MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 9 JUNE 2026 AT 6.30 PM

Meeting Opened at 6.30 pm

1. **Present & Welcome**
   Gypsy Pye, Jonathan Cole, Aaron Pascoe, Mark Rivers, Aimee Way, Shona Cassels, Shiree Jamieson

   In Attendance
   Nil

2. **Confirming Agenda**
   Property and Finance Delegations added to the agenda.
   ERO School Improvement Framework (SIF) – Leadership, moved to the end of the agenda.

3. **Declaration of Interest**
   Nil

4. **Apologies**
   Vanessa Macneil, Karen Care

5. **Minutes of Previous Meeting**
   The minutes of the previous meeting was accepted.

   Gypsy Pye/Shona Cassels

   It was noted that the 2026 Senior Camp EOTC Event Proposal, from the last meeting, was not the original proposal that had been submitted by the camp organiser.
   The Board were in agreeance, that only camp parents attending camp, will go through the police vetting process. The camp parent decisions and processing of the police vetting applications will need to be completed early as per the camp schedule provided by the board.

6. **Matters Arising**
   6.1 The Electronic Votes, for replacement of the bark in the school playground, were accepted. Mark, the property manager, made the decision, due to health and safety concerns, to replace the ceiling fan/light in the school house.
   6.2 It was moved that Shiree be granted speaking rights during the discussion of the Action Register. The Action Register from the previous meeting was discussed and reviewed.

   Gypsy Pye/Jonathan Cole

7. **Notified Business**
   7.1 The School Docs Policies for Term 2 review, were discussed. The Board want reassurance, from the Principal, that the policies are being adhered to. Aimee will send some questions through to Gypsy that need to be discussed and clarified by the Principal. Shona will follow up with staff regarding any EOTC training required.
   7.2 Jon has updated the Board on the playground work completed over the weekend. The Playsafe Playground Safety Audit quote was presented for discussion. Mark will be attending the audit. The Board moved to accept this quote.

   Aaron Pascoe/Mark Rivers

   7.3 The Caretaker Role and Tool Shed were discussed. It was noted that the Caretaker does not have a maintenance plan. Jon has approached Lichfield Lifestyle Sheds regarding workshop quotes. He will obtain quotes for presenting at the next meeting.
   The Board has moved and accepted Jon's resignation from the Finance Committee to join Mark on the Property Committee. The Board also moved and accepted Aimee to join Gypsy on the Finance Committee.

   Mark Rivers/Aaron Pascoe

   7.4 The ICT student devices lease quotes were presented for discussion. The Board moved to accept the quote from Quadrent for a 36-month contract at $1,799.40 per quarter in advance.

   Gypsy Pye/Mark Rivers

   7.5 The school furniture audit was presented for discussion. Shona has been delegated this role and will obtain quotes for the "needs" items on the list, with the critical items being prioritised, eg. Chairs, desks for Rooms 4 and 5. Shona will email the quotes to the board for electronic voting. School Furniture Audit updates will be presented at each meeting by Shona.
   7.6 ERO School Improvement Framework (SIF) Leadership was deferred to the next meeting.
   7.7 The Board moved to "Opt In" to the MoE School Donation Scheme.

   Jonathan Cole/Aimee Way

   7.8 The Conflicts of Interest Register review was deferred to the next meeting.
   7.9 The Astro Turf repairs and refurbishment quote was presented for discussion. The Board moved to accept the quotes from TigerTurf.

   Jonathan Cole/Gypsy Pye

7.10 The air conditioning servicing quote from Laser Electrical was presented for discussion. The Board moved to accept this quote and we will also request that they add this job to their annual schedule prior to winter.

Gypsy Pye/Jonathan Cole

8. Receiving of Reports

8.1 The May finance report was presented for discussion. The Board did not accept the report due to the current budget figures not being updated in the Education Services Report. Education Services cannot do this until they receive the excel copy of the updated budget.
The Finance committee have reviewed the month end documentation for May 2026.

8.2 Shona presented her report as Acting Principal. It was noted that there will be another new enrolment to add to the roll. Shona has now created an online Hazard Register, accessible to all staff members. Jon will get quotes from Chemwash for the school grounds and pest control quotes for the rabbits around the school and bike track areas. It was moved that this report be accepted.

Shona Cassels/Aimee Way

8.3 The Workingwise Health, Safety and Wellbeing Review Report May 2026 draft was presented for discussion.

9. Correspondence

9.1 Westpac Bank – Changing from Business Online to Westpac One

9.2 Silks Audit – The Audit Report to Governance Year Ended 31 December 2025 was presented for discussion. The Board moved to pass this report onto the Finance Committee for review and comments.

Shona Cassels/Mark Rivers

9.3 Enviro NZ – Price increase for general waste.

9.4 MoE – 10YPP – Has been submitted.

9.5 MoE – 5YA Agreement – Signed by Presiding Member and emailed to Grant Gaudin, MoE Property Advisor.

10. Professional Development

10.1 Scenario A5 was deferred to the next meeting.

11. In Committee

At 8.45pm, 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

The Board moved that Jon is to contact Anna Gallien at GovHub regarding the staff taking part in a Cultural and Wellbeing Survey.

Jonathan Cole/Aaron Pascoe

The meeting closed at 9:10 pm

Future Meeting Dates 2026 (6.30 pm Starts)

11 August, 8 September, 3 November, 1 December

Signed..... **Date**.....11th August 2026.