

## **Minutes of the Board of Trustees Meeting Held on Tuesday 17th June 2025**

**Meeting Opened:** 7.03pm

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

**Apologies:** Amy Wang, Tamara Walker-Puohotaua

**Visitors:** Dana Kazenbroot (Secretary), Carolyn Crow, Jeff Voreis, Suzanne Voreis, Nick Edwards

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, CP ***Carried:*** Unanimously

### **Finance Report:**

The Board agreed that they have read the Finance Report.

Kerryn shared the Finance Report. She gave an update that the Audit for the Financial Reports for the period ended 31 December 2024 of 31 May 2025 deadline has come and gone. She explained there are several reasons why we were not able to meet this deadline. The change in system halfway through last year seems to be a major contributor, along with what feels like an inexperienced auditing team. Many hands at their end do not make for light work at our end. 10 different auditors each sending separate enquiry emails, and some of those queries being easily answered if they just spoke to each other at their end, makes for a frustrating and time-consuming process at our end. Kerryn felt the letter to the board is unfairly critical of our staff that are responding to their enquiries. She is hopeful that these are just teething issues, and next year will be a breeze! They should now be set up to manage school financial audits.

A misstatement will be reported of \$28. Pauline has taken responsibility for the error, but given the immaterial amount, the board shouldn't be concerned. Confidence in Pauline should not be affected by this.

Kerryn talked through our current situation up to 31st May. We currently have \$537k in current accounts and \$750,000 in Term Deposits. 1 TD matured in May. The Savings on Call account no longer offers a higher interest than the Term Deposits. We will likely see a shift back to using the Term Deposits again. We have prepaid \$2,090 for 2026. Income in advance for overseas students is currently \$44,050 for

T3-4 and 1 student enrolled for 2026. Capital Expenditure to date is \$66,275. Grants can be expected for the Skate ramp and the PTA is contributing to the sports t-shirts. Government Grants, we have received \$479,391, 54.7% of the budget. We have received \$11,250 in SES Grants that there was no budget for, and an ARTF grant which is for the purpose of covering sick leave for staff members on long term medical leave.

Jeff Voreis asked if Audit NZ would agree to a single point of contact on their end. Jeff J advised he thinks Audit NZ have learnt a lot from this year's process and hopefully next year we won't have these issues. We received an official letter from Jane Rogers at the Office of the Auditor General, Lindsay replied to this via email advising he wanted our response on record. Kerry mentioned she feels the letter we received was finger pointing at us with Audit NZ taking no responsibility and acknowledged we are lucky to have Pauline.

Kerry talked through BASC's current situation up to 31st May. Income up to 31 May 2025 was \$140,247 40% of the budget. Expenses are \$129,858 38% of budget. There is currently a profit of \$10,389. Rent for Term 2 will be paid next week. \$100k is still on term deposit. Christine will consider adding some funds and maybe splitting the TD after maturity and investing on different timeframes like what the school is doing with their TDs.

Both organisations are in a strong position and Kerry doesn't have any concerns.

**Motion:** Move that the Board authorise the following -

- May Cheques 2025 - \$158,706.33 (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 & LD

*Carried:* Unanimously

### **Board Matters:**

**Correspondence** - The Board has received a letter that we will discuss in-committee at the end of the meeting. Outbound Board Correspondence - Email from Lindsay Davidson to Jane Rodgers regarding the 2024 Audit in response to letter.

**Board Elections** - Jeff welcomed Jeff Voreis, Suzanne Morris and Nick Edwards to our meeting as they have indicated an interest in being candidates for our upcoming Board Elections. He explained we have a governance manual and an induction process which if they are successful they will receive.

**Board Annual Schedule of Work** - Jeff updated the Board that completion of our 2024 Annual Report has been delayed as our allocated auditors have been unable to complete our financial statements on time. As a result, Jeff asked the Board to delegate the approval of the financial statements, when they have been completed, to Lindsay and himself, rather than drag the process out further until the next Board meeting. Once completed, the 2024 Annual Report will be submitted to the Ministry and uploaded on to our school website.

**Motion:** Move that the Board delegate approval of the 2024 financial statements to Jeff and Lindsay.

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

**Student Achievement Data** - Carolyn Crow, Deputy Principal and Curriculum Leader, presented and talked to our mid-year student achievement data. This data is now based on the refreshed English and Mathematics Curriculum.

Carolyn advised the Board there have been massive changes in the curriculum this year. She explained the accompanying data should be interpreted in the context of substantial changes to mathematics, reading, and writing instruction following the implementation of new Mathematics & Statistics and English curricula at the beginning of the year.

During this 2025 implementation phase, schools were given the option to assess students against either the former 2007 curriculum or the new 'refreshed' curriculum. As a school we chose to fully implement the new curricula as the foundation for our teaching and learning. Consequently, we have aligned our assessments with these new curricula standards.

Carolyn explained this decision has influenced our mid-year assessment data due to differences in content coverages and shifting emphases within each learning area compared to previous years.

Carolyn spoke about the Math's results, the effect of transitioning from the previous curriculum to the new curriculum is clearly evident in the decline in 'At or Above' achievement levels being 76% compared to last year's data (which showed 84% at mid year and 85% at end of year). Teachers are being honest and not fudging it and are completing lots of professional development. Hopefully we will see the data lift by the end of the year. Lindsay asked if we can recalibrate the targets to fit with the new curriculum. Carolyn said we are best to just work towards it. Instead of changing the goalposts we decided just to go with it and aim high.

Carolyn spoke about the Reading results, the results across the school are very encouraging and represent strong progress in literacy development. Carolyn thinks it is a real tribute to the teachers. ESOL students never used to be entered in the data, but are now in the mix and doing well. Carolyn also thinks these positive outcomes may be attributed to our comprehensive structured literacy programme components. She explained we are now in our fifth year of implementing BSLA (Better Start Literacy Approach) in Years 1 and 2 and have completed our first full year of The Code programme in Years 3 - 6. Although the assessment's are not aligned with the curriculum at the moment.

Nick mentioned that he sees we have 5 different categories, but on our school reports we only have 4 different categories, how does that work? Carolyn explained that any results at above or well above goes into exceed. Hero sliders have changed, but Carolyn can tweak the system. She mentioned that it will be interesting to see what the final report descriptions look like and queried how important it is to split out above and well above.

Carolyn spoke about the Writing results, Writing achievement has historically been lower than reading and mathematics across our school, and this pattern continues in the current data. This reflects common trends seen in many schools nationally, where writing often presents greater challenges for students than other literacy areas. For this assessment round, she told the Board we trialled a different assessment rubric that contributed evidence towards teacher judgements. However, this tool is not aligned with the new curriculum requirements, which may have influenced the reliability of our current data. She mentioned that teachers put in a lot of work with writing, with most year groups not so strong in writing except the Year 1s whom we have a 'have a go' attitude at writing. We are going to do the new PTA Writing assessment with Year 5 and 6 in July. This assessment is aligned to the new curriculum, we are hoping to use it as a benchmarking exercise. The Year 3 Cohort is extra low, there is something about the transition from Year 2 to Year 3. Writing will be made more of a priority. ESOL students come up to reading levels far quicker than writing.

Carolyn acknowledged they appreciate the Board's support in PD training. Budget can easily get diverted but we have a Board that manages the school well. Jeff mentioned we have a good amount of learning assistants supporting the teachers. In addition to adding an extra teacher to the larger Year 3 group to keep the class sizes down.

Carolyn advised we have an incredibly committed group of teachers. We have to accept this muddy time in the middle of the changes in curriculum. Jeff acknowledged we are lucky to have Carolyn ensuring the roll out is done in a way that takes the teachers with us (and doesn't make them stressed) and she has organised our professional development really well. .

### **Curriculum**

**Teacher Only Day** - Jeff mentioned we had our Teacher Only Day on Tuesday 3 June. Marie Hirst updated all classroom teachers about the new Mathematics Curriculum.

### **Self-review**

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

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

**Motion:** Move that the Board make the changes and ratify the above policies and procedures:

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

Kerryn mentioned in the Communication during an Emergency, Disaster or Crisis, under Communicating with wānau there is a double up in the bullet points (updating any voice message system with the new status of the school, putting up signs, emailing parents/caregivers, informing local media outlets) - Jeff advised he will delete the double up bullet points.

Kerryn raised under the Planning and Preparing for Emergencies, Disasters and Crisis it states 'The Office Administrator is responsible for maintaining up-to-date contact lists, and parents/caregivers are reminded twice a year to update their contact information' Kerryn asked do we remind parents to update their contact details twice a year. Jeff advised we ask once a year in our School Newsletter for parents/caregivers to update their contact information. Jeff will amend the Policy and change it to once a year instead of twice a year.

### **Employment and personnel matters**

**Staffing** - Jeff advised we are currently fully staff with no vacancies pending.

**Study Award** - Jeff confirmed that the Board has approved SJ Park's Study Award application. SJ is the Year 5 team leader and wishes to complete her Masters of School Leadership next year if she is successful with her application.

### **Financial and property matters**

**Financial matters** - Refer to the Finance Report.

**Property matters** - Jeff provided an update at the meeting on the progress of our new 10 Year Property Plan. There are some key upgrades we have to do with regards to safety. We are also going to get a two way pa system, install a playground cover on the Year 1 and Year 2 playground, replace all our playground soft fall plus install a canopy in front of the Year 5 classrooms, outside the staff room.

Jeff acknowledged Candice and her amazing job painting the Pou. He also acknowledged Karla and her amazing work with the planting of the trees between Sherwood and Northcross. Long term, our aim is to go for a Green-Gold Enviro Award next year.

### **Health and Safety**

**Health & Safety Committee Meeting** - Jeff referred to the [Term 2 2025 Health & Safety Committee Meeting](#).

Focus this year is making sure all safety issues in the 10 Year Property Plan are ticked off.

### **Attendance**

**School Roll** - The current number of students enrolled at our school is **471**

We have opened up Year 1's out of zone for 2026. Suzanne mentioned she had no idea when pre enrolling you should enrol so early. Jeff mentioned we go out to the ECE's and put a reminder to families in the newsletter.

### **BASC**

**BASC Meeting** - Jeff referred to the [Term 2 2025 BASC Meeting 2](#).

Jeff updated the Board, they are going well, numbers are steady. Lots of interest in the holiday programmes.

## **Sherwood PTA**

**Sherwood Parent Teacher Association** - The next PTA meeting will be on Tuesday 22nd July at 7pm.

Jeff advised we are very lucky with the PTA's generosity towards projects. The Garden to Table tables are well used which were funded by the PTA. The PTA is contributing towards planting and will contribute towards a greenhouse. There are a good number of parents turning up to the PTA meetings.

## **Oneroa Kāhui Ako**

**Lead Principal Update** - Jeff advised that following the 2025 Budget, Kāhui Ako will be formally disestablished with effect from 28 January 2026. Jeff discussed the impact of this on our WSLs and ASLs at the meeting. [Click here for more information.](#)

Jeff advised we are part of the Oneroa Kāhui Ako Schools, and he is the Lead Principal. There are 3 ASL's including Andrew Smart. Within the School we also have within school leads. This is all going out the window. The Minister is taking all the money and putting it into learning support. This does affect those involved. Jeff had a meeting on Monday with the Principals. We currently have termly meetings including a Complex Needs group, Maori Group, and ECE/Primary group. There has been a lot of strong feedback about how much teachers value the meetings. Some acknowledged it has been the best professional development they have had. The principals are looking at each school taking responsibility for one meeting e.g. Tracey continues to host the ESOL teachers meeting each term.

## **Final word**

Jeff advised that tomorrow (Wednesday), we gather together as a school community to celebrate Matariki. He mentioned there is much to celebrate as we look back at the year past and at what has been achieved. We can also look forward positively as we continue to improve the way we do things and support each other in the process.

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

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

## **Closing Karakia**

**Meeting closed: 8.12pm**

**Chairperson's Signature:**.....

**Date:**.....

**Principal's Signature:**.....

**Date:**.....

**The Board went In Committee at 8.12pm to discuss a letter the Board had received.**