MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 11 AUGUST 2026 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**
   Gypsy Pye, Jonathan Cole, Aaron Pascoe, Aimee Way, Shona Cassels, Vanessa Macneil, Karen Care

   In Attendance
   Nil

2. **Confirming Agenda**
   The resignation of Vanessa Macneil, from the Lichfield Board of Trustees, was accepted.

3. **Declaration of Interest**
   Karen declared a conflict of interest regarding the Caretaker Role and the Principal's Leave Policy
   Jon declared a conflict of interest regarding Chemwash
   Aimee declared a conflict of interest regarding South Waikato Achievement Trust

4. **Apologies**
   Mark Rivers, Shiree Jamieson

5. **Minutes of Previous Meeting**
   The minutes of the previous meetings (9 and 16 June) were accepted.

   Aaron Pascoe/Shona Cassels

6. **Matters Arising**
   6.1 Electronic Votes - Nil
   6.2 Action Register from the previous meeting was discussed and reviewed.

7. **Notified Business**
   7.1 MoE – Contract Works Procurement Plan 5YA – Block E has been deferred to the next meeting.
   7.2 It was moved to accept the updated budget with the discussed amendments. It was moved to transfer the $25,000 from the imprest account into the everyday account, close the imprest account and put $200,000 into a six month term deposit with Westpac Bank.

   Aimee Way/Jonathan Cole

   The Board have requested more quotes for the classroom whiteboards, storage and blinds.
   7.3 The Playsafe Report was presented for discussion. Decisions will be made regarding the playground once Chemwash have been in and given it a good clean. The Board accepted the quote for the instant results wash on the concrete, the fences and the retaining walls. We will go ahead with the wall treatment on all exterior buildings. A new quote will need to be obtained from Chemwash to include the playground.
   7.4 The finance and property guidelines were discussed. Finance accepted their guidelines and property has some work to do and will be revisited at the next meeting. It was moved to accept the Finance Guidelines

   Aimee Way/Aaron Pascoe

   7.5 Committees - Deferred to the next meeting.
   7.6 The Principal's Leave Policy will go out as an electronic vote later in the week and minuted at the next meeting.
   7.7 Caretaker Role – Deferred to the next meeting.
   7.8 Conflicts of Interest Register Review - Deferred to the next meeting.
   7.9 ERO School Improvement Framework – Deferred to the next meeting.

8. **Receiving of Reports**
   8.1 The July finance report and month end information - deferred.
   8.2 The Principal's report was presented for discussion.
   8.3 The Workingwise Report will have a special meeting scheduled for discussion.
   8.4 Playsafe Report as per 7.3
   8.5 Science Report – Deferred to the next meeting.

9. **Correspondence**
   As previously distributed.

10. Professional Development

10.1 Scenario A5 was deferred to the next meeting.

11. In Committee

At 8.00pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss one item.

12. Out of Committee

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

13. Meeting Closure

Thank you everyone.

The meeting closed at 10.00 pm

Future Meeting Dates 2026 (6.30 pm Starts)

8 September, 3 November, 1 December

Signed..... **Date**.....9/9/26.....