

**Prebbleton School Board  
Minutes of Meeting  
Held on Monday 23rd June, 2025, 6.00pm at Prebbleton School, Blakes Rd, Christchurch**

**Present:** Kim Alexander, Richie Cawthorn, Simon Thompson, Bron Hunter, Naomi Crawford, Owen Flattery, John Russell, Jo Neal, Tegan Thornley (Minutes), Kaleena Urlwin and Kristie O'Brien (Visitors)

**Karakia Timatanga:**

Spoken together

**Apologies:**

Mandy Liu

Simon welcomed Kaleena Urlwin and Kristie O'Brien to the meeting. They are considering standing as nominees in the upcoming Board elections.

**Related Party Declarations:**

Nil. Interests Register updated.

**Minutes from the Previous Meeting:**

*Moved that the minutes of the meeting held on Monday 19th May be accepted as a true and correct*

*N Crawford/O Flattery  
Carried*

**Matters Arising:**

Nil

**Correspondence:**

**Inwards**

30/5/25 Ministry of Education - Approval of enrolment scheme amendment

**Outwards**

Nil

**Principal's Report:**

Kim presented her report.

**Curriculum Progress Report**

Jo Neal prepared the Curriculum Plan and Prebbleton Pathway progress report.

The staff have been engaging in professional development to understand the changes being implemented with the refreshed English, and Mathematics and Statistics curricula. The new expectations are higher for each phase of learning compared to the previous curriculum achievement levels. This has been communicated to parents and caregivers via Hero posts and newsletters, to ensure they are aware that their child's progression will be measured differently compared to previous years.

The Prebbleton Pathway program is now well embedded into the school curriculum. Students earn badges at each step along the pathway for completing goals within each level. 919 badges were awarded in 2024.

**WSL Report**

The three, mid-year progress reports prepared by the Within School Leaders were reviewed. Amy Gudgeon is responsible for Community Engagement, Jan Roberts for Mana Ōrite, and Vanessa Mansfield for English. The WSL's are funded by the Kāhui Ako program. Kāhui Ako's will be disestablished at the end of the year so the school will have to consider funding these roles through its own salary units in the future, should the roles continue.

### **Recent Government Budget Announcements**

The government's recent budget announcements included investments in education. Some of those that will affect the school included:

- Kāhui Ako (Communities of Learning) ceasing at the end of the year
- All schools will receive staffing for a Learning Support Coordinator (LSC)
- Increased allocation for learning support Teacher Aide hours
- The announcement of a new primary school to be built in Prebbleton

### **Attendance Management Plan**

Kim has created an Attendance Management Plan using MoE guidelines and input from the SLT. It will be reviewed and refined as needed. This was one of ERO's recommendations.

### **Amended Enrolment Scheme**

The MoE has advised the Board of the finalised amendments to be made to the enrolment scheme home zone (as per the correspondence schedule). The commencement date for the new amendments is January 1st, 2026.

There is a grandparenting clause which will allow future out of zone enrolments if the following criteria is met:

- the enrolling student lives in the old home zone
- the student has a sibling already enrolled at Prebbleton School on their start date
- that sibling was attending Prebbleton School on the implementation date (June 23rd, 2025) and lived at an address that was within the old home zone

### **School Board Triennial Elections**

Board elections will be held on September 10th. Schooled Ltd has been appointed as the school's Returning Officer and will be running both the staff and parent representative elections.

### **Assurance, Policy, and Procedures Report**

SchoolDocs reviews from Term 4, 2024 covered topics under the Finance and Asset Management Policy. These policies have now been updated following external consultation. Kim has completed the required actions to tailor the policies for the school and they will be approved and adopted below.

*Kim moved that her report be accepted with the following recommendations:*

*That the Board approves and adopts the school's Attendance Management Plan*

*That the Board adopts the updated Prebbleton Enrolment Scheme, to commence on 1st January 2026*

*That the Board approves and adopts the updated Finance and Asset Management Policy and the associated policy topics of: Budget; Financial Monitoring and Reporting; Financial Conflicts and Interests; Income; Sponsorship; Expenditure; Sensitive Expenditure; Travel Expenditure; Gifts; Banking and Cash Handling; Fraud and Theft; Security Management; Computer Security and Cybersecurity; Overnight Activities on School Grounds*

*R Cawthorn/N Crawford  
Carried*

### **Finance Report:**

Kim presented the report.

Banking staffing is in credit but a new teacher will be employed later in the year for the next new entrant class. This will reduce the credit.

The Ministry has recently increased the recommended working capital amount from \$750 to \$900 per student, as a guide.

The 2024 Annual Report and Audit Report were received from BDO on June 3rd. Kim submitted them to the Ministry that day. No issues were raised.

*Kim moved that the Finance report be accepted:*

*S Thompson/O Flattery  
Carried*

**Health and Safety Report:**

John presented the report.

Term 2's trial evacuation drill was held last week and no issues were raised.

There have been no major incidents; just the usual rise in winter bugs spreading throughout the school.

The staff appreciated the Board funding flu vaccinations again this year. There has been a good uptake.

*Simon moved that the Health and Safety report be accepted:*

*N Crawford/B Hunter  
Carried*

**Property Report:**

The property report will be discussed in committee.

John, Jo, Kristie and Kaleena left the meeting at 7.07pm.

Moved into committee at 7.07pm under Schedule 2 Section 9 Subsection 2 of the LGOIM Act 1987, for matters of financial sensitivity.

**Meeting resumed and closed at 8.06pm. Next meeting Monday 4th August, 2025 at 6.00pm**