BoT Meeting Minutes - Wednesday 9th September 2026, 7:00pm

Part A: Preliminary & Administration (Karakia and Opening)

Item	Focus	Notes & Actions
1.0	**Welcome and Opening**	
1.1	**Attendance and Apologies**	Cindy Kane - absent; Amos Cook - online; Belinda Bunny - online David Field; Chris Townshend; Stephen Abercrombie; Jon Proffitt.
1.11	**Marnie Hillier**	*Presentation by Marnie relating to use of online platforms in the school setting.* - NZ Curriculum. Digital devices used, DT sidelines, BoT minutes from December highlighted commitment to , 3 sessions per class per week. - Required is teaching the concepts of Digital Technology curriculum. - Foundational skills come first. - Lower literacy and maths skills as a result of the use of technology. - Are we keeping technology to deliver high learning or have we invested in devices so need to use them? - Screen governance. Basic safety - strict controls. Shouldn't be able to navigate away from assigned maths sites concrete and non-negotiable. - Layer 2: approved websites and apps. More positive impact on learning. Data backed decisions. Talked about our schools policy. Still fail according to Marnie's research. - Are they placeholders? Basic printed sheets could do the same job. - Layer 3 (core layer) aspirational layer: device-free primary school. Screen-free primary school. Youtube, avatars, and insidious creep. Improved reading comprehension and reading mental health. 1:1 devices & screens need to be removed. - Hard wired to learn through direct learning. - 1 maths book for the entire class was mentioned. - Intrinsic motivation - tokens for behaviour. - Gamified digital apps = external dopamine apps. Screen time becomes the ultimate prize. Robbing kids off learning opportunities. - Lifts the burden of low-level supervision - Courage to make a 180 on these initiative launches. - Primary schools hold young minds, nervous systems in their hands.

		Dave thanked Marnie for the detailed presentation and touched on consideration points. Balance to be achieved. Feedback to be achieved. BoT and school is listening. Can take action points and food for thought. 3 teachers in the group who come from an educational background. Something else that you would like from us tonight? - Conduct a full review of all the websites used - effort needs to be applied to all of the things being used. Do they fit the purpose? Weighing the digital apps v - Core reading and maths blocks into print material and hands on equipment. Normal reviews; school is available; spending time in classrooms is an option to look at the actual metric. Maree discusses how much devices are actually being used. Variation between teachers and classrooms to be reviewed to see if this is valid. Dave talks about social media - considered and balanced. Impacting the staff that we are impacting, safe working spaces as an employer. In NZ social media the domino effect from Australia - social media for U16, digital tech in schools. A lot of parents have concerns about screens but don't know what to do about it. Implicit trust in schools. Marnie asked Belinda if she had played it, she hadn't. Dave talked about the broader concepts of Education & acceptable practices. International Principal's Conference in Auckland is being attended. Staying up to date with best practice. Only so many hours in the school working day. Formally close this meeting. Come back with an official response in due course. Presentation information handout Discussion about the presentation. *There has been a large shift in practice - we are working hard on consistency. Mindful of where we are going. There is a focus on explicit teaching.* *Digital tech largely has been paid for by grant applications. Not keep going because of the investment.* *Monitoring sites for the internet - instant notifications being funded. Additional layers are more expensive.* Views of the school across the community. Important to access the information. Validate what is being used. Mindful about screen time. Policies about how much screen time we should allow and what that looks like in each class to reduce the amount of variance. Consider AI search engine removal. Do we create a policy for how screen time is used in the classroom? Validity to give it some more thought. Discussion about why we are using headphones, this could mean that we are using devices. Strong argument - selected research & selected viewpoints does this necessarily make for a review or change in policy, do we spend more time on it. Are we happy with this at a management level review?

		<u>Dave suggests:</u> - HERO post + newsletter. - SLT consideration about things & a reflection on whether we need to do more work around this, policies…
1.2	**Declaration of Conflicts of Interest**	*Trustees declare any conflicts of interest regarding agenda items*.
1.3	**Confirmation of Previous Minutes**	*Motion to confirm the minutes of the last meeting (circulated prior*). August 2026 Moved: Maree; Seconded: Dave
1.4	**Matters Arising from Minutes & NZSBA Task Checklists.**	*Review and clear any pending action points from the previous meeting.*

BoT Term 2 2026 Task Checklist - Plan community consultation for your 2027 - 2029 strategic plan; Review your privacy policies and procedures.

BoT Term 3 2026 Task Checklist - To be reviewed.

Principal Term 1 2026 Task Checklist: Verify day to day relievers identity, complete letter of offers & IEA's… (to be completed)

Principal Term 3 2026 Task Checklist - To be reviewed.

Actions from previous meeting & reports:

- Follow up mid-term election dates & appoint a returning officer. Completed
- Advertise 2027 out of zone places (website, Facebook, HERO). Completed
- Design an advertising flyer & pitch for the Chocolate & Sausages fundraiser. Completed
- Develop 'Event Partner' funding proposal (Dave, Chris, Jon) Completed
- Contact Steve Jones (Waipu Lions) letter of support for hall flooring. Donation received for $3K - in a separate term deposit Completed & received
- Check with Claire from SCOPE as to whether the roof directly above the office/staffroom was painted or replaced in the last round/recently. Completed - sent onto Tess.

  For Block 1, the reroof was the lower roof towards the hall.
  The roof over admin was stated to be in a good condition back in 2021 so wasn't touched but may need replacement. I attach the notes and photos from the 2021 reports.
- Present request to PTA for a fixed sum amount (Belinda) (work in progress)
- Revisit the SUPA Energy (Solar) pitch and decide on next steps. (work in progress)
- Cyclical maintenance question re. Additional funding from the MoE: Claire advises that we send through the 3 quotes when we have them along with the scheduled amounts provided by the MoE for the last 10 years via cyclical maintenance in our OPS grant. We can plead a case that we haven't been allocated enough given current prices. Would be worth trying. Also note, wait until the other supplementary funding from the 10YPP has been through the high level approval process first. (work in progress - have asked Ed Services to send through calculations).
- Belinda to send a link to the approved fire evacuation / fire safety procedure (or confirm approval

status with Fire Emergency NZ) to the school for verification. (work in progress - 1997 was when this was last updated. Once we have had our emergency days in Term 4, we will submit a new plan).

- Prioritise a lockdown drill & associated systems (scheduled for Term 4, week 1).
- Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. (work in progress - DF has progressed for Northpine Hall value via Trig Construction providing some guidance. Needs a review).
- BoT Role Descriptions to be written and reviewed (work in progress - haven't got to this yet)
- Belinda to check property compliance with Clare re. Drains around the field (work in progress - emailed on 11/6, Clare felt it was an MoE obligation. Tess has emailed, copy in the meeting folder). Claire is coming next week to have a look. Additional notes from Claire have been added to the property folder.
- **Safety Checking:** *Assurance is given to the board that all children's workers employed or engaged by the school have been safety checked before their appointment. I confirm that all children's workers need to be safety checked as required within 3 years of the previous check - this review of 'within 3 years' check is work in progress, note that police vetting is up to date.* (to be completed).
- Update the bus code of conduct to include vaping. (to be completed).
- Complete work on the paint pitch (Belinda) (parked, pending sub-committee decisions)

1.7	**Schedule of Delegations**	*Review and ratify Board, Presiding Member, Principal and other delegations*. No alterations or additions to note.
1.8	**BoT Correspondence**	*Review and discuss any correspondence.* No alterations or additions to note.
1.9	**Resolutions passed outside of meetings**	*Minute any resolutions passed outside of standard meetings* None to note.

Part B: Monitoring & Accountability (Principal's Report)

Item	Focus	Notes & Actions
2.0	**Principal's Report**	*Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.* September 2026 Principal's Report Action - collate data from the targeted LA support and report back to the BoT. NB - updated 'Approved In Class Online Platforms Guidance, Expectations & Procedures'.

2.1	**Health & Safety Monitoring**	Initial proposals for end of year camps have come through. Chris has looked at them and we now monitor information as it comes in. Happy with the process. Belinda is in communication with Claire from SCOPE. Stephen talked about stormwater pipes and covering it with pipe. Belinda will pass this onto Claire when we next meet.
2.2	**Student Achievement Data** **2026 Curriculum Reporting Schedule**	***Deep Dive Focus:*** *Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan.* - Curriculum reports: Digital Technologies SENCO
2.3	**ERO/Compliance Review**	*Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance*. - Nothing to report

Part C: Financial and Property Governance

Item	Focus	Notes & Actions
3.0	**Financial Report**	- July Governance Report - July Available funds spreadsheet - Amos talked to the Governance Report & Available Funds Spreadsheet (Amos). Cindy/Belinda to follow up where the August report is. - Tracking towards a surplus of $36K - Discussion about using up the banked staffing. Expenditure is consistent with this point in the year. Ops grant still to come in. - Items of significance due to a review of the budget. If we have received grant funding which is not budgeted for so to eliminate this we are updating the budget to reflect this (grants only). - Expenditure over runs: repairs & maintenance, learning resources, good fairy funds. Tui flooding money still to come in. Over payment to a staff member & repayment plan is in place. Review current plan and process to ensure that adequate controls are in place. Review payroll specifically. One off situation which is picked up by EdPay. Question about a more indepth review needing to happen. Belinda explained. - Pass motion to ratify expenses (page 10 governance report). MoE items of significance. Moved: Dave; Seconded - Chris.

		- Successful grant update - decision on Tennis court priorities and funding gap. $46,000 - $26,000 short. Discussion about how we are going to proceed - fencing & turf treatment…. Working bee to remove the existing to save $2,500 from the project. Consider a change from 2.7 to 2.4 to save a bit of wastage. Labour wouldn't change. Back to the PTA to say this is really important. Used regularly by the community, sports practices, by the kids…. Budget for 2027, clean and spray twice per year. All agreed that it needs to get done. All in favour with proceeding and using BoT funds with a view to seek contribution from the PTA - Dave to check about fencing height, Belinda to liaise with the PTA. - PTA meeting update (Dave/Belinda) Discussed later in the meeting.
3.1	**Grant Motions**	APPLY TO GRASSROOTS IN **SEPTEMBER** FOR FUNDING OF $29007.53 FOR END OF YEAR CAMPS AND TRIPS FOR JUNIORS/MIDDLE/SENIOR STUDENTS M/ Maree S/Amos All in favour Shows the community & PTA that we are trying everything to get TA funding. APPLY TO GRASSROOTS IN **OCTOBER** FOR FUNDING OF $36,300.00 FOR A FULL TIME TEACHER AIDE FOR 2027 M/ Stephen S/Dave All in favour Discuss possibility of applying to Alex McLean for the Hockey Goals. All in favour for the Alex McLean application M/Belinda S/Dave
3.2	**Fundraising**	- BoT discussion around sponsor proposal + where we are at. Community connection. All still an idea. Sought to engage with the PTA to have a discussion. High level early discussion which was not approved. Monday has been set aside to discuss the funding strategy. We engaged a week early to have an initial conversation which was dismissed. We would like to have a discussion about it. Discussion is to take place this coming Monday evening. - Acknowledge that there is a change in operating practices. - Considerations of proceeding: will this take away from the carnival, commercialising the school? - Need to explain the concept and the why. Request would be to keep sponsorship as part of the carnivals role & try and come to a solution. Target in terms of what we could expect to get from business 2-3k would be realistic.

		- Make a list of who is a valued sponsor and who we could approach which wouldn't affect this. Interesting to look at return on investment for the businesses. - All of the documents are in the fundraising folder. High level discussion needs to happen. The financial situation presents a need to look at things differently and increase our income. If we are not going to be able to do it, then we are not going to be able to proceed with the projects. - Discussion about roles & responsibilities needing to be made clearer. Transparency is the key from both sides. - Potential to meet the needs of both groups/targets. At a stand-still until we have a conversation. - Go on Monday with an agreement to explain why and how we can co-exist. Lots of attachment to the carnival, it does have pros/cons. Funding strategy could alleviate the pressure of the carnival. - Discussion about profitability, reshaping & profitability. We still have to push ahead to create more finances. - Focus needs to be on meeting our strategic goals, increasing funding is pretty critical. - Named sponsors for the events (commercialisation). It is just the way things are. Marketing perspective, how do we think about how it impacts the newsletter etc… LInking things to a specific event. Main sponsors can have a lot of connection with the sponsor including engagement with the children. - Reciprocal meeting attendance could be something to consider. Opportunity to work closer together to achieve more. - Discussion about leverage of the business sector benefits. - Discussion about PTA contributing a set amount of money at the start of the year. The why needs to come across clearly on Monday. We all have the same why: to deliver our strategic plan. - Lots of really good positive things in the proposal.
3.3	**Property and Infrastructure**	- Update on property projects/meetings: Sub committee work, next steps (Jon/Steve) 10YPP update on acceptance and next steps. - Consider what projects we would like to start. - BoT to send through <u>Drain coms</u> & update from Claire @ SCOPE. - Painting quotes - received 2 quotes, waiting on 3rd. Discussion with AC about getting an additional quote from a local painter. Would you like me to action this? - Get local painters to quote as a comparison. - Belinda to action 2 additional quotes.

		- Belinda to check painting contract v GETS - Belinda to send through comparison to the MoE about - Solar: Follow up questions or discussion points. Progress or not? Wait until the re-roofing is done & put it on hold. - Hall insurance information will be circulated by Dave. Replacement costs looking at around $800k. Seems to be under-insured and we probably need to do some calculations. Currently insured for $546k, well short of the actual replacement cost. Signage - 1st concept ideas. Add thoughts and comments. - Ideas collection phase. - Discussion about covering for the deck along Room 9. - FYI about the PTA helping with these projects.
3.4	**Policy Review Cycle**	*Discuss Review Feedback.* - Term 3 Review Feedback - Review Draft Policies document as per actions from previous meetings. (Nothing new for September Meeting).
3.5	**Bus Network**	*Discuss Bus Network financial and safety matters:* - Meeting 13 August (report to be added for the next meeting, minutes not yet sent through). Meeting covered payments being released, ongoing discussions re CCTV on all buses - current thinking is that this will be Ritchies owned and monitored by head office in Auckland, yet to be confirmed. - We have received bus money. Amos to check how much.

Part D: Strategic Direction & Future Focus

Item	Focus	Notes & Actions
4.0	**Strategic Planning Deep Dive**	*Discussion on progress against strategic goals* - Action limitations for Goals 1 & 4. - 2027 provisional roll calculation & next steps.
4.2	**Community Consultation**	*Plan for upcoming consultation events, feedback review, or community communication strategies.* - *2027-9 Strategic Plan Consultation* *Good to go with an initial draft.*

		Action: *Start a conversation about what the strategic plan could look like. Things that need to be on it. Businesses could add to the strategy.* *Required to consult as an opportunity to explain why we are asking for money and action the items on the strategy.* *Other part of the consultation focus will be our upcoming BoT elections.*

Part E: Public Excluded (In Committee) - None

Part F: Closing

Item	Focus	Notes & Actions
6.0	**General Business**	*Matters of urgency not otherwise on the agenda.* -
6.1	**Confirm Next Meeting Date**	*Schedule and confirm the date and time for the next BoT meeting.* W4, T4 - Wednesday 4th November 2026
6.2	**Closing**	Closing *Karakia* or final comments from the Principal Kia hora te marino Kia whakapapa pounamu te moana Hei huarahi mā tātou i te rangi nei Aroha atu, Aroha mai Haumi e! Hui e! Tāiki e! May peace be widespread, may the sea glisten like greenstone, and may the shimmer of light guide you on your way.