Hayden Cartwright, Lorraine Frances-Rees, Deborah Jacobs, Pete Burgess, Jake Harrison, Josh Craig, Brad Hastie (public), Rachael Proudfoot (secretary)

Apologies: None

Will Joines has stepped down from the board. The board will advertise that they are wanting to do a "Selection" process.

Hayden Cartwright has stood down as the Presiding Member of the Board

Election of Presiding Member - Deb Jacobs has volunteered to be Presiding Member - All in favour.

Election of Treasurer - Hayden Cartwright nominated by Lorraine/Jake Harrison. Motion carried.

Conflict of Interest: None

Administration

Accept minutes of previous meeting 2nd September - Lorraine/Deb

Accept minutes of in-committee minutes - Lorraine/Hayden

Principal's report

Move to accept Principal's Report - Hayden/Jake

The new curriculum has no associated testing tools as yet.

There is a half FTE allocated next year that is for a learning support co-ordinator for overall special needs.

AI - are there any privacy issues? - At school we use Gemini which is under google and is totally private. The majority of our teachers attended an AI course over the holidays which was incredibly valuable.

Class sizes - The ministry funds us per student which dictates our class sizes per year. We aim to keep class sizes smaller when possible.

There was a question around food and nutrition - the school promotes healthy eating. Staff talk to management regarding any issues/concerns regarding lunchboxes/food available and help where needed.

Literacy Intervention Report - The data used for the report is the mid year data. We were able to help large groups of children through this funding for intervention. It is very successful and necessary and would like to continue funding for this. Over 34 students have benefitted. The teacher has already had tier 2 training and is in the process of getting tier 3 training which will benefit even more students. The intervention ties in with our structured literacy programme.

- *Lorraine to include how successful this is in the next newsletter.*

Move to match MOE 0.33FTE to continue literacy intervention in 2026 at a cost of \$34,500.00 - Hayden/Lorraine

Maths - Yr 1-3 are not currently where they need to be in regards to the new curriculum. There is funding available from the ministry which the board would need to match for a maths intervention teacher. Finding a candidate to do this may be difficult. Funding would need to be for the years following also to keep the momentum going. No decision was made.

Finance Report

Move to accept finance report - Hayden/Deb

Draft Budget - Currently looking at a \$28,881 deficit for 2026 however this includes a \$35k depreciation allocation. Lorraine spoke to the budget and discussed where the funding comes from and how it is allocated.

Parent Group Funds - The parent group currently have \$28k available to spend. Lorraine has consulted with staff and students regarding wishlist items for the school. The items that were the most popular were basketball nets and hoops for the rangitata courts, senior swings, trampolines, netball hoops for senior students. We already have a mural being organised for the end of the Opihi block. It was raised that could some of the funds be put towards fixing the musical playground. Lorraine will discuss these options with the parent group at the next meeting.

Property Report

Move to accept the property report - Deb/Hayden

Hall - Previous board accepted that we need to spend money on a new roof and windows. We need acceptance of the quote. The hall is an important part of the school and community.

Move to accept quote from Menzies to make the hall weathertight - \$85,445.85 inc GST and Carus quote for getting the hall repainted via Carus quote \$27,825.00 + GST - All in favour

- *Lorraine to include the news in the newsletter*

Musical Playground - A decision is to be made around what to do with the musical playground. It currently does not meet the safety standards which is why it has been fenced off. All up it will cost around \$35k to get it up to code.

\$13,800 has been given for a maintenance grant from the ministry and this needs to be spent by the end of next term. It was agreed that this should be put towards getting the playground fixed. This is a very well used area by the children.

The board agree to proceed with fixing the playground with approx 35k - email to go to the board to

confirm quote - **Lorraine/Deb**

Library Internet - Decision to replace the damaged fibre to restore library internet - \$3,254.75 quote -
Move to accept quote - **Deb/Hayden**

H&S - Shake out drill done last week

Employment & Personnel

The board went in-committee at: 7.32

The board went out of committee at: 7.52pm

Policy Review - To be done next meeting -

- PDF and email bullying and harassment policy to board members


Governance Workshop - Covered in the board induction session.

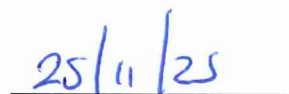
Administration

Move to accept year dates for 2026 - Start 4 Feb 2026 - Finish 16 December 2026 - **Deb/Pete**

Meeting Closed - 7.56pm

Date of Next Meeting - Tuesday 25th November, 2025


Signed


Date