

Minutes of the Board of Trustees Meeting

Date: 9 February 2026

Time: 6:00 pm – 8:20 pm



1. Administration

- **Present:** Stephen (Steve) Doran (Chairperson), Max Guptill (Deputy Chairperson), Erin Cairney, Abbie Gunning, Simon Kahika, Zoe Foster (Staff Representative), and Ray Kelly (Principal).
- **In Attendance:** Michelle Ginders (Minute Recorder).
- **Apologies/Conflicts of Interest:** None reported.
- **Election of Office Holders:** No election was required as the current Board elected holders on 13 October 2025. The following motion was proposed:

A motion was carried to waive a new election.

Proposed: Max Guptill **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

- **Welcome:** Steve welcomed everyone to the first meeting of the year.

2. Matters Arising (Action Points from 08.12.25)

- **Board Profiles:** Members still need to send Michelle a short blurb for the website.
- **Land Lease:** Ray asked Graeme Brown to assess the market value of the land for future Child's Time lease discussions. A meeting is still to be arranged.
- **Strategic Plan:** Currently being finalised by Fia Salesa for approval at the next meeting.
- **Budgeting:** Ray is creating a register to distinguish between "Budget" and "Wishlist" items for staff requests.
- **Board Requests:** Full names of educational programmes are now being used instead of abbreviations.

3. Senior Playground Update

- **Issues & Repairs:** Issues with the climbing wall height, low chains and flying fox were noted. The repairs to the timber edge on the turf are scheduled for Wednesday.
- **Additions:** A concrete path (\$3,800) will be installed, and lockable bollards will be installed at the staff car park entrance.
- **Feedback:** Students are enjoying the new space; teachers noted the improved ease of movement during duty.

4. Strategic Aims & Principal's Report

- **School Roll:** The school roll is currently down by 43 students from the same time last year. There are fewer Year 1 students than the number of Year 8 students who left at the end of the year. A few students are trying to enrol in schools outside their zone.
- **Attendance Targets:** Ray has met with the new Attendance Officers, who have experience from other parts of Auckland, and is hopeful that this programme will work.
- **Strategic Plan / Annual Plan:** Both reports are currently in progress and will be presented at the next meeting.
- **Staff Development:** The teachers have had their first session of the Aramai He tetekura series with Loren Hockey. This is, in brief, an overarching approach designed to minimise the use of physical restraint in schools by taking a holistic view of the classroom and the children and adults within it.
- **Property:**
 - The playground has been completed, except for the corrections identified during the final inspection.
 - The windows in Room 14 are currently being installed.
- **Board Assurances:**
 - Assured:
 - Risk Management
 - Planning and Preparing for Emergencies, Disasters, and Crises
 - Learning Support
 - Health, Safety, and Welfare Policy
 - Worker Engagement, Participation, and Representation
 - Digital Technology and Online Safety
 - Pending:
 - School Planning and Reporting
 - Health Education
 - Health Support
 - Not Applicable:
 - Boarding House/Hostel Policies

5. Governance Matters & Legal Compliance

- **Policy Approvals:** The Board discussed and approved the policies included in the pack, and the following motion was proposed.

Motion to accept and approve the following policies:

- Alcohol, Drugs and Other Harmful Substances
- Sun Protection
- Digital Technology and Online Safety

- Cellphones and Other Personal Digital Devices
- Firearms Not Allowed

Proposed: Max Guptill **Seconded:** Zoe Foster

Result: All in Favour ~ motion carried.

6. Finance & Asset Management:

- The Board discussed the December 2025 Interim Financial Accounts. Steve has asked that Max sign off on the T.E.A.M Sport Surfaces Invoices (Team Turf) due to a conflict of interest.
- Steve explained to the Board that another member should take over the Board's finance officer role. He briefly explained what is required of the role and will work with the new person.

7. Strategic Decisions:

- **Every Day Matters Attendance Report:** The Board discussed the report. Ray explained that there are seven new attendance officers, based at Sylvia Park School, who are working for 19 schools. Attendance is affected by transient families and emergency housing. Students living in different areas also affect attendance due to transport issues, and, where appropriate, he is advising parents to send their children to their local school.
- **MOE Reporting to Parents:** Ray explained that the Ministry has asked for this to be implemented quickly, on top of all the new curriculum changes. This will increase teachers' workload. Ray thought our current reports were good, but will modify them to include these changes, which could make them up to five pages long. At this stage, no professional development is being offered.
The Board briefly discussed these changes. They asked that Ray keep them informed of the progress and the time it takes the teachers. The school will also ensure the community can understand the reports. Parents can also check their child/children's Student Trackers. Ray will send out clear instructions for the community. As the Ministry is constantly making changes, Ray is looking into a provider to monitor and implement them.
- **2025 Data Reports:** The reports were briefly explained, and the results were discussed. They would like the results shared on the website.
- **Roll Numbers:** Ray explained to the Board that the school roll is decreasing. We have not received any negative feedback from families who have left, which is due to where they live and their decision to move out of the area/city. Ray is deciding whether to end the free new-entrant uniform, and the school will ask any students who leave to return their uniforms.

8. General Business

- **Website & Media:** Erin, Ray, and Fia will meet to discuss using ChatGPT to enhance the website and streamline social media.
- **Uniforms:** The Board requested that Ray seek quotes from alternative suppliers due to quality concerns.
- **TV/Radio Station:** Ray is launching a student-led TV/radio station featuring video clips and jingles.

9. Reviews

- **Minutes of the previous meetings**

The meeting minutes from 8 December 2025 were read and accepted as a true and accurate reflection of the meeting.

Proposed: Abbie Gunning **Seconded:** Erin Cairney

Result: All in Favour ~ motion carried.

- **Correspondence**

A motion was proposed to accept all incoming and outgoing correspondence.

Proposed: Zoe Foster **Seconded:** Ray Kelly

Result: All in Favour ~ motion carried.

- **Financial Reports**

A motion was proposed to accept and approve the November 2025 financial accounts and to pay the bills.

Proposed: Steve Doran

Result: All in Favour ~ motion carried.

10. Agenda Items for Next Meeting

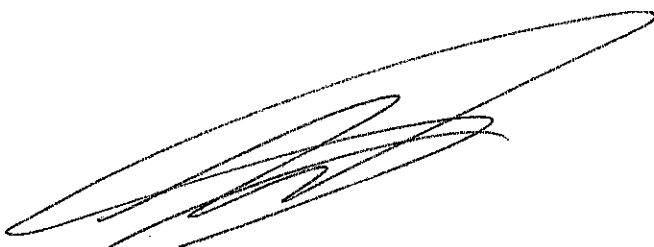
- School Uniforms

11. In Committee – Personnel

- Steve moved that:

The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

The Board moved out of the In-committee.



Signed: Board Chairperson
Stephen (Steve) Doran

Date:

20/3/2026

Matters Arising (Action Points from 09.02.26)

- **Board Profiles:** Members still need to send Michelle a short blurb for the website.
- **Land Lease / Appointment:** Ray to assess the land's market value and set up a meeting with Child's Time.
- **Strategic Plan:** For approval at the next meeting.
- **Budgeting:** Ray to create a register to distinguish between "Budget" and "Wishlist" items for staff requests.
- **Cyclical Maintenance / 5YA:** Ray to send these to the Board
- **School Website:**
 - A meeting between Ray, Fia & Erin is to be set up to discuss the school website.
 - Include Data Results
 - Include TV/Radio Station
- **School Reporting & Student Trackers:** Ray to explain and send instructions for accessing.
- **BOT Meeting Dates:** Michelle to send the 2026 meeting dates.
- **Uniform:** Ray to look into alternative suppliers.
- **Te Whakarōputanga:** Any nominations for the Auckland Executive.