

# Ladbrooks School Board of Trustees Meeting

Wednesday 15<sup>th</sup> October 2025

6.00pm

Lincoln Events Centre



## 1. The meeting commenced at 6:05pm with a Karakia

1.1 **Present:** Sean Wansbrough, Tash Hantler, Meredith White, Courtney Sheat, Bridie McKinnon, Beth Harrison and Deborah Curd  
Apologies – James Christie

### 1.2 Election of board chair:

Moved Tash Hantler, seconded Sean Wansbrough: that Bridie remain presiding member.  
**CARRIED**

1.3 **Declaration of Interest register:** Remove Chris Genet and Shaun Pont from the Register.  
Bridie explained what constitutes a conflict of interest to new Board members.

## 2. Meeting Administration

### 2.1 Confirmation of Previous Minutes:

- August 2025 minutes circulated.

Moved Bridie McKinnon, Seconded Sean Wansbrough: that the minutes as circulated be accepted. **CARRIED**

### 2.2 Matters Arising:

Nil

### 2.3 Ratification of Motions In Between Meetings:

Nil

### 2.4 Correspondence

Inwards:

- School Board Member Study Awards
- Informal Notice of Strike
- Term 3 phonics checks results
- Completion of 2024 Audit

Outwards:

Nil

## 3. Regular Review / Monitoring and Reporting

### 3.1 Principal's Report

October 2025 Principal Report taken as read with Sean referring to:

Roll: Currently 138 enrolled students. Fourteen Year 8's leaving plus aware of three others at the end of year. Sean advised Board that to maintain current staffing levels we need 130 students

by June 2026. Aware of two more children starting before middle of the year. Sean suggests

we ballot for three category six for Term 1 and can reassess for Term 2. Ballot process explained.

Proposed industrial action 23 October: to be confirmed by Monday. Sean proposed to open for supervision only and strongly encourage parents who can to keep their children home.

#### Risk

to the Board would be the same as any normal school day. Tamariki may not be supervised by teachers who know them intimately. Bridie happy for school to open for supervision.

Water issues: We are on the MOE list for upgrading since 2017. **ACTION:** Sean to send report from WSP to Board members and write to MOE so concerns are formally recorded and requesting update on when upgrade will occur.

### 3.2 Strategic Plan

Board members received current and draft plans. Sean explained that we are required to create a strategic plan every three years and from that develop the annual plan. It is specific goals that we as a school wish to achieve. Message from MOE and ERO are different, ERO focus on more measurable targets specifically to reading, writing, maths and attendance. Challenge for the Board is that we may need to stretch our goals as we have a great school and community and this is just business as usual for us. Beth questioned the lack of mention of arts in the plan. Sean produces reports throughout the year on specific learning areas. EOTC is another big area of strength within our school.

Rebranding of our school values – easier for the Tamariki to understand. Bridie suggested we invest funds into this, to put together to take back to our school community for feedback. Followed by investing in rebranding signage around the school. Contact parents with expertise who could assist with this. Annual plan submitted to MOE 31st March.

How do we measure these values. Do we have a plan for those not achieving and super achieving – we are doing well for most kids requiring extra support. Sean explained PAT testing. We know we have a group of kids who need a little extra. Are we caring about our super bright kids if their parents cannot provide extra are you finding school challenging. **ACTION:** Bridie and Sean work on the measurable values. Aim to send out for consultation this year.

### 3.3 Property

Classroom Reconfiguration – Builder confirmed and will put up wall in RLC creating two classrooms for junior school between 5<sup>th</sup> – 15<sup>th</sup> January. May need to come back to Board to approve spending on furniture. Physical classroom blocks will stay RLC, KLC and TLC, with names for individual learning spaces.

Problem with wastewater system - MOE will step in and pay for upgrade hopefully before end of year.

Playground - Sean spoke with PALS can advertise that sunflower field is raising funds for the playground. Tamariki to present to the Board next term/early next year. Minecraft and models currently being designed.

### 3.4 Finance Report

September Financial Reports circulated and explained to new Board members. To note that the Group Summary Report \$9,000 deficit is a carryover from start of year.

Moved Bridie McKinnon, seconded Sean Wansbrough, that the Financial Reports be accepted. **CARRIED**

Sean explained funding. PALS contribute to significant amount of teacher aide expenditure. Like to show them measurable outcomes from this e.g. extra \$1,000 for caretaking covers an extra 30hrs of this, releasing Sean from doing that to focus on other priorities.

Draft Budget 2026 presented - based on no money from PALS just MOE, family donations and ham fundraising. Sean will present updated budget at next meeting. Ongoing procurement policy in place so there are sufficient resources.

James to meet with PALS and update what their funds have been used for this year. Previously have not kept good track of where PALS funding has been spent, usually spent on teacher aides. This is the first year we have requested specific amounts and tracked. Goal to ask for more funding to employ an additional teacher part time to assist and encourage our gifted Tamariki to challenge and extend their learning.

Finance subcommittee do not make financial decisions independently of the Board. James Christiie is keen to stay on the Finance subcommittee.

Moved: Bridie McKinnon, seconded, Sean Wansbrough: that Courtney Sheat be appointed to the Finance subcommittee. **CARRIED**

### **3.5 TLC Camp**

TLC camp does not usually require Board approval as usually low risk activities. Main risk is disembarking/embarking at Quail Island. Beth questioned to the paddling – explained that beach is very sheltered mud flat. Tash also pointed out that only 3 teachers each day even with 4 named. Staff are additional to adult/student ratio, and this allows them to manage any behaviour. Board approves TLC camp as a low risk activity.

## **4. Policy Review (School Docs)**

- Bullying and Harassment
- Behaviour Management
- Minimising Physical Restraint

Bridie explained that these are mandatory policies reviewed by School Docs. Updated with any legislation changes. Need to read through and make sure are still fit for purpose. Second part is assurance from Sean as to how we are managing these in the school. **ACTION:** Sean to confirm for next meeting that all staff have attended training and know procedure for behaviour management.

## **5. In Committee**

The BOT may move into Committee to protect the privacy of individuals and the confidentiality of sensitive information.

## **6. Preparation for Next Meeting**

### **6.1 Confirm date, time and location**

26<sup>th</sup> November 2025, 6.00pm, Lincoln Events Centre. Will look to change to Mondays next year due to new Board members other commitments. Meetings usually occur in weeks 3 and 8 each term.

**6.2 Confirm any work required before next meeting**

**6.3 Confirm any additional agenda items required for the next meeting**

**MEETING CLOSED AT 20:55pm**