

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 28 OCTOBER 2025 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Hollie Reed, Mark Rivers, Gypsy Pye, Vanessa Macneil and Shiree Jamieson.
Via zoom: Greg Comfort (School Docs) - Greg gave a presentation on School Docs for the Board Members.

2. **Confirming Agenda**

Confirmed

3. **Declaration of Interest**

Vanessa Macneil declared that she is the new Attendance Officer for Putaruru College.

4. **Apologies**

Aaron Pascoe

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

Jonathan Cole/Hollie Reed

6. **Matters Arising**

6.1 The board agreed to postpone the consultation meeting via electronic vote due to sporting events clashing with the date. A new date has been set for the 6th November 2025 at 3pm. Invites and the meeting Agenda have been distributed.

6.2 The SEPE survey was completed together and submitted to Georgia McArthur at the MoE.

6.3 The school house oven is now worse for wear. The board moved to obtain quotes for a replacement oven.

Vanessa Macneil/Mark Rivers

6.4 The draft staff complaints process was presented to staff for consultation. Karen received one feedback that was positive. The board moved to accept and adopt the process.

Vanessa Macneil/Hollie Reed

7. **Correspondence**

7.1 As distributed

8. **Receiving of Reports**

8.1 The September 2025 financial reports, including month end for September were approved.

Jonathan Cole/Vanessa Macneil

8.2 Karen presented her report for discussion. It was moved that Karen's report be accepted.

Karen Care/Vanessa Macneil

9. **Notified Business**

Strategic review

9.1 The review of our Strategic Plan and been deferred until after the Consultation Meeting.

Regular Review

9.2 The Maori and Pasifika Learners Focus data was presented for discussion.

9.3 The Board Self Review (NZSBA model) was deferred until the next meeting.

Emergent Review

9.4 The board moved to add the signing of the MOU between the BoT, LSSG and Staff to the Annual Meeting Schedule for review in February each year.

Jonathan Cole/Karen Care

9.5 The Principal Professional Growth Cycle (PGC) - Board Guidance was presented for discussion. This was created with the help from Dane Robertson from NZEI, Jon and Karen. The board moved to accept this Process.

Hollie Reed/Gypsy Pye

9.6 The Lawn Mowing Contractor annual work plan was presented for discussion.

General Business

9.7 The End of Year Thank You Dinner was discussed. Invites have been sent out. Vanessa would like to cater for the evening, she will email out a quote to board members.

9.8 The possibility of purchasing a school van was discussed. Karen will investigate this further.

9.9 The potential reclassification of school year levels from Year 0-6 – Year 0-8 was discussed. This will also be investigated further and Community Feedback will be obtained.

9.10 Before and After School Care survey results and Care Options were presented for discussion. More investigation will be made on the matter.

9.11 The 2026 Planning and Consultation Meeting Agenda was presented for discussion. Some items have been prioritised due to the short meeting time frame.

9.12 The Bike Shed is all ready to go, we are awaiting 3 days in a row of fine weather for the crane to be able to put the shed in place.

10. Professional Development

10.1 Scenario A4 was presented for discussion and self-review.

11. In Committee

Nil

12. Out of Committee

Nil

13. Meeting Closure

13.1 Good, productive meeting.

13.2 Closing Karakia - Thanks Hollie.

The meeting closed at 9.15 pm

Future Meeting Dates 2025 (6.30 pm Starts)

25 November

Signed.....

Date.....25/11/25.....