

Board of Trustee Meeting

10 February 2026 - 7pm

Present: Jason Clemens, Gemma Smith, Hannah Mulholland, Aline Reed, Aaron Henderson, Hannah Mazey, Meredith Devonald, Dallas Molloy (Minute Secretary)

Opening Karakia led by Meredith Devonald

Election of Presiding Member: Dallas Molloy called for nominations for the election of a Presiding Member. One nomination was received, Gemma Smith. As there was only one nomination, no vote was required.

Gemma Smith is the new Presiding Member.

Apologies: None

Welcome: Gemma Smith welcomed everyone to the meeting this evening and the 2026 school year.

Delegations Register:(Declaration of Interest)

This was all updated by Meredith Devonald and Gemma Smith will sign. The Delegations and Financial Register have been updated and will be put up on School Docs.

All updating documents will be signed on Wednesday by the presiding member, returning officer, principal and deputy principal.

Principal's Report:

Meredith Devonald reported that the school roll was currently sitting at 285 students.

37 New Entrants still to start in 2026.

1 Withdrawal

Pikopiko have 100 students, 5 teachers

Kowhai have 91 students, 4 teachers

Rimu have 98 students, 4 teachers

Need to reach 310 before further funding to issue from the ministry.

Bank staffing:

The Bank Staffing has gone down and is looking positive. Will look at reducing it to 0 as it can not be retained as credit.

2026 Staff Professional Learning and Initiatives:

Plans are for a lot of 2026 to be school led to consolidate the professional development from 2025 and apply the new requirements from MOE.

Maths - School led.

Literacy - School led.

Assessment Practices - School led

Positive Behaviour for Learning - MOE funded by MOE

Recent Celebrations:

Goal Setting Meetings

Staff Only Day

Mihi Whakatau

Rimu Swimming

Curriculum:

Meeting with Senior Leadership to discuss 2025 achievement data and plan for 2026 programmes of learning.

Confirmation of Compliance

Learning support is already allocated to a number of students requiring either behaviour or learning support.

Application has already been made to MOE for Interim Response Funding to extend learning support funding.

Instruction for Literacy Support and ESOL will begin shortly.

Health Education: Consultation happened in 2025.

Health, Safety, and Welfare Policy, systems currently being checked by principal.

Digital Technology and Online Safety - Students are currently returning their Internet Safety Agreements.

Reviewed the MATES Agreement

Structured Literacy

PB4L - Lesson Plans

The Board have approved 2 Admin Staff to attend the Education Admin and Property Conference 2026. Funding will be from Staff education fund and BOT PD Budget fund.

Meredith Devonold moved and Aline Reed seconded.

Gemma Smith moved that we went to Public Excluded Business (PEB) or in Committee because of sensitive information. This motion was accepted by all Board Members to protect privacy.

The Board of Trustees Public Meeting closed at 7.35pm

The Board of Trustees Public Meeting resumed at 7.40pm

Property:

Block 8 Accessible bathroom project has nearly been completed.

Received funding from MOE for weather tightness project for Block 8 and 10. Tracey Saunders from Logic will project manage this.

Whilst the school might get funding for replacement of the inside, soft furnishings in due course. The board agreed to use some school funds to complete this while the weathertightness contract is being complete to prevent further disruptions to students in those classrooms.

Meredith Devonald has been talking to the MOE Property person and there is to be a roll growth meeting on February 11.

The MOE is beginning the data gathering of our 10 year property plan.

Moved by Meredith Devonald and seconded by Aline Reed

Audit and Monitoring:

Meredith Devonald talked about the 2026 Board Work Schedule that we can use and this follows what Gov Doc requires us to do. This will be followed for board meetings.

We have read the board review.

2025 Term 4 Attendance: Meredith discussed the report and talked about the new guidelines that have been implemented by the Government. Meredith Devonald and BOT will plan how to communicate these changes to parents, including the new Attendance Management Plan.

Gemma Smith is going to look at putting a letter together in regards to the Attendance codes and how the rules have changed. Will contact Govhub to discuss. This will be discussed at the next Board meeting.

Strategic:

10 YPP process beginning. The plan needs to be approved by term 3.

The weathertightness project has been approved.

The building project for Block 8 and 10 is still ongoing.

Policy:

School Docs: This is to be reviewed for the March meeting please review the What's New section. Presiding member to review any comments to these before March meeting.

Administration Matters:

Correspondence: Correspondence was tabled.

The minutes from the previous meeting have been approved electronically and ratified.

Moved by Meredith Devonald and seconded by Aline Reed.

Creation of Sub committee's to look at Finance, Health and Safety and Property.

BOT members to be part of these sub committees.

Health and Safety - Meredith, Jason

Finance - Meredith, Aaron, Celia

Property - Meredith, Aline, Hannah

Each committee will work out how they will form this and meet to discuss. BOT to look at what policy documents are required to be drafted due to these sub committees.

Ashton Smith to be approached and asked to quote the removal of the existing School playground.

Action Point:

Meredith to approach Malvern Principals to see if they will work together to create a shared response about attendance at the next Principal meeting.

BOT Communication to Community:

Gemma Smith will write the Board Communication for the newsletter.

The closing Karakia led by Meredith Devonald.

Meeting closed at 8.35pm.

Signed:



Date:

17/02/26.