

**MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD
MEETING HELD ON MONDAY 10TH MARCH 2025**

PRESENT: Matthew Cooke (Principal), Nick Engelmann (Presiding Member), Elizma Redelinghuys (Treasurer), Felicity Wiggins, Kewel Adeshara, Nick Leack, Sally Jarvis (Minute Secretary)

Derryn Chapman, Angelique Wendzich, Ambie Govender attended the meeting. The Board granted them speaking rights.

Moved/Seconded - N Engelmann/K Adeshara

2025 Committee Delegations

Elections: 2025

Election of Presiding Member: Nick Engelmann (nominated - Leack, Seconded – Adeshara)

- Chair monthly board meeting.
- Board spokesperson.
- Signatory for M.O.E. documentation.
- Principal's appraisal.
- Meet with Principal prior to monthly meeting or more often if required.

Office Holders:

Deputy Presiding Member - Felicity Wiggins (moved and seconded - Redelinghuys + Engelmann)

- Fulfil Presiding Member's roles in their absence.

Treasurer Convene Finance Committee. – Elizma Redelinghuys (moved and seconded - Wiggins + Leack)

- Oversight of budgets and finances (day to day done by Matthew Cooke, monthly/annual accounts done by Inspired Education).
- Checking of monthly reports for Board meeting.
- Signatory for banking.

Minute Secretary - Sally Jarvis. Paid position.

Duties

- Record and type monthly meeting minutes.
- Prepare agenda.
- Received and file inwards correspondence.
- Attend to outwards correspondence.
- Maintain BOT files.

Works in liaison with Presiding Member and Principal.

Policy, Charter, E.E.O. Committee - (usually meets once or twice a term)

Convenor/E.E.O. Co-ordinator – Kewel Adeshara (moved / seconded - Leack + Wiggins)

Principal – Matthew Cooke

Staff Representative

Board Member – Nick Engelmann

Duties

- Review policies on a regular cycle as detailed on the annual plan.
- Reviewed policies and recommendations to BOT.
- Minutes kept.
- Regular meetings to ensure all reviews are completed according to the annual plan.
- Follow procedures in policy C6 - Policy Writing/Review.

- Maintain EEO database.
- Identify annual EEO goals and develop action plan.
- Liaison with Personnel, Appointment and Discipline Committees.
- Report EEO goals in Annual Report.(Included in Analysis of Variance)

Privacy Officer - Matthew Cooke

Personnel Committee - (meets on as needs basis - once or twice a year)

Convenor – Matthew Cooke

Staff Representative

Board Member – Felicity Wiggins

Board Member – Elizma Redelinghuys

Duties (Management of personnel issues is delegated to the Principal)

- To be available for consultation with the Principal when required.
- To meet on an as needs basis.
- The staff representative should be present.
- Review the principal's recommendations to the Board.
- Grade and set salaries for ancillary staff.
- Review Principal's recommendations and changes to job descriptions when making new leadership appointments.
- Liaise with the Policy, Charter and EEO Committee.
- Complaint resolution.
- Problem resolution, personnel grievance claims, industrial disputes, disciplinary issues, suspension or dismissal of employees within policy guidelines.
- In the case of serious staff issues board members will be delegated to investigate and make recommendations to the Personnel Committee.
- Keep minutes.

Appointment Committee - Personnel Committee (Permanent Full time Staff - meets as required to make appointments.

Duties

- Involvement in interviewing of new staff appointments as per Appointments Policy.
- The interview panel for permanent positions will include the Principal, staff rep or dept leader and one of the board members from the Personnel Committee, or a delegated board member.
- Liaise with the Policy, Charter and EEO Committee.
- Appointments record kept by Principal.

Discipline Committee -

Principal – Matthew Cooke

Presiding Member - Nick Engelmann

Board Member – Nick Leack, Felicity Wiggins and Kewel Adeshara also available (moved and seconded - Redelinghuys + Adeshara)

Duties

- Process suspensions through to making a recommendation to the Board.
- Liaise with the Policy, Charter and EEO Committee, as required.
- Keep minutes.

Finance Committee - (meets to formulate, finalize and review budget).

Convener (Treasurer) - Elizma Redelinghuys

Principal – Matthew Cooke

Financial Administrator – Melindre Fourie employed part time, several hours in the afternoon to assist with accounts. Matthew Cooke is actioning payroll. Schooled action invoices for payment.

Duties

- To finalise and confirm annual budget.
- Half yearly undertake progress analysis of budget.
- Draft budget for forthcoming year.
- Meetings as required.
- Keep minutes.

Signatories - 00 (Internet banking and cheque account)

Principal – Matthew Cooke

DP - Angelique Wendzich

Board Member - Elizma Redelinghuys

Board Member – Felicity Wiggins

NB - Elizma doesn't currently have authority as a signatory. Matthew will investigate this.

1. MINUTES OF THE PREVIOUS MEETINGS:

The minutes of the previous meeting held on the 9th of December 2024 were tabled and approved.

Moved/Seconded – F Wiggins/N Leack

2. INWARDS:

- Watershed Client Report - December 2024/January 2025.
- Schooled September Triennial Returning Office Services.
- SchoolDocs Advisory: End of year updates 2024.
- SchoolDocs Advisory: 2025 Orientation.
- SchoolDocs Advisory: Term 1 review and board assurances.
- SchoolDocs Advisory: Delayed scheduled review updates 20th Feb 2025.
- Letter of Appraisal from Harrison Tew 5th March 2025 - lockdown exercise .

Moved/Seconded – K Adeshara/N Engelmann

3. OUTWARDS:

- None.

4. MATTERS ARISING FROM THE CORRESPONDENCE:

- None.

5. PRINCIPALS REPORT

Matthew Cooke shared with the Board the Principal's Report.

Roll

The roll as at 7th March 2025 is 516, including 6 international students.

The report was taken as read.

Moved/Seconded - N Leack/F Wiggins

6. CURRICULUM:

Community Health consultation 2025

- This is required every two years and is sent to the school community in the form of a survey. This will be undertaken in November.

Pubertal Change for Years 5 and 6

- A parent information evening was held on the 6th of March for parents of Year 5 and 6 students. This is going to be run in-house this year with senior teachers running the sessions.
- Nick Engelmann asked that Professional Development be held for the teachers who will be running these sessions. Derryn Chapman will investigate available courses.

Year 6 Camp

Derryn Chapman updated the Board on the status of the Year 6 camp organisation.

- A parent information evening was held on the 6th of March for parents of Year 6 students.
- The required health and safety procedures for both school and Chosen Valley are being followed and completed as necessary. All parent helpers are being Police vetted. One of the parents attending camp is also a trained nurse.
- Whilst the school has not been notified of any Year 6 students with severe allergies, school will purchase and supply an epi-pen.

Moved/Seconded – K Adeshara/E Redelinghuys

7. STAFF REPORT

- None.

8. TREASURER'S REPORT

Elizma Redelinghuys shared the January and February finance reports. Finances are on track.

The draft financial report is closed to being finalised. There was a profit of \$65,000.

The draft budget is tracking a \$16,000 loss.

International student income has been budgeted at \$100,000.

There is \$196,000 in the budget for Learning Assistants (LA's). LA's were discussed at the

December 2024 meeting and it was decided that 8 were needed. We currently have 8 with several working only several hours a day. There are a large number of students with needs that have funding and the LA's are assigned to those children. This means there are no dedicated LA's for the classrooms. In addition to this, there are 2 dedicated ESOL TA's.

There was discussion around capital expenditure projects;

- Air conditioning units - already approved and installed.
- 10K for hall speaker system
- 5K for basketball hoops and backboards - already purchased and installed.
- 12K on playground repairs.
- Painting of the concreted area by the sandpits/playgrounds. This is a more cost effective option than turf.
- Development of the area outside of Rooms 6 to 9.

Moved/Seconded – K Adeshara/N Leack

9. PROPERTY

All new air conditioning units have now been installed. Unfortunately, the current power capacity cannot cope when all are in use. The cost to rectify this is approximately \$400,000. The MoE will assist in the management of this. Matthew is in the process of investigating options such as a timetable for use of the units.

The playground audit has been completed, including checking of the cushionfall levels. No further action is required.

A second-hand robotic pool cleaner has been purchased.

Moved/Seconded – E Redelinghuys/K Adeshara

10. STRATEGIC PLANNING/POLICY

The new Caretaker has been changed from part-time to full-time.

BYOD - 'Secure storage'

There was discussion around the definition of 'secure storage' for student's devices. There is no reference to lockable storage in the school policy. Devices are stored in a cupboard but this is not lockable.

Triennial Election

The Board approved the 10th of September 2025 as the date for the election.

Moved/Seconded - N Engelmann/E Redelinghuys

Teacher Only Days

The Board approved the following:

- Friday 30th May - changed to **Friday 6th June**
- **14th November** - additional day. This means the last day of Term 4 will be extended to the **16th of December**.

Moved/Seconded - F Wiggins/E Redelinghuys

Bylaws - Changes to any policy cannot be made unless the school community has been consulted and given the opportunity to provide feedback on any changes.

Taken from NZSTA Website

What is a bylaw?

A bylaw is a school rule made by a board.

Your board may delegate the authority to make school rules to the principal or other staff members.

However, these are still considered bylaws.

When do you need to consult with your community?

You need to consult your community when making a new school rule or changes to an existing school rule if:

- it is made by your board or someone with delegated authority from your board, and
- if the school intends to enforce full compliance with the rule, and there are disciplinary and/or consequences for any student who does not follow or "breaks" the rule.

Your board must also consult if the school rule has implications for students' legal rights.

For example, your board intends to make a rule that students must wear the correct uniform for all hours of the school day. Students not wearing the proper uniform will be given detentions.

Your board must consult the school's community because:

- your board intends to enforce compliance with the rule, and
- the rule will impact students' legal rights regarding their freedom of expression.

You also need to consult your community when adopting a new policy or changing an existing policy if the new or changing policy matches any of the points listed above.

Uniform Bylaws - Earrings and Girls Trousers

Changes have been made to these policies without consultation with the school community. Details on these will be put in the school newsletter, outlining the policies and the proposed changes. Parents will be given two weeks to provide feedback on these matters.

There was discussion around the definition of what constitutes a plain stud. The Senior Leadership team will discuss this further and report back to the Board. Once this has been clarified, the school community can be consulted.

Moved/Seconded – F Wiggins/K Adeshara

11. HEALTH AND SAFETY

A lockdown practice was held the 27th of February in conjunction with Harrison Tew Ltd.

Student Toilets

Felicity Wiggins advised the Board that she has been informed that the student toilets are unhygienic with fluids on the floor and toilet seats and toilet paper on the floor. There was discussion around solutions including Felicity suggesting she come to school once a day for a week to check on the bathrooms. The Board directive is as follows:

- The Principal is to monitor and provide a solution to this matter to the Board in 7 working days.

Moved/Seconded – N Engelmann/F Wiggins

12. GENERAL BUSINESS

The next Board meeting will be held on the 5th of May.

2025 Strategic Plan

This needs to be approved by the Board and submitted to the MoE by the end of March. Matthew will share the document via email for Board members to review. Feedback can be shared with Matthew via email.

An offer of donation has been made by the local Freemason society. The Board decided more information is required before proceeding. Matthew will follow up.

Year 1 early finish time.

The Year 1 classes have been finishing at 2.50pm since late last year. This was put in place to ensure safe departure of the students due to the building works for Rooms 1 to 4. Works are now complete and Year 1 will resume a 3.00pm finish.

Vacant Board Staff Representative Position

Nick Engelmann will share information about this position with the staff at morning tea on Tuesday 11th of March.

Moved/Seconded – F Wiggins/N Leack

IN COMMITTEE

At 8.20pm the Board went into committee to approve the In-Committee minutes of December 2024 and discuss personnel matters.

Angelique Wendzich, Ambie Govender, Derryn Chapman and Sally Jarvis (Board Secretary) left the meeting and did not attend the In-committee meeting.

Moved out of In Committee at 8.30pm

Moved that the Board confirms the business considered In-Committee.

Moved/Seconded - Wiggins/Engelmann

Board meeting closed at 8: 35pm.

DATE OF NEXT MEETING MONDAY 5TH MAY 2025

Confirmed and accepted as a true record.

SIGNED BY: _____ DATE: _____

POSITION: _____