

MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 24 FEBRUARY 2026 AT 6.30 PM

Meeting Opened at 6.35 pm

1. **Present & Welcome**

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

In Attendance

Aimee Way, Chris Stevenson

2. **Confirming Agenda**

Welcome Shona, as the new staff representative for the Board. Shona also signed the Board of Trustees Roles, Responsibilities and Conduct.

It was agreed that 9.9 (Strategic Priority Focus – Roll Stability) and 9.11 (Roll Monitoring & Retention Reporting Framework) will be merged together as one item on the agenda for the next meeting.

3. **Declaration of Interest**

- Gypsy Pye – Item 9.15 declared that she has been a pool volunteer this season.
- Jon Cole – Item 9.15 declared that his wife has been a pool volunteer this season.

Due to time constraints, this item has been deferred until the next meeting.

4. **Apologies**

Nil

5. **Minutes of Previous Meeting**

The minutes of the previous meetings (25/11/2025, 5/12/2025, 17/02/2026) were accepted.

Jonathan Cole/Gypsy Cole

6. **Matters Arising**

6.1 The Board called for nominations for the Presiding Member. Aaron Pascoe nominated Gypsy Pye; Gypsy accepted the nomination. As she was the only nomination, it was declared that Gypsy Pye is the new Presiding Member.

6.2 The Board moved to accept the Actions Register for each meeting. This will ensure that all decisions will be actioned in a timely manner.

Jonathan Cole/Gypsy Pye

7. **Correspondence**

7.1 The Big Mac seating option for the copper beech tree is not an option. Further options will be investigated.

7.2 The board acknowledged Jon's resignation email.

7.3 The board acknowledged Hollie's resignation email.

7.4 The board acknowledged Jon's rescinding of his resignation email.

7.5 The B-Safe electrical testing report was presented for discussion.

7.6 The three quotes for the removal of the pine trees in the bike track were presented for discussion. The Board moved to accept the Jamie Bush quote, based on the evidence of an SoP.

Karen Care/Shona Cassels

8. **Receiving of Reports**

8.1 The January 2026 financial report was presented for discussion. It was moved that these reports be accepted. The month end for November and December 2025 and January 2026 was accepted.

Aaron Pascoe/Jonathan Cole

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

Karen Care/Jonathan Cole

Karen is to meet with Kightley to advise him of his scope of work for the grounds maintenance job.

The Board moved to put the school van proposal, reclassification and before and after school care options, on hold for the current time.

Vanessa Macneil/Mark Rivers

9. **Notified Business**

Strategic review

9.1 The 2025-2028 Strategic and 2026 Annual Plan were presented for discussion. It was moved that they be accepted.

Karen Care/Gypsy Pye

9.2 The 5YA 2026/2027 was presented for discussion. It was moved to accept this document.

Karen Care/Vanessa Macneil

Regular Review

- 9.3 All board members are to action policy reviews online via School Docs.
- 9.4 The 2025 Annual Plan and Analysis of Variance was presented for discussion. Karen will amend some comments for the next meeting. If this report is due to the Ministry prior to the next meeting, an electronic vote will take place for approval.
- 9.5 The MoU between the BoT, LSSG and Principal was signed. Karen will take the signed copies to the next LSSG meeting for signing.

Emergent Review

- 9.6 The Board delegations to the Principal was presented for discussion. Clarification is needed on numbers 7 and 9 before signing. Karen will have this prepared for the next meeting.
- 9.7 The school house rent review was discussed. Based on market rent, the Board moved to increase the current rent from \$337.50 to \$360.00 per week.

Jonathan Cole/Vanessa Macneil

General Business

Due to time constraints, all remaining items including confirming delegations will need to be deferred, as questions were raised whether a follow up meeting is required, further advice on this is to be looked into by the Presiding Member and presented to the board via email.

10. Professional Development

10.1 Scenario L4 was deferred until the next meeting.

11. In Committee

Nil

12. Out of Committee

Nil

13. Meeting Closure

Congratulation to Gypsy. Thanks to Aimee and Chris for coming along to our meeting.

The meeting closed at 8.35 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.....3 March 2026.....