

# MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 3 MARCH 2026 AT 5.00 PM

Meeting Opened at 5.00 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Shiree Jamieson, Shona Cassels, Vanessa Macneil, Gypsy Pye, Aaron Pascoe, Mark Rivers

**In Attendance**

Aimee Way, Anna Gallien (NZSBA/GovHub)

2. **Confirming Agenda**

Gypsy moved that Anna Gallien has full speaking rights for the meeting.

**Gypsy Pye/Shona Cassels**

3. **Declaration of Interest**

Nil

4. **Apologies**

Nil

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

**Gypsy Pye/Karen Care**

6. **Matters Arising**

6.1 The Actions Register from the previous meeting was reviewed.

6.2 Jamie Bush supplied us with his SoP so was confirmed as the successful contractor for the felling of the pine trees in the bike track.

6.3 Karen has advised Kightley of his scope of work. She has not received a response at this stage.

6.4 Karen has contacted the council regarding the hall re-roofing work but no one has got back to her at this stage. She will contact them again.

6.5 Karen is in the process of amending The 2025 Annual Plan. Amendments will be presented at the next meeting.

6.6 The MoU between the Board, LSSG and Principal will be signed at the next LSSG meeting.

6.7 The Board delegations to the Principal were discussed. Karen has been in discussion with NZEI regarding clarification on numbers 7 and 9 and is awaiting a response.

7. **Correspondence**

7.1 As distributed at the meeting.

8. **Receiving of Reports**

Nil

9. **Notified Business**

**Strategic review**

Nil

**Regular Review**

Nil

**Emergent Review**

9.1 The Board delegations to the Principal, the Finance Committee and Property Manager was deferred until the next meeting

**General Business**

9.2 The BoT end of year thank you dinner feedback has been deferred to the next meeting.

9.3 Strategic Priority Focus was presented for discussion. The Board moved to adopt "Roll Stability and Growth" as a Strategic Priority for 2026 and require that Board reporting and planning reflect this priority.

**Jonathan Cole/Aaron Pascoe**

9.4 Parent Reporting and Interview Frequency Review was presented for discussion. The Board moved to seek feedback from the community regarding current parent reporting and interview frequency.

**Jonathan Cole/Gypsy Pye**

9.5 Roll Monitoring and Retention Reporting Framework was presented for discussion. The Board moved that Roll Monitoring and Retention Reports be presented to each board meeting until further notice. Community feedback will also be sought around this.

**Vanessa Macneil/Mark Rivers**

The Board moved to accept the Required Report Content be added to the Principal's report.

**Jonathan Cole/Vanessa Macneil**

- 9.6 Karen presented a proposal – Establishment of a Staff Wellbeing Subcommittee. The Board compared the existing document in School Docs to Karen's proposal. The Board moved to review the Staff Wellbeing and Safety Policy at the next meeting.

**Vanessa Macneil/Gypsy Pye**

- 9.7 Board training has been confirmed for this Thursday at Tokoroa High School.  
9.8 The Bike Shed update has been deferred to the next meeting.  
9.9 The Volunteer Management and Health and Safety Assurance (Pool Supervision/Chemical Handling) was discussed. Karen will attend a NZQA course for Pool Compliance Training. Going forward, a Pool Committee will be established to get the pool up and running in Term 3 each year to ensure the pool is ready for swimming in Term 4. The committee will be responsible for all pool volunteers and their required training. All key hirers will be required to sign a Conditions of Pool Use Contract. The Board have decided to obtain a health and safety check/audit of the school. We will approach the Ministry for their assistance. The Board Property Manager (Mark Rivers) will be present for this assessment. South Waikato Water Solutions have taken over the maintenance of the pool for the remainder of the season.

**10. Professional Development**

Nil

**11. In Committee**

At 6.30pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss a formal complaint.

**12. Out of Committee**

The Presiding Member moved that the Board confirms the business considered in committee.

**13. Meeting Closure**

Nil

The meeting closed at 8.00 pm

**Future Meeting Dates 2026 (6.30 pm Starts)**

24 March, 12 May, 9 June, 11 August, 8 September, 3 November, 1 December

---

Signed.....

Date. 24/3/26 .....