

ELMWOOD NORMAL SCHOOL
MINUTES OF BOARD OF TRUSTEES - FEBRUARY MEETING
Tuesday 12 August 2025 at 6.00pm

1.0 MEETING OPENING

1.1 Present:

Paul Armitage (Principal), Eden Chan (Chairperson), Julia Hurren, Lachlan Knighton, Andy Lamont, Joelle Grace, Sophie Burt, Claire Peacock-Price and Vicki Harrington (Board Secretary).

1.2 Apologies: There were no apologies

1.3 Mid Year Student Achievement - Jill Evans presenting via zoom.

Jill presented the annual review of student achievement targets, highlighting progress across three key curriculum areas. The goal remains for all students to achieve at least 12 months' progress annually, with accelerated progress defined as 18 months. Some students are currently on track to meet these targets. Year 1 students are not yet tracked due to their limited time at school.

The report included a breakdown of Tier 2 and Tier 3 students. A group of students continue to receive support through Ministry of Education (MoE) initiatives, including ORS funding, RTLB services, and other interventions.

In literacy, the majority of students appear in both the reading and writing achievement tail, indicating ongoing learning needs. In contrast, the mathematics tail comprises different students, primarily ESOL learners, many of whom present with global learning needs.

A question was raised regarding the ongoing growth trend of ESOL student numbers. As of early August, there are 58 ESOL students enrolled. At Elmwood, ESOL funding is managed carefully. Access to support is determined based on students' ability to engage with the curriculum, with classroom teachers playing a key role in assessing readiness. Staff make informed and deliberate decisions regarding this support.

An ESOL audit conducted in March resulted in a highly successful outcome. The school adheres strictly to MoE funding guidelines, which allow a maximum of 20 funded school terms per student.

Aspirationally, the school aims for 100% of targeted students to make a full year's progress. No student should be left behind, and all are expected to achieve meaningful learning gains. We await further direction from the Ministry on the format of next year's Analysis of Variance, which is anticipated to be standardised.

Paul thanked Jill for her report.

2.0 ADMINISTRATION MATTERS

2.1. Declaration of Interests:

There was nothing further to add to this document.

2.2. Confirmation of Minutes of Meeting dated 17 June 2025.

There was one comment that needed to be retracted from the minutes, highlighted by Joelle. Vicki to correct.

Recommended: That the minutes of meeting held on 17 June 2025 have the amendment made and be approved and adopted as a true and correct record.

MOVED: Lachlan Knighton
SECONDED: Joelle Grace
PASSED

2.3. **Matters Arising:** All matters arising were completed.

2.4. **Correspondence:**

Paul explained the correspondence received as follows::

1. Brendon Harper's resignation as of the end of 2025.
2. Enrolment scheme documentation - we do not need to change anything.
3. Paid Union Meetings are coming up and are mentioned in Paul's report - a lot of members were happy to stay at school. We can cover the classes.
4. Wharenui Enrolment Zone scheme review.
5. Laura Brewer has unfortunately resigned from her 0.3 position.
6. Congratulations to Claire Peacock-Price for becoming the Board rep for staff
7. We have 15 Nominees for our board elections.
We will send a document to all 15 people to get the dates at the meeting. **Action:** Vicki to send out the emails.
8. Outwards Correspondence: Letter from BoT to Sarah H to approve leave in 2026

In committee correspondence: This is dealt with later in the meeting.

The Board accepts the inwards and outwards correspondence.

MOVED: Sophie Burt
SECONDED: Andy Lamont
PASSED

3.0 MONITORING FOCUS

3.1 **Principal's Report**

Paul's spoke to his report, as follows:

Action: Vicki to send out links in Paul's report.

The School roll is gradually increasing. In September the provisional resourcing will be available to us.

The Board Moved into committee at 6.23pm.

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: Eden Chan
PASSED

Finances

The Principal's report provides a clear snapshot of our current financial position. While expenditure has been high, our financial position remains relatively strong. Work is ongoing to update the asset register, with Tina and Paul having conducted a thorough review of all items.

Compliance

The Ministry of Education (MoE) attendance report indicates a 3% increase in overall attendance compared to the same period last year.

Paul has commenced work on an Attendance Management Plan. As part of this initiative, threshold letters will be introduced, operating across three escalating levels. Should a case reach the final stage, it may result in fines; however, specific details from the MoE regarding enforcement are still pending. It is anticipated that school boards will be held accountable for ensuring student attendance moving forward.

We continue to observe a number of families taking extended overseas trips during term time, which remains a challenge.

Property:

There is currently \$30,000 remaining from the School Development Fund. We are still to undertake the planting for Matai. The planting schedule is ready to go when the weather is warmer.

Painting:

Paul would like to engage a paint supplier to manage all necessary documentation related to the external painting of block 1. They will provide a selection of painters, from which we will choose the preferred option. The final colour scheme will be assigned to someone other than myself for selection and approval.

The Board Moved into committee at 7.25pm.

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:

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

MOVED: Eden Chan
PASSED

GENERAL ITEMS :

Opening of Matai Block

The opening of our new block, Matai is on the 26th of August at 9.30am. The following Board members mentioned they could attend the opening:
Sophie, Joelle, Lachlan, Eden, Julia. Year 1 and 3 children are involved in the opening.

Year 5 camp and Year 4 camp early next term:

Paul has all the documentation for the Year 5 camp. Year 4 camp documentation is to come. He is happy to approve the camp documentation.

Sophie is willing to check this documentation as a board member, as she has undertaken this job in the past.

ENSCA meetings:

Sophie has been to the last two ENSCA meetings and this has been greatly appreciated by ENSCA. Sophie noted the following from the last meeting:

- Quite a big turn out - a sub committee of people are organising the disco.
- Annika chairs ENSCA and does a good job. She would like to step off the Committee at the end of this year.
- They would be keen to have a room of their own. Some of our buildings will be mothballed, so unfortunately, space will not allow this.
- They want to store second hand uniforms somewhere that is drier than the current venue. Vicki mentioned that they are using the Auditorium for their new wardrobe. This is being redesigned and then construction will commence.

1st September is the next ENSCA meeting; Eden will attend.

Out of zone places:

We are part of the CPPA enrolment scheme and as such advertise spaces for out of zone places each year. We are likely to again have 10 spaces available for 2026.

3WLC

We noted a drop off in parent engagement in the Ruru teams. Historically they are lower numbers with this year level. Joelle talked about not going to meet the teacher so much at the beginning of the year, however she believed the 3WLCs are important. The teachers will follow up with the ones who they need to have those conversations with.

Lachlan would have thought with the new reporting that more parents would have been present but he noted that parents appreciate how it is after school and not during school time, as some other schools do.

4.0 REDEVELOPMENT:**4.1 Redevelopment and grounds:**

The junior playground is all completed. We were \$9,000 over and above what the initial price was. The big rocks are for the next project.

5.0 SPECIAL TOPIC:**5.1 Enrolment Scheme Review**

Discussed in committee.

5.2 Memorial Project Funding

Four companies were approached for quotes, and three have responded: Forever Green, Ready Lawn, and Gill Landscapes.

Paul provided an explanation of the quotes in relation to the proposed plan. He circulated a schedule comparing the quotes. The proposal includes one court marked for use with multiple sports.

Both submissions from Forever Green and Gill Landscapes were clearly presented, with itemised figures that were straightforward to analyse and accurately totalled.

The proposed timeline, as discussed with the contractors, aims to commence work during the two-week school holiday period, followed by an additional two weeks thereafter. The playing field would then be addressed subsequently. Each area will be fenced off and completed in stages, with Stage 1a and 1b being undertaken concurrently.

There was discussion regarding the breakdown of the quotes and the alignment with available funding. The \$30,000 over from the SIP funds can be used towards this project. Paul has offered to contact a couple of schools previously serviced by Forever Green, as referenced in their proposal, to gather feedback on their performance and ensure satisfaction with their work.

The arborists have requested to be on-site during excavation to monitor and advise on tree-related concerns.

The Board recommended that we use Forever Green and take on the entirety of the project.

MOVED: Eden Chan
SECONDED: Andy Lamont

It was advised that a Media company, The Press, have shown interest in this landscaping project. They are meeting us at 10.00am on Thursday this week. Sophie will be present at this, together with her children.

RECOMMENDATIONS:

- 1.0 The Financial Reports for months ending 31 July 2025 and the Operating Summary, together with the Principal's Report as tabled is accepted.
- 2.0 That the Year 5 camp to Hanmer Springs 15-17 October and Year 4 camp to Living Springs are given approval to proceed.

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

MOVED: Paul Armitage
SECONDED: Andy Lamont

Paul closed by acknowledging the work of those Board members who are not standing again:

We would like to extend our sincere thanks to Julia for her nine years of dedicated service, to Andy and Joelle for their six years each, and to Sophie for her three years of commitment. Your continued involvement has provided invaluable continuity and support, which has been greatly appreciated. We acknowledge and deeply thank each of you for the significant contributions you have made over the years.

6.0 MEETING DATES FOR 2025:

The following are the meeting dates for 2025
17 September (Wed), 11 November, 9 December.

The meeting closed at 8.03 pm

Signed:



Dated:

17-9-25

(Presiding Member of the Board)

