

**Minutes of the Board of Trustees Meeting  
Held on Tuesday 9th September 2025**

**Meeting Opened:** 7.02pm

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

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

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

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:** KM & AS      **Carried:** Unanimously

**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 20th August. We currently have \$465,008 in current accounts and \$910,000 in Term Deposits. 1 Term Deposit matured since our last meeting. We have prepaid \$3,116 for 2026. Income in advance for overseas students is currently \$26,266 for 5 students enrolled for T4 and 1 student enrolled for 2026. Capital Expenditure to date is \$95,128. 40 ipads and 248 covers were purchased. Government Grants. We have received \$818k, 77.5% of the budget. We have received \$3,352 in BOT Election Grant with expenses to come. Overall expenses are at 56% of the budget.

Kerryn talked through BASC's current situation up to 20th August. Income up to 20th August 2025 was \$251,017 72% of budget. Expenses are \$197,526 58% of the budget. There is currently a profit of \$53,491. Total rent paid for the year to date is \$15,000. \$100k is still on Term Deposit.

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

Kerryn advised we have prepaid \$3,116 for 2026. We are seeking the Board's approval of a materiality test for prepayments. Some of the items in this category are as little as \$5. In the interest of keeping this tidy, and for administrative ease, we would like the board to approve a \$50 materiality rule for this. This would mean that items would only be deemed a prepayment if over the value of \$50.

**Motion:** Move that the Board authorise the \$50 materiality rule.

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

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

- July/August Cheques 2025 - \$244,057.23 (Including GST if applicable)

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

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

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

### **Board Matters:**

**Correspondence** - We have completed a review of our lunch orders resulting in New World Browns Bay coming onboard as our lunch provider. The Board has received *an email from Go-Deli* requesting to be able to continue providing lunches alongside New World. The Board will need to decide whether to allow this or not before Jeff replies on the Board's behalf.

**Go-Deli request** - Jeff asked that the Board do not approve Go-Deli's request to be able to continue to provide lunches alongside New World. The doubling-up of lunches everyday would increase the workload of our admin staff. Also, New World is able to provide a wide range of options for our families without the need of another provider.

Keryn asked if it was appropriate to put in place that this kind of request is a management decision, so that going forward the Leadership Team makes these decisions? Jeff advised that if someone writes to the board then the board needs to respond.

**Motion:** Move that the Board do not approve Go-Deli's request to be able to continue to provide lunches alongside New World.

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

**Records Disposal Permission** - As per our school records schedule (<https://docs.google.com/document/d/1A1UYXh8KPQ8OMKG1pu5L2teHSUow0AN81qixMPx4jcA/edit?usp=sharing>), Jeff requested the board give Cheryl (Finance Manager) permission to destroy any financial records after 7 years of storing and employment records after 7 years of leaving employment.

**Motion:** Move that the Board give Cheryl (Finance Manager) permission to destroy any financial and employment records after 7 years.

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

**Board Annual Schedule of Work** - Jeff advised that apart from the Sustainability Plan and Policy survey (see below), we have not conducted a survey at this time as we already surveyed our parent community earlier this year. In addition, our staff were recently surveyed as part of the principal recruitment process.

**New Board Members Induction Process** - Jeff has drafted *an email for the new Board Members following the election*. The induction evening includes the **NZSBA New Board members online workshop**. He will also encourage the

Presiding Member of the new board to attend the ***Leading an Effective Board online workshop*** as well.

## **Curriculum**

**Strategic Plan 2026 - 2028** - Jeff has drafted a ***Strategic Plan 2026-2028 and Annual Implementation Plan for 2026*** based on our current plans. However, Jeff suggests these plans remain draft plans until the new principal has had the time to review them. The new principal will have time at the start of 2026 to amend these plans, if they wish, based on their own ideas.

## **Self-review**

**Policy Review** - The following policies are to be ratified at his meeting.

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

***Motion:*** Move that the Board ratify the above policies.

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

**Sustainability Policy and Plan** - Following ***feedback from our recent survey*** with staff, students and parents, Jeff asked the Board to approve our ***Sustainability Policy*** and the associated ***Sustainability Plan 2025-2026*** as part of our journey to achieve a Green-Gold Enviroschools Award. The policy and plan will be placed on our website (not School Docs) in our ***Enviro Schools webpage***.

***Motion:*** Move that the Board approves the Sustainability Policy and the associated Sustainability Plan 2025-2026 as part of our journey to achieve a Green-Gold Enviroschools Award.

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

## **Employment and personnel matters**

**Staffing** - We are fully staffed for the 2026 school year, apart from recruiting a new principal.

Jeff advised that we are now looking for a Year 6 teacher. Also, he received notice that we will get funding for a new Learning Support Coordinator.

## **Financial and property matters**

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

**Property matters** - Jeff recently met with our new Ministry Property Adviser, Yasmin Briden. Our CAD Plan for our school has been completed and she is actively working to get our new 10 Year Property Plan signed off.

Jeff updated the Board that our 10 year property plan arrived today, it has everything in it we have previously discussed. The only thing they have done wrong is not include the buildings the school owns, not taken out the native tree names for the Blocks and there are a few spelling mistakes.

***Motion:*** Move that the Board provisionally approve the 10 year property plan with the proviso that the Ministry correct the errors.

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

Jeff advised he was disappointed the Ministry won't buy our classrooms if we are under our classroom allocation. The new government is not doing this anymore. Jeff proposed we leave the decision to the new Board whether they want to relinquish ownership of the classrooms to the Ministry so at least the maintenance and insurance will be covered.

### **Health and Safety**

**Health & Safety Committee Meeting** - Jeff referred to the ***Term 3 2025 Health & Safety Committee Meeting***.

### **Attendance**

**School Roll** - The current number of students enrolled at our school is **488**.

**Term 2 Attendance Report** - Our ***Attendance Report for Term 2*** indicates we have increased regular attendance since term 2 last year from 61% to 77%. This reflects the great work Maria Bound-Gussey (Assistant Principal/SENCo) has done to follow up absences with families and working in sync with the attendance service.

### **BASC**

**BASC Meeting** - Refer to the ***Term 3 2025 BASC Meeting 2***.

**Creating more space** - Jeff explained numbers at BASC afterschool are now reaching up to 80 children on some days. Jeff proposed that Christine is able to use additional funding gained through grants, as well as using the existing asset budget, to have underfloor insulation, carpet, heating and clear blinds installed to create more space for the students. Jeff is happy to view quotes on behalf of the Board.

***Motion:*** Jeff asked for approval for Christine to use additional funding gained through grants, as well as using existing asset budget to install underfloor insulation, carpet, heating and clear blinds.

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

### **Sherwood PTA**

**Sherwood Parent Teacher Association** - The PTA will meet next on Tuesday 14 October at 7pm in the staffroom.

### **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.

### **50th Anniversary (2026)**

**Planning Committee** - Staff members on the planning committee include Jeff, Magda Huysamen, Amber Smith, Dennie Davidson and Karla Anderson. I anticipate at least 2 members of the PTA will also join the committee. I will ask that a member of the new Board also join the committee. The first full meeting of the committee will be on Tuesday 28 October at 7pm in the staffroom.

### **Final word**

Jeff thanked the current board members for their service to the school, collegiality and support. It made all the difference how board members have positively interacted with each other, with a good dose of humour and willingness to share and learn. School boards can make or break a principal and Jeff certainly feels very fortunate to have had the current board members governing our school.

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

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

Lindsay suggested that Carolyn Crow join the shortlisting committee with the current Board members to assist the process of recruiting a new Principal. Carolyn will bring a useful perspective after talking to candidates on the school visits. This includes gauging applicants' curriculum knowledge and alignment with our existing school culture.

***Motion:*** The Board officially delegates to a committee, that includes current Board Members and Carolyn Crow (Deputy Principal), the role of short-listing applicants to determine who will be interviewed for the new principal position.

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

What happens to the current Board after the elections. Lindsay advised the current Board will stay on the committee and report to the new Board.

***Motion:*** Move that, unless superseded by a motion from the new Board, the Board officially delegates to a committee, that includes current Board Members, the role of interviewing short-listed applicants to determine who will be the new principal.

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

### ***Closing Karakia***

**Meeting closed:** 8.42pm

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

**Date:**.....

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

**Date:**.....