



# **Minutes of Somerfield Te Kura Wairepo School Board Meeting 21 October 2025 6.30pm**

**Present:** Meagan Kelly, Julie Bassett, Lucy Green, Tim McIntosh, Hayley Knowles, Emily Reeves, James Dann and Daniel Caigou and Fritha McCrimmon-Robinson

**Visitors:** Nicky Horne

**Apologies:** None

**Late:** None

**Conflict of Interest:** None

**Motion:** That all present have speaking rights

**Moved:** Meagan Kelly

**Seconded:** Lucy Green

**Carried**

**Motion:** The minutes of the September 2025 meeting were read and approved as true and correct.

**Moved:** Meagan Kelly

**Seconded:** Lucy Green

**Carried**

**Motion:** Moved that the above administration matters are accepted.

**Moved:** Meagan Kelly

**Seconded:** Lucy Green

**Carried**

## **Whānaungatanga**

- Introductions
- Overview of the role of the Board
- Induction document shared
- Admin - confirm days and times of meeting, contact details how Board papers are received, expectations for meeting
- Dates added to the minutes/calendar

**Principal's Report**

- Report in folder
- Principal's Appraisal shared in folder
- Finance Reports
- Introduction to School Docs - Policy Review
- Attendance report - percentage to be recorded for the BoT and each meeting

**Motion: That the Principal's report be accepted as read.**

**Moved: Meagan Kelly**

**Seconded: Tim McIntosh**

**Carried**

**Correspondence In:**

- Letter of resignation from Nicole McDonald
- Letter for Hon Erica Stanford re: Term 3 Phonic Check

**Correspondence out:**

- Strike Action to whānau

**Strategic Decisions**

- Election of Presiding Members
- Insurance Liability for the School Board discussed
- School Docs explained to the Board
- Code of Conduct signed by Board members
- Emails to be set up for board members
- EOTC Application - a PDF to be shared with the School Board
- Parent Volunteer vetting discussed

**Motion: The School Board appointed Lucy Green as Chairperson of the Board.**

**Moved: Tim McIntosh**

**Seconded: Hayley Knowles**

**Carried**

**Motion: The School Board appointed Tim McIntosh Deputy Presiding Member of the Board.**

**Moved: Lucy Green**

**Seconded: Emily Reeves**

**Carried**

**The following board members were appointed to lead the School Board on:**

**Property - Fritha McCrimmon-Robinson**

**Policy Development - Emily Reeves**

**Finance - James Dann**

**Attendance - Hayley Knowles**

**Action:** Meagan Kelly to share pdf EOTC application with the School Board before motion can be approved by email. Approval deadline due next week.

**Action:** Daniel to set up emails for BoT members and to add 'Journey of the school/name' to the School Board induction papers.

**Action:** School Board blurbs and photos to be sent to Julie

**Action:** Lucy to write School Board's Introduction blurb for the next newsletter

**Action:** A thank you email to be sent to families that have donated extra funds for the Yr 6 camp. (Confirmed Candace has sent emails already)

**Action:** More discussions to be scheduled re: Parent volunteers, police vetting, briefing etc

### **Strategic Discussions**

- Proposal for a Contestable Professional Development Fund for Staff - Draft matrix to be presented at next meeting
- Draft Strategic Plan to be scheduled for another time

**Action:** Meagan and Daniel to work on an equitable draft matrix for Professional Development fund for staff.

### **Finance Report**

- Report in folder
- Teacher Aide wages over budget
- 2026 Budget being worked on
- \$18,000 top up from the MoE received (property)

**Motion:** That the September 2025 accounts to be accepted by the Board as true and correct.

**Moved:** Meagan Kelly

**Seconded:** Hayley Knowles

**Carried**

### **Property**

- Update at next meeting

### **School Board Meeting 2025 - 6.00pm - Monday**

Monday, 24 November

### **BoT Meeting 2026 - 6.00pm Monday (Week 3 and 8)**

Monday, 16 February

Monday, 23 March

Monday, 4 May

Monday, 8 June

Monday, 3 August

Monday, 7 September

Monday, 2 November (Week 4)

Monday, 7 December (Week 9)

**Mihi Whakatau Dates 2026:**

Monday, 9 February

Monday, 9 March

Monday, 20 April

Monday, 1 June

Monday, 20 July

Monday, 24 August

Monday, 12 October

Monday, 16 November

Meeting closed at 9.10 pm

---

**Lucy Green**

Presiding Member