

Item	Description
1.	<p><b>Present</b> - Meg Davies (MD), John Cormack (JC), Joe Robins (JR), David Power (DP), Donald Elemento (DE), Shanny Jamin (SJ), Alicia Willett (AW), Sarah Hutchings (SH), Tapiwa Mbona (TM), Lynne Candiliotis (Minute taker)</p> <p>DE opened the meeting by sharing a karakia and his pepeha.</p>
2.	<p><b>Health &amp; Safety</b> - MD reminded everyone of the procedures in the event of emergency</p>
3.	<p><b>Apologies</b> - Jennifer Ioannou (JI)</p>
4.	<p><b>Outstanding action points</b></p> <ul style="list-style-type: none"> <li>• <b>GATE Garden Project:</b> To be discussed under Principal's report.</li> </ul>
5.	<p><b>Confirmation of minutes from 5 August 2025</b></p> <p>There were no amendments.</p> <p><b>Motion:</b> MD moved to approve the minutes as a true and accurate record. All trustees agreed. Motion carried.</p>
6.	<p><b>Principal's report</b> - JI's report was taken as read and open for discussion.</p> <p><b>6.1 - 2025 Implementation Plan Progress</b></p> <p>JC spoke about the updates.</p> <ul style="list-style-type: none"> <li>• Most classroom teachers have completed observations within school and at other schools with a key focus on literacy. He shared that the team sharing from these observations has been very valuable.</li> <li>• An MOE ELL Verifier met with JI and Fiona Kearns and confirmed that our school meets the requirements for ELL funding. She gave affirming feedback and provided some valuable recommendations and resources for ongoing support and development.</li> <li>• Staff had a very beneficial session with Mark Sweeney to create a Year 8 Graduate Profile that includes elements from our vision, values and Catholic faith. A second session will take place in October.</li> <li>• The Celebration of Learning "Dance Around the World" Cultural Extravaganza performance and Open Afternoon was extremely successful and overwhelmingly attended by parents. Preparation for the dances expanded on the focus of the Footnote Dance Company sessions with all classes. Teachers received very positive feedback from many of the parents who attended.</li> </ul> <hr/> <p><b>6.2 - Learn about Faith Report</b></p> <p>MD commented on the Growth of Christian Person poster which JC shared had been prepared by our Catholic Character Committee with some support from the archdiocese. JC explained that these concepts will be unpacked across all classes and will include looking at the Te Whare Mauri Ora approach to wellbeing and provide consistency across the school.</p> <hr/> <p><b>6.3 - Garden Project Proposal</b></p> <p>The board papers included a garden project document and an additional Memorandum of Understanding from the Uniting Church to enable the school to use and develop a small section of land along the back section of the stream. Students in the GATE programme will develop this land to create a purpose-built environmental green space for students to learn about sustainability and to enable them to make a connection from garden to table. It will also be designed as a quiet, meditative space for students to sit.</p> <hr/> <p><b>6.4 - Teacher 0.8FTE request for 2026</b></p> <p>The board discussed the request for variation of contract so the teacher can continue working 0.8FTE for 2026. The request was approved as there is a teacher available to cover the additional 0.2FTE.</p> <hr/> <p><b>6.5 - Wellington Hills Christian College Preference Application</b></p> <p>The board discussed the proposed Wellington Hills Christian College Preference Application to increase their non-preference roll from 0% to 5% of their maximum roll. It was agreed that there was no substantial impact on our non-preference enrolments.</p> <p>SH commented that with the publicity that JI is planning with the new photos showcasing the improvements to our school environment, as well as the overseas publicity to gain international student enrolments, our school is vibrant and stands out in the Johnsonville area.</p>

## 6.6 - Childcare Provider

The Childcare Provider Whānau Survey Results had been included in the board papers which indicates a clear demand for a closer to school childcare service. JI has spoken with the owner of Kelly Club and informed them about the request from another childcare provider, and they have asked for time to investigate options. She will keep the board updated.

**Motion:** MD moved that the Principal's Report be accepted. All trustees agreed. Motion carried.

## 7. Matter for Discussion

### 7.1 - Cyclical Maintenance Plan

The board discussed and approved the 2025 Cyclical Maintenance Plan. LC confirmed that the board puts aside \$10k each year for Cyclical Maintenance Provision into a Term Deposit and when this occurs it is documented in the Principal's Report.

### 7.2 - Draft Whānau Survey

- It was suggested that year levels be added alongside the team names in Question 1.
- Numbering of questions will need formatting if the survey is being printed. Not if it's an online version being sent to parents.
- It was suggested that we track how many people open the newsletter app each week. LC will look into whether this is an option available through SchoolApps. DE commented that his Samsung phone doesn't support the SchoolApps app. LC will investigate this as well.

The board was happy with the survey questions.

### 7.4 - How the School is Funded - Board Comms

MD spoke to the document. There was a brief discussion around fundraising and the number of events held. Trustees agreed to issue a communication to signal the importance of community fundraising and school donations – both to meet our budget needs and to support larger projects. This would also be helpful to outline how income is generated and where the funds are spent.

- JR mentioned that the expenditure for specific donations could read 'how specific donations are used' to avoid confusion, even though there is an explanation.
- Administration: TM suggested that the wording for the administration expenses breakdown be ordered from highest to lowest expense. MD suggested that support staff wages be included in the explanation. SH suggested an example be added explaining what consultancy expenses relate to.

### 7.5 - 2025 Budget Revision

The board discussed and approved the 2025 revised budget.

### 7.6 - July and August Financial Management Reports

The July & August 2025 Financial Management Reports from AFS were taken as read.

**Motion:** MD moved to accept the financial reports. All trustees agreed. Motion carried.

### 7.7 - Term 3 SchoolDocs Policies

SH raised a question around the Police Vetting section of the Safety Checking Policy and asked about the process the principal has in place to assure the board that all necessary safety checks have been carried out as required. MD asked LC to comment. LC confirmed that all support staff, volunteers, contractors, and any other workers are police vetted before commencing work at the school. She added that there is a document recording the dates of when individual police vetting was confirmed, and this document is regularly reviewed, and new vetting forms are obtained 3-yearly as required. SH was happy with the process.

## 8. Other Business

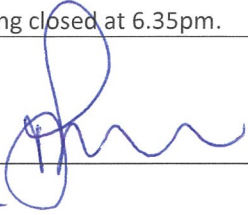
There was no other business.

MD congratulated the parent representatives on their re-election. She added that the election of Presiding Member will take place at the start of the next board meeting.

## 9. Meeting Closure

The meeting closed at 6.35pm.

Confirmed



Date

4/11/25