

**ELMWOOD NORMAL SCHOOL**  
**MINUTES OF BOARD OF TRUSTEES - FEBRUARY MEETING**  
**Tuesday 17 June 2025 at 6.00pm**

**1.0 MEETING OPENING**

**1.1 Present:**

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

**1.2 Apologies:** There were no apologies

**1.3 Reporting to parents Report - Jill Evans**

Jill shared with the Board about the new format of reporting to parents for 2025. For year 0-13 there are 3 strands; oral language, reading and writing.

At Elmwood, we will look at the Oral Language next year. Jill outlined the strands and sub strands, of which the focus areas sit underneath. The surface features have writing processes, transcription skills, and composition (deeper features). The purpose is unpacked with the children.

Reading = sub categories such as: word recognition, comprehension, and critical analysis.

The Ministry of Education has proposed mid-year and end-of-year reporting to parents. One reason for the current shift is that HERO is in a transitional phase, pending further direction from the Minister. Minister Stanford has not yet provided specific guidance but has indicated a desire for national consistency and is investing in a new assessment tool. As a Normal School, it is important that we remain proactive and prepared for these upcoming changes.

The four descriptors are what have come out from the Ministry. They are; Needs support, Progressing towards, Proficient and Exceeding.

The decision has been made to report student achievement by breaking each subject area into its respective substrands. This approach allows for a more accurate reflection of individual strengths and areas for development, as students may demonstrate varying levels of proficiency across different substrands.

At mid-year, reporting will include a general comment on student progress, with next learning steps drawn directly from the curriculum. These steps are supported by the sequence statements, which provide a structured pathway for learning progression.

Jill provided an explanation of how student progress may present differently from previous years. She emphasized that the determination of a student's progress descriptor is based on ongoing tracking and assessment aligned with the sequence statements—it is a well-informed judgment rather than a subjective decision.

We have been putting information and communication into the School Newsletter and these will be kept up. Paul is providing a letter for parents to go with the reports.

Paul gave massive thanks to Jill for all the hard mahi she has done around this new curriculum. It has been a huge amount of work and she has prepared so much for the teachers for them to understand the new reporting to parents.

Jill left the meeting at 6.20pm

**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 20 May 2025.**

There were no comments on the previous minutes.

**Recommended:** That the minutes of meeting held on 20 May 2025 be approved and adopted as a true and correct record.

**MOVED:** Eden Chan  
**SECONDED:** Andy Lamont  
**PASSED**

2.3. **Matters Arising:** There were no matters arising from the previous meeting.

2.4. **Correspondence:**  
Board elections correspondence will be handled later in the meeting.

A letter was received from a staff member requesting leave for next year. A teacher has requested a couple of weeks off next year attached to the September holidays. Paul would support this application from this teacher. The Board approved the leave for the teacher concerned.

The Board accepts the inwards correspondence. There was no outwards correspondence.

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

### 3.0 MONITORING FOCUS

3.1 **Principal's Report**  
Paul spoke to his report, as follows:

#### **Personal**

We have undertaken some recruitment around our fixed term roles for CRT teachers. Elaine O'Leary has been appointed in a fixed term capacity. Some of the part time roles have had adjustments for the next two terms, to cover staff leaving.

#### **School organisation 2026:**

Paul explained the options for 2026 for class sizes to accommodate the enrolments. We are in quite a stable pattern at the moment, although the cohort sizes are quite different, making it more difficult. Paul shared some scenarios - 3 Options A, B and C. Option C would be the preferred one from the School's perspective. Discussion was had with the board around the options.

The Board moved that Paul is authorized to spend up to 1:00 FTTE at his discretion on staffing for Option C.

**MOVED:** Joelle Grace  
**SECONDED:** Julia Hurren

#### **Finances**

From the Principal's report you can see where we are sitting with the finances to date.

**International Student Fees:** We propose adding an administrative fee of \$500 to our \$14,500.

Our accountants have adjusted our budget to take into account the cyclical maintenance for this year. This means we will have a deficit of around \$59,000.

Paul discussed painting the Kahikatea block this year as part of the cyclical maintenance programme. There were no questions from the Board about the finances.

#### **Strategic Goals**

All updates to the goals are in blue within the Principal's report. There were some challenges with the Hāngi last week, and this was postponed until September. The blessing for the Matai block was a low key event, but it was great having the Year 1 and 2 children involved. This Thursday Teacher only Day is for teachers to now undertake assessment reporting.

Goal 2 - Providing an environment that supports future focused teaching and learning:

Rooms 1-6 will not be refurbished. They will be locked up once the classes are in Matai. There have been no decisions around Room 1 and the toilet block which we own to date. A conversation will happen with the Ministry at a later time. Those rooms will be mothballed.

**Goal 3: Foster an engaged community and associated partnerships:**

We are looking forward to our whole school production next term. This plays a big part in our community connections. Discussion was had about paying it forward and getting sponsorship for the back of the programme.

**Action:** Julia to send through information about Heaton's sponsorship on the back of their Programme for their production.

**Schooldocs:**

A question arose about keeping hard copies of the emergency policy. It was requested that we should see if we can remove this. Alternatively print off all the emergency policies. Make sure we have an up to date emergency contact list and contact list in hard copy.

**Action:** Vicki to check the policies she has printed in hard copy, together with the contact lists which are printed out.

**General Items:**

Board Training/ Elections:

Paul has organised for the new boards in the Pita Mata cluster to gather together and undertake the Te Whakarōputanga Kaitiaki Kura o Aotearoa New Zealand School Boards Association training. This will happen after the elections.

Being a Normal School - what does it mean to you as a board:

Discussion was had about what we value as a Normal School.

- Support offered for trainee teachers
- Great for children to have a younger student teacher who is learning
- Overall net positive and a benefit
- Practicum is highly valued as an important part of becoming a teacher (recognised by Minister of Education)

NAMSA (Normal and Model School Association) is wanting to grow the Normal School network to the quality of the practicum.

NAMSA has created a code of practice to show what is required of Normal Schools.

NAMSA is keen to define roles and responsibilities of a normal school.

NAMSA is wanting to explore a contestable model which will allow schools to opt in and out of being a normal school.

## **4.0 REDEVELOPMENT:**

### **4.1 Redevelopment and grounds:**

The Building Report was received from Aecom, and sent to you on Monday. We have one more meeting with them next week and will then officially sign off our School rebuild programme. In the near future the school will be required to develop a 10 year property plan. This will capture capital works and cyclical maintenance required by the school over the 10 year period. This will need to be developed by a contractor and done in consultation with the Ministry and Board of Trustees.

Good progress is being made on the junior playground and blue softfill started to be put down today. Where the old sandpit was will be cleared, tar sealed and reshaped.

The curbing on Aikman's Road has been done and the Council will come back and finish off the curbing beside the car park once the tree has been removed. We don't yet have a time frame for this.

Memorial project is in the detailed design phase, and once completed will go out for RFQ. This will hopefully be reported to the Board at the August meeting so this can be signed off and construction programmed.

## **5.0 SPECIAL TOPIC:**



**5.1 Annual Plan progress report** - within the principals report above.

**5.2 Succession planning - Board**

Drop in /information sessions to be organised.

Communication is to go out in the first week of Term 3 to our community.

**Action:** Joelle to undertake these comms. Paul and Eden to come up with dates for parent info sessions.

Please feel free to shoulder tap people you know.

**5.3 ENSCA meeting**

Sophie went to the ENSCA meeting in place of Paul as he was unable to attend. Amie Bingham was present to talk about the golf tournament. ENSCA is looking at what their fundraising is to go towards. It would be helpful for them to come once or twice to a board meeting. Sophie mentioned that you get an insight on how much work goes into organising things. The idea of sharing minutes so people can see what is being done could be helpful.

Paul is going to talk to the landscape architect about some A1 boards to showcase the facilities. This will serve as a reminder that it was in Isaac's memory. **Action:** Sophie will reiterate about Isaac's memorial, when she writes the article for the newsletter.

New artificial Turf: Sophie spoke with Canterbury Hockey. If we have the proportions right Canterbury Hockey may be interested in using / hiring it. She also went to the Council to talk about turf.

4th August ENSCA meeting: Lachlan and Sophie are happy to go to that meeting.

**RECOMMENDATIONS:**

- 1.0 The Financial Reports for months ending 31 May 2025 and the Operating Summary, together with the Principal's Report as tabled is accepted.
- 2.0 That the International student fee for 2026 be increased by \$500. This being a non refundable administration fee.

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

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

**6.0 MEETING DATES FOR 2025:**

The following are the meeting dates for 2025

12 August, 17 September (Wed), 11 November, 9 December.

The meeting closed at 7.52 pm

Signed:



Dated: 12-08-2025

**(Presiding Member of the Board)**