

ELMWOOD NORMAL SCHOOL

MINUTES OF BOARD OF TRUSTEES - DECEMBER MEETING Tuesday 9 December 2025 at 6.00pm

1.0 MEETING OPENING

1.1 **Present:**

Paul Armitage (Principal), Eden Chan, Lachlan Knighton, Emily Toth-Taylor, Anna Graves, Jamie Hall,

1.2 **In Attendance:** Claire Peacock-Price (Teacher Rep) and Vicki Harrington (Board Secretary).

1.3. Jill presented the Analysis of Variance report to the Board. This year's end-of-year curriculum expectation data has been measured against the new curriculum standards, which have set a higher benchmark nationally. While the report does not compare the two sets of expectations directly, teachers continue to use end-of-year data to identify areas for improvement and refine their practice.

Our current focus is on students who are well below expectations. These students appear not to have made a full year's progress due to the raised curriculum standards. The key indicator to monitor is how many of these students have made accelerated progress (approximately 18 months of progress). Those students who have made 12 months of progress remain below expectations but have still achieved a full year's growth. ESOL learners and ORS-funded students commonly fall into this group.

Jill explained the footnotes at the bottom of the page on her report. She will spend some time explaining the curriculum to the board next year, together with the tier system.

From here the children are targeted. They have been placed into classes for next year by Lynette and Jill, so there is learning support for the children to assist them. The support programme is very strong for them. 56 ESOL students are funded by the MoE, however we have other ESOL students as well. There are approximately 3 per class.

Lachlan thanked Jill for her report.

2.0 ADMINISTRATION MATTERS

2.1. **Declaration of Interests:**

Emily Toth-Taylor is on the Heaton BoT. This has been added to the schedule.

2.2. **Confirmation of Minutes of Meeting dated 11 November 2025.**

Recommended: That the minutes of meeting, together with the In Committee Minutes held on 11 November 2025 be approved and adopted as a true and correct record.

MOVED: Paul Armitage
SECONDED: Claire Peacock-Price
PASSED

2.3. **Matters Arising:**

There were no matters of concern arising.

2.4. **Correspondence:**

Paul explained the correspondence received as follows:

1. We have received a letter from the MoE granting approval for the new playground
2. Schooled (who are our accountants) have advised that we now need to sign a declaration / letter to say we are happy to remain with the depreciation rates as set by the Auditor General. Lachlan and Paul are required to sign this and return it to Schooled.
3. Board response letter to Susan Hird's retirement resignation letter.

4. Letter to Andrea confirming her acting up to DP role for 2026 (two terms).

The Board accepts the inwards and outwards correspondence.

MOVED: Paul Armitage
PASSED Jamie Hall

3.0 MONITORING FOCUS

3.1 **Principal's Report**

Paul's spoke to his report, as follows:

Our school roll is looking healthy for the start of 2026. Our grading roll is 507, and it will grow beyond this during the course of the year, which means we will pick up extra resourcing. We have a high number of students living within the school zone, which brings property funding.

The Senior leadership and classroom release time has been sorted to cover all the leadership and CRT release required in 2026. We have ensured the same person is in the class to cover any release.

Finances:

This year the Board approved funds outside of the budget for the Memorial project and the work on the Auditorium. This shows as spending more than our budget however this is the reason why.

Other aspects of the budget include:

- money for furniture being spent in 2025 however received in 2024.
- The donations look larger due to receiving funds from ENSCA for the memorial project.
- The principal's expenses include work undertaken for NAMSA, however refunded by the association.
- Electricity being very expensive (central controller for heating and cooling is now off and staff manage their own rooms)

We will finish in a good position considering what has been spent this year.

Note: The Auditor General report showing results of the 2024 school audits came out today. We are in a fortunate position, however, our school was mentioned in this report. This is related to cyclical maintenance in 2023 (which we were informed by the Auditor General that we did not have to state). However, we took a qualified opinion, and did not have an estimator over the figures. This year we changed our approach to ensure it was tidy and invited the estimators in. The auditors were happy with our figures.

ANZ and Westpac Signatories on Bank Accounts:

Eden Chan needs to be removed as signatory and Lachlan Knighton added as the new presiding member of the board to be signatory on the ANZ and Westpac bank accounts.

Attendance Report:

Another Attendance Management report has been prepared by Paul. Through changes to the Act the Boards are going to be held responsible for improving attendance. We are fortunate at Elmwood. 64% attendance in term 3 was the worst one for the year, the biggest reason being illness and second biggest is overseas trips. There is a goal in the report for the board to work away at in 2026. The most important thing is the last page of the document.

Discussion was had about reasons for absence. The Attendance Management plan once approved by the Board goes onto the School website. Schools receive termly reports from the MoE.

Paul moved the report of the student attendance management plan.

MOVED: Paul Armitage

SECONDED: Anna Graves

The Annual Implementation Plan also goes onto the website at the beginning of the year.

Property:

There are a couple of items to be sitting in the Board's vision going forward and to keep on your radar:

1. The roofing issue for Kahikatea block. Discussions have been had with the MoE and it is currently in their court. They will assign a project manager to this and decide how to manage it. Once the roof is sorted it needs to be painted.

2. The board will also need to manage new carpet upstairs. If the MoE funds another \$300,000 out of a different fund then you will have some extra left over from our CSR fund. Alternatively, if there is only one lot of funding, the board will have to wait for the five year plan, for this to be managed within the cyclical maintenance. Some of the repairs may need to come out of the capital works.

An idea of costs could be \$120,000 CM for the Kahikatea block to be painted. Carpet (based on rooms we did 18 months ago) you could look at around \$50,000. However, it would be more prudent to take the carpet costs from capital works rather than cyclical maintenance.

3. The Swimming Pool needs to be on the radar over the next couple of years. The Plant has not had any spending on it since 2015. The Sand filters need to be replaced. The pool also needs new covers. This could be a project for ENSCA. \$20,000 - \$30,000. We only receive a very small amount of funding from the Ministry for the swimming pool.

With regard to the pool itself, the pool cards sold out and all the training has been completed. To obtain a card, parents must have done the course. 19 pool managers have all been trained. If they do their job and all goes well - then it will be a good season.

Learning Support:

The Learning Support Report was provided by Jill and Lynette. It outlines all aspects of the learning support, which is a fantastic programme. As we are a low equity index school, receiving the least funding, having the board partially fund the learning support at Elmwood is making a real difference.

Year 6 camp:

We are in the process of signing off the Year 6 camp in February 2026. The team went to Waipara adventure centre. It is a very good campsite with a great programme, facilities and trainers. If anyone from the board would like to review the documentation Paul is happy to walk them through it.

Principal's Professional growth cycle report

Lachlan spoke to Paul's professional growth cycle report. A peer from NAMSA reviewed Paul's report. Lachlan thanked Paul for the fantastic job he was doing as Principal. Lachlan is happy to share the report for any board members who would like to see it.

The Board Moved into committee at 7.15pm

MOTION: *That the public be excluded from the following proceedings of this meeting.*

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 is as follows:-

General subject of each matter to be considered:

- **Personnel**

Reason for passing this resolution in relation to each resolution:

- **Good reason to withhold exists under Section 7**

Ground(s) under Section 48 (1) for the passing of this:

- **7 (2) (a) 48 (1) (a)**

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, 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:

For reasons of professional and legal privilege and to protect the privacy of a natural person.

MOVED: Lachlan Knight
PASSED

RECOMMENDATIONS:

- 1.0 The Financial Report for month ending 30 November 2025 and the Operating Summary, together with the Principal's Report and recommendations as tabled be accepted.
- 2.0 That Eden Chen be removed as signatory and Lachlan Knighton added as the new presiding member of the board to be signatory on the ANZ and Westpac bank accounts.
- 3.0 That approval be given for the Year 6 camp to be held at Waiapara Adventure Centre 23-25 February 2026.

Paul moved the adoption of his report together with the recommendations.

MOVED: Paul Armitage
SECONDED: Anna Graves

6.0 MEETING DATES FOR 2025:

The following are the meeting dates for 2026

24 February; 24 March; 19 May; 23 June; 18 August; 22 September; 10 November;
8 December.

The meeting closed at 7.25pm.

Signed:



Dated:

24/02/2026

(Presiding Member of the Board)