



TE URU TARATA | LEMONWOOD GROVE SCHOOL

THE BOARD OF TRUSTEES MINUTES

Date Held: Hui 11 - Wednesday 20th November 2024 AT 6.00PM

Venue: Te Uru Tarata | The Grove, Lemonwood Grove School

Welcome and hui opening

Karakia:

**Tuia i runga
Tuia i raro
Tuia i waho
Tuia i roto
Tuia te here tangata
Ka rongō te pō
Ka rongō te ao
Haumi ē! ... Hui ē! Tāiki ē!**

*Connect with those above
Connect with those below
Connect outwards
Connect with your own knowledge
Tie the people together/connect with many people
Connect with those that have passed on/connect with the darkness
Connect with the living/connect with the light
Do we come together to agree? Yes, we agree. It is fixed*

PRESENT: Rebecca Congalton (Presiding Member), Blair Dravitski (Principal), Sara Freitag, Stacey Park (Teacher Representative), Kelsey Waghorn, Drew Winter (Deputy Presiding Member)

APOLOGIES: Pip Simmons

GUEST/S: Isabella Byers, Lexie McLachlan, Jane Wood

SPEAKING RIGHTS: Isabella Byers, Lexie McLachlan, Jane Wood

Moved: Rebecca Congalton

Seconded: N/A

I put forward a motion that speaking rights are given to Isabella Byers, Lexie McLachlan, Jane Wood

Carried

CONFLICTS OF INTEREST: N/A

LATE ARRIVAL: N/A

PEPEHA: Those present, who wanted too, took the opportunity to present their pepeha.

APPROVAL OF MINUTES FROM PREVIOUS MEETING :

Motion

Moved: Rebecca Congalton

Seconded: N/A

I put forward a motion that minutes from Hui 10 dated 24th October 2024 are a true and correct record of that meeting.

Carried

APPROVAL OF AGENDA:

Link to [Agenda](#)

Motion

Moved: Rebecca Congalton

Seconded: N/A

I put forward a motion to approve the agenda in its current form as a true and correct record

Carried

Approved 5th December 2024


Presiding Member

Welcome Kai and Kōrero

Guests

- Jane Wood - Transition to school
 - (presentation in Principal Report)
- Isabella Byers - Relationships and Positive Behaviour
 - Carryon from last year
 - Staff VIP - acknowledging each other
 - Looking to manage with such a big roll
 - Went to PD with Dr Ross Green - around problem solving. Looking at dealing with triggers of behaviour rather than just the behaviour.
- Lexie McLachlan - Structured Literacy
 - Shared some feedback from Staff around both what is going well and what needs improvement.
 - Next year the team is going to implement an oral language programme in the junior school. This is a 20 week intervention programme targeted at particular learners.
 - Held term 1 parent evening. Lots of parents of ESOL learners there. Trying hard to connect with the community.
 - We are 4 years in - there is a survey out to staff to get a picture of where we are at.

Chair Update

- Board Training 2025
- [2024 Meeting dates and plans](#)
- Draft Meeting Dates for 2025 - Wednesdays -  Meeting Plan for 2025
 - Discussion on these date
 - We may want to add in an extra one in term 4 if lots of changes to the board as part of the election.
- [Archiving of school records](#)
 - Blair had clarified some information with Sarah. The board is concerned about the "7 years from date of employment" for destroying staff records. Sara will clarify with Sarah.
- Election date and provider - 10 September 2025

Motion

Moved: Rebecca Congalton

Seconded: Kelsey Waghorn

That we use CES as our election provider and that we set the 10th of September as our election date.

Carried

Motion

Moved: Rebecca Congalton

Seconded: Stacey Park

That we ratify the upgrade to the alarm system costing \$37,387.27 + GST that was emailed out on the 26th of September

Carried

Motion

Moved: Rebecca Congalton

Seconded: Kelsey Waghorn

That we ratify the upgrade to the phone system costing \$14522.20 + GST that was emailed out on the 26th of September

Carried

Finance

Report: [Finance Report](#)

Drew talked to this and a discussion was had on the report/s that were provided.

Motion

Moved: Drew Winter

Seconded: Sara Freitag

That the report provided is a true and accurate reflection of our financial position as of October 2024.

Carried

Other finance business:

- [2025 Budget First Draft](#)
 - Discussion of the budget and explanation of new lines.
 - Board asked if the previous budget was reviewed in putting together the new budget. Blair and Drew explained the process.

Principal's Report

Report: [Principal's Report](#)

A discussion was had on the report that was provided

Motion

Moved: Blair Dravitski

Seconded: Rebecca Congalton

That the Principal's report is a true and accurate reflection of what has happened since the last board meeting.

Carried

Other principal business:

- Turf proposal - the board is generally in favour. Blair is going to get another quote and bring a final proposal to the next meeting.

In Committee Meeting: 7:56PM

Out of Committee Meeting: 8:02PM

Administration

- Correspondence - our communication document has been updated and can be accessed here [Correspondence Folder](#)
- Board Meeting Evaluation
- Next Hui - 5th December 2025

Closing karakia:

**Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa**

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other

Hui closed with Karakia at 8:04 PM