

**Minutes of the Board of Trustees Meeting
Held on Tuesday 25th March 2025**

Meeting Opened: 7.03pm

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

Apologies: Andrew Smart, Amy Wang, Tamara Walker-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: LD & TP *Carried:* Unanimously

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

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

Finance Report:

The Board agreed that they have read the Finance Report.

Kerryn shared that the 2024 Annual Financial Report has been submitted to Audit NZ for auditing before the deadline of 31/3/25. Lindsay queried the deficit totals. Kerryn will get back to Lindsay regarding this.

Kerryn talked through our current situation up to 12th March. We have \$750,000 in term deposits. Prepayments made for 2026 is \$907.69. Capital expenditure to date \$51,500. Maria applied for additional learning support from the Ministry, we have received a government grant for this of \$4k which was not allowed for in the budget. This is for named students and will be used for learning assistants and other costs that are directly related to the named students. Expenses are at 10% of budget.

Kerryn spoke about the Cyclical Maintenance Report 2024. This report shows the provision for cyclical maintenance for the 2024 year. It came up in the audit of 2023 financial report that the board should approve this provision which Kerryn is seeking tonight. Cyclical Maintenance is a Ministry spreadsheet which Pauline and Scott have put a lot of work into. Pauline has done a great job. Total is \$302,503.

Kerryn explained the BASC final draft position for period ended 31 December 24, income was under budget and expenses under budget. This was kept low by the Board forgiving the rent. 2025 Income 17% of budget, expenses 14% of budget.

Lindsay suggested that the BASC rent should be accrued. Kerryn will follow up with Pauline regarding this.

Motion: Move that the Board authorise the Cyclical Maintenance Report

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

Motion: Move that the Board authorise the following -

- January - March Cheques 2025 - \$504,683.75 (Including GST if applicable)

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

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

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

Principals Report:

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

Board Annual Schedule of Work

- **Informal student and parent feedback** - Jeff received positive feedback regarding the start of the year parent-teacher interviews as well as the school community picnic. Karl mentioned Ava understood the expectations of school better after the parent-teacher interviews.

Returning Officer for the 2025 Board Elections - Dana has expressed her interest in the role of Returning Officer for the 2025 Board Elections. Dana held this role for our 2022 Board Elections. Jeff proposed that we select Dana Kazenbroot to be our Returning Officer for our Triennial School Board Elections held on Wednesday 10 September 2025.

Motion: Move that the Board is happy for Dana Kazenbroot to be our Returning Officer for our Triennial School Board Elections to be held on Wednesday 10th September 2025.

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

To prepare for the Board Elections in September, Lindsay told members of the Board at the meeting he would like expressions of interest as to who would like to stay on the Board for the next term. Jeff asked for Dana to email everyone to ask their intentions.

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.

Jeff told the Board that Physical Restraints are very tricky nowadays and announced the Board had some public-excluded business (PEB) to discuss. An in-committee meeting was then held at 7.24pm. Following the in-committee meeting, the Board continued with the usual meeting agenda.

Alternative provision - Jeff notified the Board of students who are absent from school on particular days as they attend alternative education programmes. He did not name them officially but one boy is at Muddy Kids twice a week, another boy is at

Forest School one day a week and another boy is attending a one hour online Mind Plus session one day a week.

Curriculum

Mathematics this year - To support teachers with the changes to the Mathematics Curriculum this year, we had a Teacher Only Day on Friday 7 February with Jo Knox. Jo will also present at the Teacher Only Day on Tuesday 3 June. In addition, a teacher from each team attends the The Learner First termly meetings. All teachers also attend specific Maths staff meetings and receive ongoing advice and guidance from our very own Carolyn Crow.

Jeff mentioned we are really fortunate we can send one teacher from all of our teams to train at The Learner First meetings and Carolyn can attend the Maths leaders day. Jeff really appreciates the approach Carolyn is taking. She is so careful no one is overwhelmed. Our school opted for Numicon as our Maths resource. When the numicon equipment arrived Carolyn got each team to look at it and explained how to use it. It is now being used to enhance what we are already teaching in classes.

Self-review

Policy Review - The following policies have been under review by the Board. They are to be finalised at this meeting:

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

Motion: Move that the Board ratify the above policies and procedures:

Moved/Seconded: LD & KM Carried: Unanimously

Jeff mentioned that we have our health and safety meeting each term, and is really impressed with Scott's approach to making sure the kids are safe. Scott really thinks things through issues that arise and ensures we get the best outcome. Jeff explained all staff can log any health & safety or property issues they see at any time.

Employment and personnel matters

Staffing update - We wish Jess Underwood and Samantha Rowe all the best as they take maternity leave. We have staff lined up to take their positions in their absence. We also have appointed Heather Lister to start the New Entrant class in the middle of next term.

Jeff told the Board we had a lovely farewell morning tea for Jess and Sam. Magda made the staffroom look beautiful. Jeff mentioned Heather is a very experienced new entrant teacher. A new learning assistant will come to cover Sam's morning's as Ethan is supporting a specific student.

Financial and property matters

Financial matters - Jeff referred to the Finance Report.

Property matters - Lindsay represented the Board at a meeting with Scott and myself to plan our next 10 Year Property Plan - Here are the projects planned for our

new 10YPP. I seek approval from the Board to express their support of the new 10YPP.

Jeff, Lindsay and Scott had a meeting with Sione (MoE) and Hamish (Watershed) talking through our 10 year property plan. A lot of property issues have been resolved already. Lindsay mentioned it was a pleasure to watch Jeff and Scott in action in the meeting. Reclassifying buildings etc is really fascinating to see. Jeff said Sione is really good and wants to help us out and is getting his head around things he hasn't dealt with before. The 10YPP has a good amount of money for a 2 way speaker system to solve the communication issues for good. A cover for the Y1 playground and safe floor matting for the playgrounds. Once we get the quotes for the above we will see what is left over. We are in a good situation. Karl asked what the lighting replacement is? Jeff mentioned it is for inside led lighting not the turf lighting.

Motion: Move that the Board express support for the new 10 Year Property Plan

Moved/Seconded: JJ & LD

Carried: Unanimously

Coffee Machine approval - Jeff is seeking approval to purchase a coffee machine for the staffroom. He will discuss this at the meeting.

Jeff mentioned Long Bay Primary & Northcross have a good coffee machine, and it would be nice to have a proper machine for our staff to use. It gets filled with milk powder and coffee etc... then it's just push a button to get a full cup of coffee. It is a little bit more expensive but we would save money on milk and it is cheaper than Nespresso pods. Kerryn wondered if the old Nespresso machine could be available for use in the kitchen off the hall for fundraising events for example for parents to purchase at the disco etc? Jeff said it doesn't do a full cup and the milk would need to be heated separately. Foundation Coffee would provide everything and are based close by in Albany. Kerryn mentioned it would be good for the staff to see the Board supporting them. Courtney asked how long would it take to arrive and install for example by the next Board Meeting so we could trial it. Jeff said hopefully we could have it ready for the start of term 2.

Motion: Move that the Board approve the purchase of a coffee machine for the staffroom.

Moved/Seconded: JJ & LD

Carried: Unanimously

Health and Safety

Health & Safety Committee Meeting - Refer to the Term 1 2025 Health & Safety Committee Meeting. The committee recommends that the Board's 2025 Health & Safety goal is: Health & Safety issues raised in the 10YPP assessments are resolved in a timely fashion.

Jeff mentioned the Health & Safety Committee are pretty specific with their goal last year and Scott has done a lot of fixing things himself like taking down all the sunshades and cleaning and storing them which saved a lot of money. The committee has suggested the annual goal as, 'Health & Safety issues raised in the 10YPP assessments are resolved in a timely fashion'.

Jeff also mentioned when we get into some of these projects we will need to choose a Project Management company. Project Managers we have used in the past who

were Ministry approved ie Robert Gunter are not available anymore as the Ministry prefers to use bigger Project Management Businesses now.

Motion: Move that the Board approve the 2025 Health & Safety Goal.

Moved/Seconded: LD & KM

Carried: Unanimously

Attendance

School Roll - The current number of students enrolled at our school is **461**. Our current number of ESOL-funded students is **231**.

Out of Zone

Jeff advised the Board we have a good cohort of Year 1's and will probably end up with 4 classes of 18, but new entrants enrolments are right down. He will look at putting a notice in the newsletter reminding parents to enrol any siblings etc.

We have currently stopped all out of zone students including siblings. Jeff thinks it's time to pull this back and allow siblings and staff out of zone only into new entrants, Year 0 in 2025 and Year 1 in 2026.

Jeff suggests we update the website with: Sherwood School only accepts out of zone applications for Year 0 classes from second to fifth priority children (siblings of current or former students and children of former students, school staff or board members).

BASC

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

Lindsay mentioned it was good to see numbers up a bit.

Sherwood PTA

Sherwood Parent Teacher Association - The PTA are working hard behind the scenes organising their major fundraiser for the year - The Colour Run. It was behind with the fundraising but has come up.

Piano for the Gym - The PTA are keen to purchase a Yamaha piano for the gymnasium. It would be used for assemblies and by the singing club. They seek Board backing before proceeding.

Jeff advised the board that Helen and Rowan have started the singing club. They are really happy for the PTA to buy a piano, which is a great idea but feel they are a bit close to it as they run the singing club. They would like backing from the board for the PTA to buy a piano with PTA money. Lindsay asked if the school wanted a piano? Jeff mentioned it is good to see the children getting into music. We could get through without a piano but it is another avenue for kids to be involved in music. Helen and Rowan are very passionate.

Motion: Move that the Board back the purchase of a Yamaha Piano.

Moved/Seconded: JJ & KP

Carried: Unanimously

Oneroa Kāhui Ako

Lead Principal Update - Refer to the last Oneroa Kāhui Ako Principals Meeting Minutes to see what is currently happening across our Community of Learning.

Jeff said it will be really interesting to see if Oneroa Kāhui Ako will be around next year. Lots of interesting feedback from different principals. Everyone backed not spending money on Communities of Learning and spending it on learning support instead. In the meantime we are plowing ahead including with the Keeping our Kids Safe Online at Northcross tomorrow night.

Final word

Next year, our school will celebrate its 50th anniversary. We're proposing we have two weeks of events at the end of Term 3 as follows:

Sherwood School 50th Anniversary Celebrations

Term 3 - Weeks 9 & 10 2026 (Draft Plan)

Monday 14 September 2026

- **Y3/4 Musical dress rehearsal (1:30pm)**

Tuesday 15 September 2026

- **Foyer display of memorabilia**

Wednesday 16 September 2026

- **Classes open to visitors (9am - 10am)**

Thursday 17 September 2026

- **Y3/4 Musical Evening Show (6:30pm)**

Friday 18 September 2026

- **Y3/4 Musical Evening Show (6:30pm)**

Monday 21 September

- **Tour of the school**

Tuesday 22 September 2026

- **Past & present staff dinner**

Wednesday 23 September 2026

- **Birthday Party at School**

Thursday 24 September 2026

- **1976 Themed Quiz Night (PTA)**

Friday 25 September 2026

- **Special School Assembly**

Hopefully this will be a fun and memorable time to celebrate our wonderful school.

Jeff has put the proposed celebrations out to the staff to get feedback. If we put something down then we have dates to work towards. Early next year we will possibly get a committee together to organise. Kerryn mentioned that cost often puts people off. Jeff said it won't really cost people much. The show would be a small charge that the Y3/4s would be doing anyway and the only other thing is the quiz night, which would be a PTA fundraiser. The birthday party would be an in-school event for the students.

Motion: Move that the Board support the planning of the 50th Anniversary Celebration

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

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

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

Closing Karakia

Meeting closed: 8.22pm

Chairperson's Signature:.....

Date:.....

Principal's Signature:.....

Date:.....