

# MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 25 NOVEMBER 2025 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Hollie Reed, Gypsy Pye, Aaron Pascoe, and Shiree Jamieson.

2. **Confirming Agenda**

Confirmed

3. **Declaration of Interest**

For future meetings, the following wording will be used and added to the agenda in the case of any declarations of interest: "Does anyone have a conflict of interest or potential conflict to declare regarding any item on today's agenda?"

Conflicts can be:

Financial / personal / employment / relationship

Perceived or actual

If in doubt — it must be declared.

4. **Apologies**

Mark Rivers, Vanessa Macneil

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

**Jonathan Cole/Gypsy Pye**

6. **Matters Arising**

6.1 It was minuted that the board electronically voted to accept the Southern Spit Roast & BBQ Catering Company's quote for the end of year board thank you.

It was minuted that the board electronically voted to accept Karen enrol in Springboard Coaching for Leadership, Intake 1, 2026.

6.2 The plumber has been in to check the subsidence on the northern side of the hall. There is no leak under the hall. Their opinion is that this has been caused by the leaking downpipe, which they have repaired. We are awaiting a quote to fill the hole and re-compact the area to refit the cobblestones. We have contacted the council regarding this issue but the council have said that they will not be paying anything towards this problem.

6.3 Karen and Hollie met with Grant Gaudin from the Ministry of Education and Georgia McArthur from Maynard Marks Property and Building Consultants to discuss the 10YPP. The hall roof is at the end of its life and needs to be replaced urgently, due to past water leaks effecting the structure. Karen will be obtaining more information, as there will have to be an emergency meeting called regarding this upgrade.

7. **Correspondence**

7.1 Nil

8. **Receiving of Reports**

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

**Gypsy Pye/Hollie Reed**

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

**Karen Care/Jonathan Cole**

9. **Notified Business**

**Strategic review**

9.1 The review of our Strategic Plan Strategic Road Map Progress Report for 2025 was presented for discussion. The board moved to approve the 2026-2028 Strategic Plan.

**Jonathan Cole/Hollie Reed**

9.2 The Cyclical Maintenance Plan for 2025 was presented for discussion. The board moved to accept this.

**Karen Care/Jonathan Cole**

9.3 Giving Effect to Te Tiriti o Waitangi was presented for discussion. The board moved to continue Giving Effect to Te Tiriti o Waitangi. Karen will draft up a public notification for the board to peruse.

**Aaron Pascoe/Gypsy Pye**

**Regular Review**

9.4 The Principal's Professional Growth Cycle (PGC) sign off from Fiona Gott was presented for discussion. The board moved to accept this report.

**Hollie Reed/Jonathan Cole**

9.5 The budget for 2026 was presented for discussion. The board moved to accept this report.

9.6 The asset register was presented for discussion. The board has delegated authority to Kim and Shiree to update and amend if needed.

Hollie Reed/Aaron Pascoe

**Emergent Review**

Nil

**General Business**

9.7 The End of Year Thank You Dinner was discussed. The board moved to raise the head count from 50 adults to 70 adults to include children to eat from the same menu.

Jonathan Cole/Aaron Pascoe

9.8 The school van proposal was discussed. Karen will do a feasibility assessment report to present at the next meeting and will also extend the survey to try to get a larger number of opinions.

9.9 The potential reclassification of school year levels from Year 0-6 – Year 0-8 was discussed. Karen has consulted with the other schools in the area and will now take the next steps in this matter.

9.10 Before and After School Care was discussed. Karen updated the board and will investigate further.

9.11 The 2026 Planning and Consultation Meeting feedback, as per the principal's report.

9.12 The Bike Shed has been delivered and is in place, ready for use. The bikes still need to be put together. The bike helmets were ordered and have arrived this week.

9.13 Reporting to Parents 2026 was presented for discussion.

**10. Professional Development**

10.1 Scenario E4 was presented for discussion and self-review.

**11. In Committee**

At 9.00 pm, the Presiding Member moved that the Board moves into committee under Section 48 Local Government Information and Public Meetings Act 1987, to discuss three items.

**12. Out of Committee**

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

**13. Meeting Closure**

13.1 Very productive meeting.

The meeting closed at 9.30 pm

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

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

Signed.....  


Date..... 24/2/25