

**Minutes of the Board of Trustees Meeting  
Held on Tuesday 18th February 2025**

**Meeting Opened:** 7.00pm

**Present:** Jeff Johnstone, Lindsay Davidson, Courtney Pito, Andrew Smart, Amy Wang

**Apologies:** Kerryn McLay, Tamara Walker-Puohotaua, Karl Puohotaua

**Visitors:** Dana Kazenbroot (Secretary),

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:** AS & AW **Carried:** Unanimously

Lindsay announced that the Board had some public-excluded business (PEB) to discuss. An in-committee meeting was then held. Following the in-committee meeting, the Board continued with the usual meeting agenda.

**Finance Report:**

The Board agreed that they have read the Finance Report.

Jeff gave the Board a general overview of the Finance Report. Our total surplus over budget from last year was \$245,925. This means that capital spending budgeted for 2025 will be covered by last year's surplus. The board can feel very comfortable with this year's spending as it won't affect our accumulated funds pool that we hold in contingency and which provides us with interest income.

BASC ended up with a loss for last year, however the Board can expect to get \$20,000 in rent from BASC this year. Lindsay asked if the Sherwood Budget includes the BASC Budget, Jeff explained that the BASC budget is separate, however the rent of \$20K will show in our budget.

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

- November Cheques 2024 - \$174,720.08 (Including GST if applicable)
- December Cheques 2024 - \$224,893.12 (Including GST if applicable)
- January Cheques 2025 - \$104,427.60 (Including GST if applicable)

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

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

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

**Motion:** Move that the Board is so far happy with the draft budget for 2025

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

**Principals Report:**

**Correspondence** - The Board has not received any other correspondence since the last meeting, apart from publications and promotions and a letter from Hon. Erica Stanford.

**Board Annual Schedule of Work**

- **Allocation of roles** - Jeff proposed the following for 2025 (until the elections are held):
  - Presiding Member - Lindsay Davidson
  - Treasurer - Kerryn McLay

**Motion:** Move that the Board is happy for the above allocation of roles.

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

- **Board Meeting dates for 2025** - Jeff proposed the following dates:
  - Tuesday 18 February - 7pm - 9pm
  - Tuesday 25 March - 7pm - 9pm
  - Tuesday 13 May - 7pm - 9pm
  - Tuesday 17 June - 7pm - 9pm
  - Tuesday 29 July - 7pm - 9pm
  - Tuesday 2 September - 7pm - 9pm
  - Tuesday 21 October - 7pm - 9pm
  - Tuesday 25 November - 7pm - 9pm
- **Statement of Variance 2024** - Our **Statement of Variance** needs to be approved by the Board before it is submitted as part of our Annual Report to the Ministry of Education by 31 May 2025, and published on our website.

**Motion:** Move that the Board approves our 2024 Statement of Variance.

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

- **Annual Implementation Plan 2025** - Our **Annual Implementation Plan** needs to be approved by the Board before it is uploaded to the school website by 31 March 2025.

**Motion:** Move that the Board approves our 2025 Annual Implementation Plan.

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

Extra resources have gone into ESOL this year. Each team has an inquiry plan on how they can take a group of children and lift their achievement. Our annual target is ambitious, however, it is good to be aspirational and see how much we can improve our student achievement results this year.

**Board Governance Manual 2025** - Our **Governance Manual** has been updated for this year.

**Board Update** - Jeff shared the **Board Update** included in the school newsletter following our last meeting.

**Board Elections** - Jeff proposed that our **Triennial School Board Elections** are held on Wednesday 10 September 2025. He suggested we select our Returning Officer at our next meeting. Jeff checked everyone was in agreement. It was agreed a returning officer will be selected at the next meeting. Lindsay suggested we should be actively shoulder tapping for prospective Board Members.

**Physical Restraint Incident Report** - Jeff reported on a physical restraint incident in the in-committee meeting as required by the Education (Physical Restraint) Rules 2023.

## **Curriculum**

**Term 1 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:

- **Health, Safety, and Welfare Policy**
- **Safety Management System**
- **Risk Management**
- **Healthcare**

**Board Assurances** - Jeff assured the Board that:

- the current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan will be published online by 31 March; financial statements will be submitted to the school auditor by 31 March; and the annual report (including audited financial statements) will be submitted to the Ministry of Education by 31 May and published online.
- teachers of students with learning support needs have a sound understanding of the student needs, and systems are in place to support these students.
- at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
- the safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety.
- staff have had the opportunity to participate in improving workplace health and safety.
- policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.
- digital technology and online safety policies to promote internet safety and prevent bullying are being implemented correctly.
- all new and beginning teachers will complete the required physical restraint online resource within 10 weeks of starting at our school.

## **Employment and personnel matters**

**Staffing 2025** - Jeff shared ***our staffing for the start of 2025***. And mentioned we are very fortunate to have such a high performing team.

**Principal's PGC** - Last year Jeff completed his professional growth cycle through a professional network of principals from our local community of learning. His endorser was Rose Neal from Ōteha Valley School. Jeff has shared the report with our Presiding Member (Lindsay).

## **Financial and property matters**

**Financial matters** - Jeff referred to the Finance Report.

**Property matters** - Jeff mentioned it was great to get some major property projects completed over the school holiday period, although quite stressful with delays. Scott Williams, our school caretaker, has done a great job overseeing these projects as well as getting other holiday jobs completed e.g. Art Room wash up area.

The asphalt area has been completed and the Year 2 outdoor area will be completed soon. The painting of the beams went ahead over the holidays but due to paint issues the job will cost a little bit more than expected.

**10 Year Property Plan** - Jeff mentioned in the first half of this year we will finalise our 10YPP. He is pleased with the amount of funding the Ministry of Education has allocated our school:

- \$429,941 for the first 5 years
- \$45,746 for furniture and equipment funding, with  $\frac{2}{3}$  (\$30,497) to be paid on 1 July.

## **Health and Safety**

**Health & Safety Committee Meeting** - The next meeting is scheduled for **Friday 7 March**.

## **Attendance**

**School Roll** - The current number of students enrolled at our school is **458**.

Jeff explained we are currently keeping an eye on Year 4, we have got Vicky and Jae in a 3-teacher class space. If numbers get too high we can put another class in. Cherie's class feels more spacious with the container gone and additional space opened up at the back of the room.

## **BASC**

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

Jeff explained the lunch idea wasn't really a goer due to potentially being in competition with any PTA fundraisers and food regulations.

## **Sherwood PTA**

**Sherwood Parent Teacher Association - A recent school newsletter article** provides a good indication of what the Parent Teacher Association are organising for the start of 2025.

Jeff mentioned the School Community Picnic went really well. There was a good turn out. The PTA sold most of their sausages, ice blocks and drinks. Wendy from Harcourts organised the coffee and ice cream.

### **Oneroa Kāhui Ako**

**Lead Principal Update** - Jeff referred to the ***Oneroa Kāhui Ako Term 1 Newsletter*** to see what is happening across our Community of Learning. This year there will be more focus on maths and literacy.

Jeff raised that we are not very happy with our current IT service provider, New Era due to costs and losing Mitch who understood our school and what we needed. Jeff has suggested changing to a new supplier Support I.T who was recommended by other schools. Lindsay asked if we will have a support contract. Jeff explained we have saved so much money with Kelly doing most of the work that it has been best to have an on-call situation. Lindsay asked if the Ministry had any support for cyber safety. Lindsay said 50 percent of cyber attacks are on schools. Jeff said our cyber safety filter is through N4L.

Jeff confirmed all teachers have completed their online physical restraint module.

### **Final word**

Jeff mentioned the start of the year is a busy time for everyone, however, it's been a very positive start to the year. He is really pleased with the quality of teachers and learning assistants across the school and the way they are collaborating within their teams. We are also fortunate with our admin team and caretaker, who do amazing work behind the scenes. With property projects being completed and a steady roll of students, 2025 is shaping up to be an awesome year.

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

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

### ***Closing Karakia***

**Meeting closed: 8.00pm**

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

**Date:**.....

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

**Date:**.....