

Minutes of the Board of Trustees Meeting Held on Tuesday 29th July 2025

Meeting Opened: 7.00pm

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

Apologies: Tamara Walker-Puohotaua

Visitors: Dana Kazenbroot (Secretary), Tracey Eales, Nick Edwards, Warren Wichmann, Ivor Peksa, Jono Spurdle, Suzanne Morris

Visitors were granted speaking rights. Lindsay welcomed the visitors and everyone introduced themselves.

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 & AS **Carried:** Unanimously

Culturally & Linguistically Diverse Learners - Tracey Eales

Tracey presented to the Board with her Culturally and Linguistically Diverse Learners Slideshow. She explained how we should see English Language Learners in a positive mindset and support them. Jeff mentioned we had a verification visit from the Ministry on our ESOL Programme. One of the Ministries recommendations was that Tracey present to the Board. Tracey mentioned this is her 4th year doing her ESOL role. The ESOL learning assistant team is getting bigger and they are doing a fantastic job. She advised that the last couple of years she has been the Kāhui Ako Across School Leader - Cultural Awareness ELLs. Part of that role includes meeting with other ESOL teachers once a term to share resources and ideas. She is also the International Students Co-ordinator. We currently have 4 long term students and 3 short term students that are here for the term.

Our School's main ethnic groups are broken down as follows - 47% Chinese - 228 students, 19% NZ European, 13% other asian, 5% other european, 3% NZ Maori, 3% South African, Of all ESOL funded students 57% are in Auckland.

Tracey explained to be eligible for Ministry Funding, a language other than/as well as English must be spoken at home. Students must be within a certain scoring criteria. Teachers complete ELLP matrices twice yearly and this data is uploaded to MoE.

Funding Amounts are \$390 per student per 2 terms.

- NZ born - 12 terms or 3 years (\$2340.00).
- Overseas born 20 terms or 5 years (\$3900.00).

Tracey explained how we support these students by the Admin and Leadership team, Class Teachers, in class ELAs, ESOL withdrawal classes, structured literacy and vocabulary building.

The verification visit went well, they come once every 3 years. Feedback was they were happy with our robust processes and everything we are doing. The Learning Assistants are a huge help and we now have 6 ESOL LAs, 4 speak Chinese, 1 Korean speaker, 1 English speaker but her mum was not an English speaker.

Tracey advised that we have ongoing ESOL development:

- update ESOL procedural document processes for the identification of ELLs and their learning needs and provision of support.
- use the ELLP pathway record of progress forms to embed practice in assessment of ELLs and to recognise gaps.

Things we could do better

- Consider providing an annual ESOL report to the school board
- Encourage and promote the TESSOL scholarship to teachers to gain further formal ESOL qualifications.
- Provide professional development opportunities to teachers through unpacking of the ELLP pathway documentation resource to further upskill staff in ESOL strategies and provide a focus on teacher practice to support language acquisition and the use of ESOL support resources to include in their planning for ELLs in their class.

Jeff explained, this year we had more focus on maths, next year we will focus more on English and with so many ESOL students, ESOL PD will be part of this focus.

Finance Report:

The Board agreed that they have read the Finance Report.

Kerryn shared the Finance Report and talked about our current situation up to 15th July. We currently have \$484,272 in current accounts and \$1,030,000 in Term Deposits. 1 Term Deposit matured since our last meeting, which was reinvested and 3 new Term Deposits were entered into totalling \$300,000. This is the move back to term deposits with more favourable interest rates than the on-call savings account. We have prepaid \$2,963 for 2026. Income in advance for overseas students is currently \$44,054 for T3-4 and 1 student enrolled for 2026, no change since last report. Capital Expenditure to date is \$67,199. A PE Shed has been purchased and constructed by Scott for storing the skateboards. Grants are still expected for the skate ramp. Government Grants. We have received \$784,500, 74% of the budget. We have received \$91,200 in ESOL grants in June being 57% of the budget. The next instalment can be expected to be the same amount, so this will go over budget. We received our 3rd Operational Grant of \$178,600 bringing that grant to 76% of the budget. Other grants are now almost 74% of the budget. We received the first payment of our new 5YA Furniture and Equipment Grant for \$30,497 representing 2/3rds of the grant.

Kerryn advised the Annual Financial Statements have now been signed off. They are now available on our School Website. The misstatement of \$28, being GST on the Auditors Fees was the only change made to the draft financial statements that the

board approved. The Auditors have recommended we also prepare a Statement of Cashflows as part of preparing a full budget. So, we now present to the board the Consolidated Budget Cashflow for Sherwood Primary School and BASC. These figures have been inside another form inside the budget for 2025, so are not new to the Board. They have simply now been put into the form of a Cashflow Statement. Cash & Cash Equivalents at the end of 2025 are budgeted to be \$498,644, a decrease of \$35,270 for the 12 month period. Kerryn seeks the Board's approval of this statement. She asked if anyone had any questions and moved to approve it? She explained for future years we can expect there will be a cashflow statement included in the Budget for the Board to approve at the beginning of each school year.

Kerryn let the Board know that Pauline has informed her that her contract as a Service Provider to the School is coming to an end. She always intended to make sure that the Annual Financial Statements were signed off before she leaves. At least one interview for a new Service Provider has been conducted. Others will take place with organisations that are experienced in producing school financial reports. Pauline intends that the next report will be her last, after 30+ years of working with Sherwood School.

Kerryn talked through BASC's current situation up to 30th June. Income up to 30th June 2025 was \$183,273 53% of budget. Expenses are \$132,515 39% of the budget. There is currently a profit of \$50,757. Rent for Term 2 has not been paid yet due to Christine being sick. Also true for salaries for June 2025. These payments will be made as soon as she returns. \$100k is still on Term Deposit.

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

Motion: Move that the Board authorise the following -

- June Cheques 2025 - \$611,820.98 (Including GST if applicable) - Please note \$420,000 is Term Deposits, so actual expenditure is \$191,820.98

Moved/Seconded: KM & LD Carried: Unanimously

Motion: Move that the Board approve the budgeted Statement of Cashflows for 2025

Moved/Seconded: JJ & CP Carried: Unanimously

Motion: Move that the Board approve Jeff selecting a new Service Provider

Moved/Seconded: LD & KM 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 not received any correspondence since the last meeting, apart from publications and promotions.

Board Elections - Jeff asked Dana to give us an update on the Board Election process.

Dana briefed the Board on the Election Process. She explained the main roll was closed on the 16th July and the supplementary roll was opened. The main roll excluding contact details is held at the front desk for anyone to view. On Thursday

17th July blindcopy emails were sent to all primary and secondary contacts of enrolled students calling for nominations. Monday 4th August the supplementary roll will close and nominations close 12pm Wednesday 6th August. It is looking like we will need to go to a vote. Voting papers will be issued by Wednesday 13th August. On Election Day, voting closes at 4pm September 10th. Then votes will be counted and on the 17th September the new Board will take Office.

Nick asked who we were using to recruit a new Principal, Lindsay advised we are using Roween Higgle from The Education Group. Advertising for the position goes live tomorrow on the Education Gazette. We plan to make an appointment in October. Roween ran the process to recruit Jeff.

Jeff and Lindsay asked the interested visitors if they had any questions. Ivor asked how the board induction works. Jeff explains there is an induction manual and induction process. He explained that collectively the Board governs the school. The Management Team runs the school. Nick mentioned there is lots of information on the NZSTA website for induction.

Board Annual Schedule of Work - Our 2024 Annual Report has been submitted to the Ministry of Education and uploaded on to our school website.

Motion: Move that the 2024 Annual Report be accepted as true and accurate.

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

Curriculum

English for Speakers of Other Languages (ESOL) - Jeff advised our school had an ESOL verification visit at the end of last term. The feedback from the visit was very positive as can be seen in the ***ESOL Verification Report***. Congratulations to Tracey Eales, our ESOL Coordinator and her team of ESOL Learning Assistants, who make such a difference to our ESOL students.

Term 3 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.

- **Child Protection**
- **Abuse Recognition & Reporting**
- **Safety Checking**

Board Assurances - Jeff assured the Board that:

- student absences are correctly recorded, monitored, and followed up.

- teachers have used good quality assessment information to report to each student and their parents/caregivers at least twice a year on student progress and achievement.
- when required, all procedures relating to search, surrender, and retention would be followed including a written record kept of all surrenders and searches, and retention of any property held for more than 2 nights.
- all procedures relating to physical restraint have been followed, and that requirements to notify, monitor, and report have been met. No non-teaching staff have been authorised but if so, this would be done in writing. All staff authorised to apply restraint have received the required training and support.
- the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.
- the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.
- the school promotes healthy food and nutrition for all students.

Nick asked if we had the everyday matters count for term 2 and what was the number. At this point we did not have the final total at hand.

Employment and personnel matters

Staffing - The process has started to ensure our school will commence the 2026 school year fully staffed.

Financial and property matters

Financial matters - Jeff referred to the Finance Report.

Motion: Jeff asked for approval to purchase 40 ipads at a discounted price for 2026, to replace ipads that will be 7 years old next year

Moved: JJ & KM Carried: Unanimously

Auditor's Report - Jeff advised the Board has received an ***Auditor's Report*** for 2024. The auditors' process this year was long and arduous. A huge thank you to Pauline Foster for all her tireless work during the audit, and to Cheryl Stevenson for assisting Pauline during this time.

General consensus from other schools is these auditors have not had experience working with schools. Jeff mentioned his reimbursement expenses e.g. costume hire, need to be signed off by Lindsay or Kerryn in future rather than Carolyn.

Property matters - Jeff updated the Board that our 10 Year Property Plan (10YPP) has been put on hold until a CAD Plan has been completed by the Ministry of Education. This will ensure that the school's and Ministry's plans of the school and records of our buildings are matching and correct.

Jeff explained to the visitors that the Ministry gives us an allocation of money and with this they review the condition of the school and what needs doing i.e. roofing. Once everything is looked at we can consider anything else that needs doing. Before we can get it signed off we have asked for a CAD Plan as what the Ministry has on record differs from what we actually have at school. Once that is done we can proceed and have the 10 year property plan signed off.

Health and Safety

Health & Safety Committee Meeting - Our next meeting is scheduled for **Friday 15 August**.

Jeff, Lindsay and Scott are on the committee. They consider data from the sickbay i.e. injuries and illness, and how we can reduce the amount of injuries in the school.

Attendance

School Roll - The current number of students enrolled at our school is **486**

Jeff explained that next year we need to have an Attendance Management Plan. It will be linked to school docs. This will set everything out very clearly for us. He advised that not attending school does affect achievement.

Motion: Jeff asked approval from the Board to implement the Attendance Management Plan.

Moved: JJ & LD Carried: Unanimously

BASC

BASC Meeting - Jeff referred to the [**Term 3 2025 BASC Meeting 1**](#).

Jeff explained to the visitors that the School owns BASC. Which means we have a say in the programme and we like the fact we are offering a service to the community. Christine is a whizz applying for grants, and has recently received a seasonal worker grant.

Sherwood PTA

Sherwood Parent Teacher Association - The PTA met last week on Tuesday 22 July at 7pm. [**Here is the agenda**](#).

Jeff updated the Board that the PTA is going well and a lot has been accomplished. The PTA would like to set up a 50th Celebration Committee. Jeff has set out a draft idea of what we could do. The Committee would include members from the PTA, the Board and staff members as well.

Suzanne agreed it would be good to have a collaborative group, plus the backing of the Board. Jeff asked for feedback from everyone. Nick mentioned another school just had a 25th celebration and it would be good to talk to them to get ideas. Jeff asked if the general agreement was that it would be something good to do. Everyone agreed.

Suzanne mentioned it would be good to get the committee together to start planning early rather than later. Jeff mentioned if early next term it would be the new board. Suzanne asked if there was much staff enthusiasm about it, but Jeff said it hasn't been mentioned since last term. The Committee needs to figure out scale and scope. Suggestions are Year 3 and 4 can do a musical which they do each year, but could be timed to fit in with the Celebration and the PTA will run a quiz night.

Oneroa Kāhui Ako

Lead Principal Update - Jeff referred to the ***Oneroa Kāhui Ako Term 3 Newsletter*** to see what is happening across our Community of Learning this term.

Disestablishment of Kahui Ako - Jeff referred to the ***Notice of Disestablishment of Kāhui Ako*** from the Ministry of Education providing information regarding this process.

Final word

Jeff highlighted that our Kapa Haka group features in the ***Oneroa Kāhui Ako Term 3 Newsletter*** and rightly so. Dennie did an amazing job working with our students to create an incredible performance at the Matariki Festival (***You can view some of it here***). Jeff mentioned we are so fortunate to have Dennie's talent and passion behind the Kapa Haka as well as her music programme, assemblies and specialist events.

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

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

Closing Karakia

Meeting closed: 8.18pm

Chairperson's Signature:.....

Date:.....

Principal's Signature:.....

Date:.....