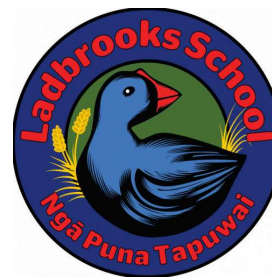


**Ladbrooks School Board of Trustees Meeting  
Wednesday 7th May, 2025  
At Ladbrooks School**



- 1.1 The meeting commenced at 6:00pm with a karakia.**
- 1.2 Attendance:**  
Sean Wansbrough, Bridie McKinnon, Gemma Stapleton, Shaun Pont, Chris Genet, James Christie, Meredith White, Nick Draper - late
- 1.3 Declaration of interest:**  
- Nil new.
- 2.1 Confirmation of previous minutes:**  
- February 2025 minutes completed but due to late circulation will be ratified at the next meeting.  
- March 2025 minutes circulated, accepted as a true and accurate record.  
Moved: Bridie McKinnon, Seconded: James Christie, **CARRIED**
- 2.2 Ratification of motions in between minutes:**  
- Nil
- 2.3 Matters arising from the previous minutes:**  
- Nil
- 2.4 Correspondence:**  
- Inwards  
- To be discussed in Committee  
- Outwards  
- Thank you letter to PALS
- 3.0 Regular review / monitoring and reporting:**  
- **Returning officer appointment** - Sean spoke with Dot Agnew, she has agreed to be the Returning Officer again if dates can change.  
Moved: Bridie McKinnon, Seconded: James Christie, to appoint Dot Agnew as returning officer. **CARRIED**  
- **Date of election** - Postal voting closes Sunday 14th September. Bridie away so James will manage results and confirm successful and unsuccessful candidates.  
- **PALS donation** - money received over the holidays. Sean presented thank you letter at PALS meeting Monday evening. Sean reiterated at a staff meeting yesterday what these funds are to be used for and for all staff to collaborate and maximise the return on PALS investment. Will update PALS on what money is spent on and how that translates to student outcomes.

- **Student numbers** - Currently sitting at 127 students with one known enrollment coming. Sean advised that to retain our current funding levels we need 131 students enrolled on 1st July so could start next year funding less 0.1FTE. He does not wish to open a ballot. We may need to cover 5-10% of a teachers wage in the interim. Can apply to increase funding as soon as reach 131 students.
- **KLC camp proposal** - BOT would like the camp Safety Action Plan form presented but have no concerns as this is a camp done many times before. Note increased PALS contribution approx 50% of costs.
- **ERO review** - Final report only arrived this afternoon. To an outsider the the report appears to be focussed on the areas for improvement but written to formula. Sean has shown our progress during reviews. Significant focus on attendance, 50% genuinely sick, 25% family holidays, chronic absence should no longer be an issue. An ongoing theme of the last 3 ERO reports is assessment, not just what is assessed and how it is assessed but how it is used. What is the school doing with children not achieving, what specific plans are in place to support them, how do we measure the improvements. Show consistency across the school. If any further questions about the report we can rediscuss at the next meeting. Will look at teacher development around IEPs.
- **Strategic goals review** - Current values of ready, willing, able and learn together are 10 years old, Discussion followed, the committee felt that Curious/inquisitive, Resilience/determination, Co-operations/connections would be better options. Sean to update these. Three strategic goals, how we achieve and what success looks like.
- **IPADs** - the 12 new IPADs have been purchased and are being used well. James would like a report on what they are being used for similar to the KLC presentation on local government using Minecraft to build infrastructure. **Sean to action.**

### 3.1 Principal's report:

- The report was taken as read.  
Moved: Sean Wansbrough, Seconded: Bridie McKinnon, **CARRIED**
- Working bee now 17th May. Sean to see if Taylor Wright has a list of parents trades and skills so we can target some more ambitious projects utilising appropriate skills. Mark Booker has cleaned gutters. Rugby goal posts to be installed. Sue Knowles has the list of little jobs/regular maintenance to be completed. James questioned improving the physical appearance of the front of the school - to tie in with rebranding.

### 3.2 Finance reports:

- Both March and April reports were presented. Funding donation from PALs towards operational cost sees an increase. Will reforecast the budget for the next meeting. Increased reliever wage cost due to staff sickness early this year.  
Moved: Sean Wansbrough, seconded: Nick Draper, that the March and April Financial Reports be accepted. **CARRIED**

- Finance sub committee meets to present proposals and reports to BOT for approval. It would be helpful and provide transparency if sub committee meeting minutes could be circulated to all members. **Sean to action.**
- Reserves policy discussed at last meeting but not implemented.

Moved: Chris Genet, Seconded: Bridie McKinnon, that the Reserves Policy be ratified. **CARRIED**

- Solutions services have been contacted. Awaiting on costs associated with providing additional reports.

### 3.3 Property

- **Classroom reconfiguration.** Shaun advised that we could divert \$15k from closed projects to this project. We could use families that have trades to provide the labour. Shaun to oversee subdivision of the RLC building, obtaining quote, MOE project forms, 5YA amendment.
- **Playground.** Current book value is \$0. Teachers to investigate with the children what they would like in a new playground, use EOTC funds, Students can present their findings to the BOT. There is bequest funding to use and request funds from PALs as a capital project.
- **Project completion.** Double glazing window and painting jobs completed. Noise reduction and improved heat retention of the KLC.
- Discovered a light leak during last weeks storm in the TLC toilets where the pool heat pump enters the roof.

### 3.4 Kahui Ako

- Sean is attending the Principal's retreat next week. Focus will shift to maintaining connections between schools once the funding for this initiative dissolves.

## 4. Policy Review

- Recording and reporting accidents, injuries and illness
- Behaviour management
- Minimising physical restraint
  - Discussion followed, it would be helpful for the BOT to receive a report on how policies up for review are being implemented in the school and teacher knowledge of them.
  - Next meeting Chris to present Technology Policy.

## 5. In committee

- Meeting moved into committee 2010 hrs
- Normal meeting resumed 2028 hrs.

**6. Preparation for next meeting**

- 6pm 25th June 2025, Lincoln Events Centre
- Bridie reported that NZSTA are unable to attend June meeting so will move Concerns and Complaints training to August meeting.
- Governance essentials training October meeting.

**Meeting closed 2045hrs.**