

**Minutes of the Board of Trustees Meeting
Held on Tuesday 13th May 2025**

Meeting Opened: 7.02pm

Present: Jeff Johnstone, Lindsay Davidson, Courtney Pito, Kerryn McLay, Karl Puohotaua, Andrew Smart

Apologies: Amy Wang, Tamara Walker-Puohotaua

Visitors: Dana Kazenbroot (Secretary), Maria Bound-Gussey

Visitors were granted speaking rights.

Opening Karakia

Minutes:

BOT agreed they had read the last minutes.

Motion: Move that the minutes be accepted as true and accurate.

Moved/Seconded: LD & KM Carried: Unanimously

Motion: Move that the in-committee minutes be accepted as true and accurate.

Moved/Seconded: LD & CP Carried: Unanimously

Finance Report:

The Board agreed that they have read the Finance Report.

Kerryn shared the Finance Report. She gave an update on the audit for 31/12/2024. Audit NZ have informed us that the 31 May 2025 deadline is unlikely to be met. 147 reports were requested and Pauline uploaded into the portal 2 months ago. They have now advised they want them in excel as opposed to PDF, this is a huge task for Pauline to undertake to change all the reports. Jeff mentioned after this came to light they rang the auditors, it was a good chat. He enquired whether they had any others that used MUSAC. Apparently Sherwood is the only School, they talked about the fact that Sherwood is an outlier due to using MUSAC and they may need to get someone to look through the pdfs or do something different in this case. Jeff said to be honest it doesn't really matter if we miss the 31 May deadline, but there will be a note made. Lindsay said we should acknowledge our unhappiness with the Auditors taking so long to advise us. Jeff advised it is very unfortunate and it is a one-off as we are now using MYOB. Kerryn mentioned the Board can expect communication from the Auditor to advise that the deadline will likely be missed. From what she can understand, there is no penalty for this, just something that we need to be aware of.

Kerryn talked through our current situation up to 30th April. We currently have \$446k in current accounts and \$870,000 in Term Deposits. Prepayments made for 2026 is \$1,348.31. Income in advance for overseas students is currently \$32,315 for T3-4. Capital Expenditure to date is \$59,937.05 Government Grants - we have received

\$452,362 (typo on the Comments to the Financial Statements report), 50% of the budget.

Kerryn talked through BASC's current situation up to 30th April. 2025. Income was \$115,182.82, 33% (17%) of the budget. Expenses are \$105,262.85, 31% (14%) of budget. There is currently a profit of \$9,919.

Kerryn mentioned apparently, it was agreed on a while back that BASC rent is paid at the end of each term. The School has received \$5,000 for Term 1. This is included in Other Revenue on Page 1 of the Profit & Loss (Budget Analysis) report for the School and under expenses in the Profit & Loss for BASC. Going forward, in the event rent cannot be paid, an accrual will be entered and reversed if the Board decides at a later date to forgive that rent.

Christine has potentially found another grant she can apply for. She will know around July.

Both organisations have had a strong start to the year and Kerryn doesn't see any issues.

Motion: Move that the Board authorise the following -

- March - April Cheques 2025 - \$303,828.63 (Including GST if applicable)

Moved/Seconded: KM & AS *Carried:* Unanimously

Motion: Move that the Finance report be accepted as true and accurate.

Moved/Seconded: KM & AS *Carried:* Unanimously

Board Matters:

Correspondence - The Board has not received any other correspondence since the last meeting, apart from publications and promotions.

Argyle - Jeff had Argyle who do our school uniforms come to meet with him. They are keen to sign up a 3 year contract with the option of 2 years after that. Jeff has looked through the contract and it all looks ok. Jeff thinks it's a smart uniform and goes well. This will give Argyle certainty with stocking our uniforms.

Motion: Move that the Board agree to sign up with Argyle for 3 years.

Moved/Seconded: LD & KM *Carried:* Unanimously

Keeping Kids Safe Online - Jeff advised he had sent an article to the Year 4, 5 & 6 parents on this as well as adding it to the website. He has also added information about Myopia to the website as too much screen time affects kids eyesight.

Enrolments - Jeff shared the Board Enrolment Procedures dated Tuesday 13th May 2025. Jeff explained to the Board regarding looking ahead to next year. At the moment in Year 1 we have 69 kids, which is a good amount for 4 classes. However, we do not have many enrolments for Year 1s for 2026. There are only 17 pre enrolled for this year in Year 0 with only two currently to start for next year. We may get enrolments over the summer break, however even if we got 20 more students we would still be 20 students short of an ideal number. The result could be we have

more teachers than are required in Year 1 2026. Jeff handed out the draft plan (see below) but wanted to check that the Board was comfortable before proceeding with the plan. We can also look to open up to International Students. Kerryn asked could an ad go in the Community Magazines or Newspaper. Jeff explained we have to advertise in the local newspaper for out of zone places anyway.

Board Enrolment Procedures - Tuesday 13 May 2025

Our current Year 1 students numbers:

- *Currently this year we have 69 students in Year 1.*
- *Individual class numbers are 17, 17, 19 & 16.*

Our current Year 1 students numbers for 2026:

- *We have 17 students pre-enrolled for Year 0 this year.*
- *We have 2 students pre-enrolled to start Year 1 in 2026.*
- *In total only 19 students are confirmed for Year 1 in 2026.*

How can we encourage in-zone parents to enrol their children?

- *Road Sign slide*
- *Newsletter article*
- *Asking local ECE providers and Kindies to contact their parents.*

By 1 September, the Board must decide:

- *how many out of zone places will be available for next year students*
 - **20 places in Year 0 & 20 places in Year 1**
- *how many pre-enrolment periods there will be*
 - **Single pre-enrolment period**
- *whether the ballot will cover the whole school or whether there will be separate ballots at different year levels*
 - **Year 0 & 1 only**

By 15 September, the Board must:

- *by public notice, advise parents of the likely number of out-of-zone places that the board has determined will be available for the next year. The notice will include the deadline date for applications and the ballot.*
- *See the suggested notice below to be placed on our website and sent out to our community via a school newsletter article:*

Out of Zone Applications for 2026

The Sherwood School Board estimates there will be up to 20 places available in Year 0, and 20 places available in Year 1, for out-of-zone students for 2026. No places are available in any other year group. The Board operates an enrolment scheme, therefore it is required to fill any vacant out-of-zone places by ballot. Applications for places must be received by 4pm on Wednesday 8 October to be eligible for the ballot, and any applications already received will be included in the ballot. If required, the ballot will be held on Wednesday 15 October 2025. Parents will be notified of the outcome within three days of the ballot.

Motion: Move that the Board agree to offer out of zone places in Year 0 & Year 1 for 2026.

Moved/Seconded: JJ & LD Carried: Unanimously

Full-immersion te reo Māori Scholarship - Maria shared her journey with the Board. She started 10 years ago in 2015 at Birkdale Primary. She has become a lifelong learner of te reo. Maria studied te reo Maori at Te Wananga O Aotearoa 2015 - 2018. Te Ataarangi Marae-based 2019 and Te Whare Wananga o Awanuiāranghi 2022 - 2023.

This year Maria has decided she would really love to do it full time next year. She would like to apply for a TeachNZ study award to go back to Te Wananga O Aotearoa - Te Rōnakitanga ki te Reo Kairangi - Level 5 full immersion. She explained the Ministry of Education has a priority entry to upskill yourself as a teacher. She will be taking a leap of faith. She acknowledged it will be very hard stepping outside of her comfort zone being in full immersion every day and a full time second language learner. The scholarship is 40 weeks of study time and is really important as her identity as Māori.

Maria advised the Board she has here today to ask the Board if she can have time off from her very busy job and apply for a NZStudy award next year. She advised Jeff had agreed for her to apply. Jeff spoke to this, and is 100% supportive of Maria applying for the NZStudy award. Jeff would love for Maria to get this and add it to her journey. All this learning will benefit Maria wherever she goes. Maria explained in the future she would like to write a book regarding the history of our whenua (land) of the school. Every tamariki would have a copy. With the NZStudy award Maria would still be here for the first 3 weeks of Term 1 and the last 3 weeks of Term 4.

A concern for the board is who will replace Maria for the year. Jeff and Carolyn have discussed and there are others in the school who can cover and grow.

Motion: Move that the Board agree to support Maria to apply for the TeachNZ Study Award and have 2026 off to pursue her study.

Moved/Seconded: LD & KP **Carried:** Unanimously

Board Annual Schedule of Work

- Nothing scheduled for this meeting

Community Consultation - Jeff reported on the feedback we received from our Community Consultation survey in the Term 2 Week 0 school newsletter. Jeff got 3 responses but acknowledged it was in the holidays which was possibly why we didn't get many responses . Jeff explained the feedback was pretty good in relation to the Education Health Curriculum, Nest and Harold. Parents are well informed in advance. Someone commented that they didn't like the lockers getting wet and another checking on bad language in the playground. We have completed our Health Curriculum Community Consultation which needs to happen every 2 years.

Planning and Reporting - Jeff explained we have published our Annual Implementation plan on our school website. Our Annual Financial Statements for 2024 have been sent to our school auditor. Once the auditors have completed their work, we will submit our 2024 annual report to the Ministry. We will be delayed in putting this on the website due to the hold up with the auditors.

Board Elections - Jeff advised that Boards can have between 3 and 7 parent representatives (most are 5). So far we just have Kerryn, Amy and Karl confirming they intend to stay on the Board, with Lindsay available to be co-opted to the new board if required. Andrew has also confirmed he intends to stay on as our staff

representative. We will discuss our recruitment strategy at the next meeting. Lindsay said it is encouraging having a core continuing on.

Curriculum

Term 2 Team Newsletters - Team newsletters have been sent out to ensure parents are well informed of what their children will be learning during the term ahead. Click on the links below to view:

- ***Kauri (Year 0/1) Team Newsletter***
- ***Matai (Year 2) Team Newsletter***
- ***Pōhutukawa (Year 3) Team Newsletter***
- ***Nikau (Year 4) Team Newsletter***
- ***Rimu (Year 5) Team Newsletter***
- ***Rata (Year 6) Team Newsletter***

Self-review

Policy Review - The following policies are currently under review. They will be finalised at our next meeting:

- **Planning & Preparing for Emergencies, Disasters & Crisis**
- **Communication during an Emergency, Disaster or Crisis**
- **Emergency Closure**

Board Assurances - Jeff can assure the Board that:

- all children's workers employed or engaged by the school have been safety checked before appointment. Any non-teaching staff are police vetted every 3 years.
- all teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.
- the school manages the performance of staff according to employment agreement requirements and complies with mandatory reporting requirements to the Teaching Council.
- procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities. Supporting policies for induction, staff conduct, and professional development are being implemented.
- the school operates an employment policy that complies with the principle of being a good employer, that the policy (including our equal employment opportunities programme) is available to staff, and that a report on compliance is included in the annual report.
- the Child Protection policy is in use, is being implemented correctly, and is publicly available. Staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.
- teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements. The school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths.
- the school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.

Kerryn asked if we know if any students are sneaking cell phones i.e. hiding them? Jeff advised not that he knows of. Courtney said her school is cracking down on it, the school has become much louder but for the most part it is pretty good.

Employment and personnel matters

Staffing - We are currently fully staff with no vacancies pending. Jeff advised he is so happy with the staff we have. Heather Lister is starting in Week 5 with the new entrant class. We have a farewell for Delyth next week.

Financial and property matters

Financial matters - Refer to the Finance Report.

Fraud enquiries for auditor - Jeff advised that he and Lindsay were required to complete a fraud enquiries form for the auditor. Refer to the following documents:

- ***Fraud enquiries - Principal***
- ***Fraud enquiries - Presiding Member***

Jeff mentioned that it is important for the board to be aware of fraud risk and the good procedures we have in place.

Property matters - Jeff provided an update at the meeting on the progress of our new 10 Year Property Plan. Sione, our Ministry Property Adviser, has confirmed we have 18 teaching spaces which are ministry owned. Jeff mentioned our allocation could possibly be more than that and we are following this up as well as any teaching space allocation due to our high numbers of ESOL students. If the Ministry acknowledges we need another classroom we can possibly sell them one of our Board owned-classrooms.

We have a good amount of money for our 10 Year Property Plan so we have added a canopy for outside Year 5.

Health and Safety

Health & Safety Committee Meeting - Our next meeting is scheduled for **Friday 30 May**.

Attendance

School Roll - The current number of students enrolled at our school is **465**. Our Ministry roll for staffing is **509**.

One day programmes - We have one Year 3 boy who will be attending ***Muddy Kids*** on a Thursday this term. A Year 5 boy will attend ***MindPlus*** one day a week this term. Board is ok with this.

BASC

BASC Meeting - Refer to the ***Term 2 2025 BASC Meeting 1***.

Sherwood PTA

Sherwood Parent Teacher Association - Refer to the ***PTA Meeting Agenda***.

Jeff mentioned the new PTA is going well, generously funding some items for Enviro and helping out with uniforms for sport. Around 8 members turn up regularly for meetings.

Oneroa Kāhui Ako

Lead Principal Update - Jeff referred to the ***Oneroa Kāhui Ako Term 2 Newsletter*** to see what is happening across our Community of Learning.

Jeff explained that Kāhui Ako probably won't be around much longer as the Minister is looking at putting the money into learning support. Lindsay asked if it would last the year. Jeff explained we will probably find out more information in the Budget.

Final word

Jeff advised we often receive compliments about our buildings and grounds from visitors to our school. This is due to good decision-making by the Board, donations from the PTA, good financial management from Pauline and Cheryl, BASC contributions through Christine, environmental projects led by Karla, art displays by Candice, and a lot of mahi from Scott. Thanks to this collaboration and team effort, our buildings and grounds just keep looking better each year. Well done everyone!

Andrew said Willow Park who came in for the badminton sports day raved about our school.

Jeff advised he is quite excited by the posts going into the koru garden. Candice is working on designs, hopefully it will be finished by Matariki.

New seating arrived for Garden to Table, these will be very useful - and were funded by the PTA.

Maria has put together a lot of photos and framed them of places of significance in our area.

Motion: Move that the Principal's report be accepted as true and accurate.

Moved/Seconded: LD & AS ***Carried:*** Unanimously

Closing Karakia

Meeting closed: 8.09pm

Chairperson's Signature:.....

Date:.....

Principal's Signature:.....

Date:.....