

## ELMWOOD NORMAL SCHOOL

### MINUTES OF BOARD OF TRUSTEES - SEPTEMBER MEETING Wednesday 17 September 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, Claire Peacock-Price and Vicki Harrington (Board Secretary).

1.2 **Apologies:** There were no apologies.

1.3 The board introduced themselves.

1.4 Election of the presiding member: Paul called for the nominations for the presiding member of the board.

Both Lachlan Knighton and Eden Chan nominated themselves for the position of Presiding Member.

Paul advised the options/process for the Board to appoint the presiding member. Lachlan and Eden left the room.

The Board engaged in internal discussion and reached a consensus to appoint Lachlan as the Presiding Member of the Board. The decision reflected appreciation for the strengths both candidates would bring to the role, and was influenced in part by the number of community votes received in support of Lachlan. Lachlan and Eden returned to the room.

Paul announced that Lachlan was the new Presiding member of the board. Lachlan thanked Eden for the time he had put into the role and continued to run the meeting.

#### 2.0 ADMINISTRATION MATTERS

2.1. **Declaration of Interests:**

Lachlan explained the declaration of interests process. He requested that Vicki email each board member independently regarding this, and Board members could respond to that email with any declarations they needed to make.

**Action:** Vicki to send emails.

2.2. **Confirmation of Minutes of Meeting dated 12 August 2025.**

**Recommended:** That the minutes of meeting held on 12 August 2025 be approved and adopted as a true and correct record.

**MOVED:** Paul Armitage  
**SECONDED:** Claire Peacock-Price  
**PASSED**

2.3. **Matters Arising:** Other than Vicki to type completed by No 4, No 7 and Board elections on the matters arising document, there were no further matters.

**Action:** Vicki to correct results in Matters arising.

2.4. **Correspondence:**

Paul explained the correspondence received as follows:

1. Two teachers requested reduction in hours for 2026
2. Bridie Harris - Resignation from permanent full time position
3. Paul Armitage - Resignation from Principalship
4. Public Service Commission - re Negotiations update
5. Election Pilot - Declaration of results of parent board elections

Paul advised the board that there was notice of a strike happening on the 23rd October, and we still await formal notification of the same.  
Paul explained the outgoing correspondence.

**In committee correspondence:** This will be dealt with later in the meeting.  
The Board accepts the inwards and outwards correspondence.

**MOVED:** Lachlan Knighton  
**PASSED**

### 3.0 MONITORING FOCUS

#### 3.1 Principal's Report

Paul spoke to his report, as follows:

Paul explained to the Board the Strategic plan for the school. It is on the website and information and updates in Paul's report follows from that.

##### **Staffing Entitlement 2026:**

Our current roll is at 514 and 6 international students.

We will finish the school year around 530. This is with 93% being in the zone. In zone students generate staffing and property funding.

We have received our Provisional staffing for 2026 which is 28.72 FTTE (Full time teaching equivalents). The units we have are 31, being the same as this year. These units are paid to staff in leadership and recognise additional work that they do.

The following items were also discussed:

- Year levels and children in each cohort - going into the following year
- Ratios of children to teacher and MoE provision around these numbers
- Housing intensification in the area and the impact on our school numbers - our in-zone number of children is increasing.
- Being a U6 sized school. A Principal's salary is dependent on the U rating.
- Additional funding this year is for maintenance funding.

##### **Recruitment:**

We are currently recruiting for 2 permanent and 2 fixed term staff members.

As part of the process for the current applications for teachers for 2026, we require a Board member to be on the interview panel on the 9th of October. Eden advised he would be happy to do this.

Paul explained that usually 80-90 jobs come in and then we shortlist to about 6 or 8. Friday 10th is the date for the ratification meeting at 8.30am. All the board members are required at this meeting in Paul's office.

**The Board Moved into committee at 6.46pm.**

**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:** Paul Armitage  
**SECONDED:** Lachlan Knighton  
**PASSED**

#### **Finances**

Together, Paul and Lachlan explained the way the finances work at school for the new Board. The following items were highlighted:

- The Memorial project has commenced and Paul managed to reduce the costs a little for this project.
- The board has a financial obligation to cyclical maintenance and we as a board spend funds to look after the buildings. There is currently \$120,000 as shown in our cyclical maintenance provision within our balance sheet.
- The board owns 80% of the Auditorium. We have just spent \$70,000 to fix the roof of the Auditorium and to paint it.
- The next building to be painted will be Kahikatea.
- Cyclical Maintenance - it was explained about the system both pre and post 2011 Earthquakes in Christchurch. A 10 year cyclical maintenance plan has been prepared. This sits within our balance sheet, to ensure we have the funds for cyclical maintenance.

#### **Strategic Goal Reporting:**

Paul outlined the three key focus areas: teaching and learning; the environment we create; and our connections with communities and stakeholders and progress to date on each of these areas. An implementation plan is prepared annually, submitted to the Ministry, and made publicly available on the school's website.

#### **Compliance:**

Paul outlined how Schoodocs works (portal for our school policies). Two thirds of schools in NZ use Schoodocs. Each term there are policies to review. The policies are listed in the board report. Paul explained how to undertake a review on schoodocs and encouraged the board to do so.

#### **Property:**

The Canterbury Schools rebuild programme was explained to the new Board. It has cost approximately \$11.5 million to build our two new blocks.

There are now three priorities as follows:

- Roofing needs some work on Kahikatea block. Paul has approached a contractor to give us a price for this.
- The carpet upstairs needs replacing and toilets need refreshing. Also work on the staffroom needs to be done. It will be approximately \$100,000 for the roofing alone. Paul hopes to have the roofing and carpet completed before he leaves at the end of the year.

The following is noted from the meeting with the MoE:

- Remaining funds from the CSR programme were available to spend of remedial works on Block 1 (approx \$300,000 exc) as above
- The school will manage this work and invoice the MoE for it. This way we maximise the value of the funds available through not having to engage consultants.
- Immediate work was required on roofing, carpet replacement and toilet upgrading - as above.
- The school is now over entitlement by seven classrooms.
- Rooms 2-6 and the Music room / Oscar space were all identified as being relocatables and as such were to be listed for removal. Note: 6A and 6B were to be retained.



- Removal could be at any time and as part of this process the MoE were required to "make good" affected areas afterwards.
- It is to be noted that Room 1 and the connected toilets were Board owned and to be retained in situ.

Also noted: The OSCAR programme currently runs from the old art room. There is no property entitlement for the afterschool programme.

Swimming Pool - The history of the pool was explained:

The Board previously commissioned independent reviews of the school pool approximately 14 years ago and subsequently raised funds for its repair. The board of the day designated the pool be used by the community outside of school hours.

This requires oversight and presence during those times. The Board will need to consider future management and oversight arrangements. Ultimately, any issues arising from pool use remain the Board's responsibility. It was noted that a contract is signed by parents, which provides some level of protection for the Board.

#### 4.0 GENERAL ITEMS

NAMSA conference:

Paul reported on the NAMSA conference and his role on the NAMSA Executive. Being a Normal School is very special for our school and having student teachers here on placement is of real benefit to our students.

Board training:

We are conducting our joint board training with the Pito Mata Cluster board of trustees. This training will be on the 15th of October and run by Tom Scollard at our school. This training commences at 6.00pm. Finger food will be provided.

Welcome and Thankyou event:

We are holding an evening on 21st October where we want to recognise and thank the old board members and welcome the new board. **Action:** Please RSVP to Vicki for your attendance.

#### 5.0 REDEVELOPMENT:

##### 5.1 Redevelopment/Grounds:

Memorial Project - this is well underway. It is hoped that we can hold the opening at the Family Fun Day.

#### 6.0 SPECIAL TOPIC:

##### 6.1 Board Strategic Review

The current Strategic Plan concludes at the end of 2025. Up until now, the school has operated on a two-year strategic planning cycle, but is now transitioning to a three-year cycle. Paul will update the existing document to reflect this change, incorporating key focus areas such as numeracy, literacy, and curriculum. The interim Strategic Plan, covering the period 2026–2028, must be submitted by 1 March.

It was noted that once a new principal is appointed, a new Strategic Plan could be developed for 2027 onwards. In the meantime, a draft implementation plan will be prepared to guide the Board through 2026 without committing to a fixed long-term direction.

The Strategic Plan will include unique elements relevant to the school's current context. The Board agreed it is important to feel confident in the direction of the Strategic Plan before beginning the recruitment process for the new principal.

##### 6.2 Principal Recruitment

Discussion has taken place at a management level regarding backfilling for 2026 to get us through the year. Jill will step up as Acting Principal and another person will act up as DP. It is wise for the board to give themselves time to recruit a new Principal, this should not be rushed. We want to get the best person for this job.

The Board Moved into committee at 7.30pm.

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

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**MOVED:** Eden Chan  
**SECONDED:** Lachlan Knighton  
**PASSED**

The upcoming ENSCA meeting on 20th October was mentioned. ENSCA are looking for a more engaged relationship with the Board. Lachlan would encourage everyone to have a turn attending the meetings.

#### **RECOMMENDATIONS:**

- 1.0 The Financial Report for month ending 31 August 2025 and the Operating Summary, together with the Principal's Report and recommendations as tabled be accepted.
- 2.0 As a good employer we the Board approve the contribution to the Staff Christmas lunch.  
Paul moved the adoption of his report together with the recommendations.

**MOVED:** Paul Armitage  
**SECONDED:** Eden Chan

#### **7.0 MEETING DATES FOR 2025:**

The following are the meeting dates for 2025  
11 November, 9 December.

The meeting closed at 8.20pm

**Board Talk** - Lachlan will undertake the board talk for the beginning of Term 4.

Signed:



Dated:

11/11/25

(Presiding Member of the Board)

