

**Prebbleton School Board
Minutes of Meeting
Held on Monday 31st March, 2025, 6.00pm at Prebbleton School, Blakes Rd, Christchurch**

Present: Kim Alexander, Richie Cawthorn, Simon Thompson, Bron Hunter, Mandy Liu, Naomi Crawford, John Russell, Jo Neal, Tegan Thornley (Minutes)

Karakia Timatanga:
Spoken together

Apologies:
Owen Flattery not in attendance

Related Party Declarations:
Simon is now the Chairperson of the Living Springs Board. The school's annual Year 6 camp is held there. Interests Register updated.

Minutes from the Previous Meeting:
Moved that the minutes of the meeting held on Monday 24th February be accepted as a true and correct record

*M Liu/B Hunter
Carried*

Matters Arising:
Nil

Correspondence:
Inwards
10/3/25 Ministry of Education – Proposed Enrolment Scheme Amendments for Prebbleton School and Templeton School.
The school community has been notified of the changes through three newsletters.

Outwards
Nil

Principal's Report:
Kim presented her report.

Education Review Office School Improvement Framework
Kim shared the two SIF documents that she completed and submitted prior to the ERO visit. The two education review officers visited the school on March 18th-19th and had meetings with Kim, a group of students, the SLT, teachers from various year levels, visited classrooms across the school, and undertook compliance checks. Kim should receive a draft of their report shortly.

2024 Annual Report
Kim has prepared the Annual Report for 2024. At this stage it includes everything except the financial report. Once the auditor has completed that, it will be added and submitted to the Ministry by the required due date of 31st May.

Middle Leaders' Annual Plans
The 2025 annual plans have been completed by the Unit and WSL allowance holders. A new STEAM unit has been added this year which Jess Mackintosh, a teacher in Team 3/4, has taken on.

SchoolDocs Policy Report

Reviews for Term 1, 2025 - This term the first section of the Health, Safety, and Welfare Policy is under review. Kim has sent out the review instructions to the staff, Board and parents.

Review from Term 4, 2024 - SchoolDocs has considered the review feedback on the Finance and Asset Management Policy and is consulting on upcoming changes with an external auditor.

Update from 2024 review - The Concerns and Complaints, Protected Disclosure, and Personal Grievance policies were reviewed in 2024. SchoolDocs has published the updates to school sites which need to be approved and adopted by the Board.

Kim showed the Board how the consultation feedback process works when policies are under review.

Kim moved that her report be accepted with the following recommendation:

That the Board approves and adopts the updated Concerns and Complaints, Protected Disclosure, and Personal Grievance policies

*S Thompson/N Crawford
Carried*

Finance Report:

Bron presented the report.

The February financial report was as expected.

The Year 6 & 8 camps have not broken even this year. Kim will create a Camp Budget Template for 2026 to help the teams with their budgeting for camp costs in the future.

Interest rates are falling but the school is currently earning 3.8% interest on its everyday trading account. This is thanks to the AoG Banking scheme with Westpac.

Bron moved that the Finance report be accepted:

*R Cawthorn/M Liu
Carried*

Property Report:

Naomi presented the report.

Kim is liaising with Yvone from SSL regarding which 5YA project will be started next. It will either be upgrades to Moana block or alterations to Awa. The Awa interior is due now for painting on the Cyclical Maintenance Plan. It would be good to get this done at the same time as the 5YA project.

Richie, Kim and Chris McDermott have formed a sub-committee to look into various options for COLAs (covered outdoor learning area). Chris has visited St Andrews School to see theirs and Kim will visit South New Brighton School this week. They will report back to the Board at the next meeting.

Simon moved that the Property report be accepted

*B Hunter/M Liu
Carried*

Health and Safety Report:

The report was briefly discussed.

John and Jo left the meeting at 6.55pm.

Moved into committee at 6.55pm under Schedule 2 Section 9 Subsection 2 of the LGOIM Act 1987, for matters of Personnel.

Meeting resumed at 7.05pm

Karakia Whakamutanga:

Spoken together

Meeting closed at 7.05pm. Next meeting Monday 19th May, 2025 at 6.00pm