

# MINUTES OF THE LICHFIELD SCHOOL BOT MEETING HELD ON TUESDAY, 17 JUNE 2025 AT 6.30 PM

Meeting Opened at 6.35 pm

1. **Present & Welcome**

Karen Care, Jonathan Cole, Shiree Jamieson, Shona Cassels, Thomas Scheres, Vanessa Macneil

2. **Confirming Agenda**

Confirmed

3. **Declaration of Interest**

Nil

4. **Apologies**

Nil

5. **Minutes of Previous Meeting**

The minutes of the previous meeting were accepted.

**Karen Care/Thomas Scheres**

6. **Matters Arising**

6.1 MoE Putaruru School Bus Service. Karen is looking into the management of this facility.

6.2 The Board moved to accept Adlam Painters for the interior and exterior repaint of the school.

**Karen Care/Vanessa Macneil**

6.3 The Board moved to accept the Van Dyks Putaruru quote for the bicycles.

**Jonathan Cole/Vanessa Macneil**

7. **Correspondence**

7.1 As previously distributed.

8. **Receiving of Reports**

8.1 The May 2025 financial report was presented for discussion. There has been a relief staff coding error which will be rectified via EdPay. It was moved that these reports be accepted.

**Karen Care/Thomas Scheres**

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 Nil

**Regular Review**

9.2 ERO Te ara Huarau School Improvement Framework – Evaluation for Improvement was presented for discussion and self-review.

9.3 Literacy deferred until the next meeting.

9.4 Maori and Pasifika learner focus report was presented for discussion and self-review. Jon would like to see more investigations done for learning resources in classes for these student.

9.5 The mid-year budget will be reviewed with Karen and Hayden, from Education Services tomorrow. Karen will send details to Board members via email.

9.6 As per auditor's request, the YTD month end reports were reviewed and accepted. These will be part of the Agenda under financial reports from now on.

**Vanessa Macneil/Jonathan Cole**

**Emergent Review**

9.7 Painting quotes as per 6.2.

**Board Process Requirements**

9.8 The Board moved to remain to opt in to the MoE Donation Scheme.

**Karen Care/Jonathan Cole**

**General Business**

9.9 Bicycle quotes as per 6.3.

9.10 Road signage for outside the school was discussed. Karen has contacted Rob Rogers at Putaruru College regarding their signage.

9.11 5YA update as per 6.2.

9.12 The Board have appointed Vanessa, Shona and Karen as the sub-committee for organising a Staff Appreciation Dinner for later in the year.

9.13 The draft LSSG Memorandum of Understanding document was presented for discussion. Jon will make amendments and email out to all Board members. Karen will take this to the next LSSG meeting.

**10. Professional Development**

10.1 Scenario E3 was presented for discussion and self-review.

**11. In Committee**

At 8.35pm, 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**

Thank you everyone.

The meeting closed at 9.00 pm

**Future Meeting Dates 2025 (6.30 pm Starts)**

5 August, 9 September, 28 October, 25 November

---

Signed.....

Date.....5/8/25.....