

**MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD  
MEETING HELD ON MONDAY 20TH OCTOBER 2025**

**PRESENT:** Matthew Cooke (Principal), Sanika Sathe-Sain (Presiding Member), Nick Leack (Treasurer), Kewel Adeshara, Raven Garcia, Michael Peng, Michelle von Solms (Staff Rep), Sally Jarvis (Minute Secretary)

**Meeting commenced at 6.10pm**

**DECLARATION OF CONFLICTS OF INTEREST**  
None declared

**2025 NEW BOARD COMMITTEE DELEGATIONS**

**Elections: 2025**

**Election of Presiding Member:** Sanika Sathe-Bain (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** - Nick Leack (moved and seconded - Peng + Garcia)

- Fulfil Presiding Member's roles in their absence.

**Treasurer** Convene Finance Committee. – Nick Leack (moved and seconded - von Solms + Adeshara)

- 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 Board Chairperson 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 + Peng)

Principal – Matthew Cooke

Staff Representative

Board Member – Raven Garcia

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 - Michelle von Solms

Board Member – Michael Peng

Board Member – Sanika Sathe-Bain

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 - Sanika Sathe-Bain

Board Member – Nick Leack, and Kewel Adeshara also available (moved and seconded - von Solms + Peng)

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) - Nick Leack

Principal – Matthew Cooke

Financial Secretary – Position currently vacant. Matthew Cooke is actioning payroll. CES 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 -

Board Member –

Associate Principal -

Macleans Primary School Schedule of Delegations 2025

### **1. MINUTES OF THE PREVIOUS MEETINGS:**

The minutes of the meeting held on the 18th of August 2025 were approved via email by the previous Board.

### **2. INWARDS:**

- NZEI Informal notice of strike - 7th October 2025.
- SchoolDocs Advisory: Term 4 review and board assurances - 7th October 2025
- ASB - Staff/Board Changes - Amendment to Account Signatories and Fastnet Business - 2nd Sept 2025.
- School Board Elections Team - 2025 Triennial election new Board updates - 19th Sept 2025.
- SchoolDocs Advisory: End of term 3 updates - 17th Sept 2025.
- PTA Agenda and Minutes - September meeting.
- SchoolDocs Advisory: Mid-term 3 update - 21st August 2025.
- NZEI Formal notification of strike action on 23rd October 2025 - 17th October 2025.

Moved/Seconded – Leack/von Solms

### **3. OUTWARDS:**

- None

### **4. MATTERS ARISING FROM THE CORRESPONDENCE:**

- None

## 5. PRINCIPALS REPORT

The Principal's Report was tabled as read.

Roll

The roll as at 20th October 2025 is 597, including 5 international students.

There were two Board assurances for term 3 and 4 -

Moved/Seconded - Leack/Garcia

## 6. CURRICULUM:

Matthew spoke to the Planning Period 2 report and explained how these work and the purpose of them.

Moved/Seconded – Adeshara/Leack

## 7. STAFF REPORT

There was discussion around the need of a staff report. NZSBA advises that this is not a requirement. Any staff information will be included in the Principal's report. The Board agreed to remove this item from the Board agenda.

Moved/Seconded – Sathe-Bain/Peng

## 8. TREASURER'S REPORT

The draft budget is in the process of being completed.

There was discussion around international student income. \$120,000 was budgeted for in 2025. Matthew outlined the current set up, numbers and ratio of short-termers (1 to 4 weeks) and long-terms (1 term or longer).

Moved/Seconded – Peng/Sathe-Bain

## 9. PROPERTY

### 10 Year Property Plan funds

There is \$98,000 remaining. This must be spent on property. Matthew suggested shade sails for rooms 10, 11 and 24. The Board asked that the staff are included in the decision process for the use of this money. An email will be sent to staff clearly outlining that this money must be spent on property projects and will ask for them to put forward any ideas they may have.

The current 10 year property plan was approved by the Board.

Moved/Seconded – Leack/Adeshara

### Maintenance Grant Top-up

There has been a maintenance grant top up. This will be used on rooms 1 to 5. The paint has been bubbling. This is due to too many layers of paint, being north facing and asbestos. **There is no health and safety risk from the asbestos as it is not being disturbed.** The external walls will be reclad (new cladding over the existing cladding) and painted.

It was brought to the attention of the Board that two downpipes at the back of Room 9 are missing. They are lying in the grass next to the building. Matthew will check this.

#### **Deck construction outside rooms 6 to 9**

Approximate cost \$70,000. \$17,000 has been received via grants. Matthew asked that the Board approve the expenditure of \$40,000 to go towards this. He will be seeking additional advice from SchoolEd regarding this expenditure.

Moved/Seconded - Sathe-Bain/Garcia

Moved/Seconded – Garcia/von Solms

### **10. STRATEGIC PLANNING/POLICY**

Matthew asked for feedback on the Community survey. The survey sent out two years ago was shared with the Board. They are satisfied with the questions and approved it being used again.

#### **Bi-yearly health consultation**

A survey outlining the school's health programmes (ie, pubertal change, dog safety, bike safety, swimming) is sent to the community every two years. This advises on the existing programmes and asks for feedback on these. The Board approved this being included in the Community survey.

There was discussion around ways to promote engagement in the surveys. The option of also sending the survey in paper form was suggested.

#### **BOYD**

Almost 100 devices were disposed of due to age meaning they were no longer being fit for purpose and/or supported by current microsoft operating systems. \$17,000 has been allocated to new classroom devices. The Board agreed to promoting the purchase of devices by parents for their children. These will not be added to the stationery list. Instead information will be sent to parents before the end of this school year, outlining the reasons for devices in class and the benefits of each child having a device.

#### **Appointment Policy - change of wording**

Matthew asked that the Board approve an amendment to the appointment process policy (see highlighted section below). Amendment - 'The Principal may approve and finalise appointments of fixed-term employees. The Board will be notified of any fixed-term appointments via email and the Principal's report at the next Board meeting following the appointment and advised that correct appointment protocol has been followed'.

Moved/Seconded - Sathe-Bain/Garcia

#### **Delegations for appointment**

In accordance with the Schedule of Delegations, no appointment will be finalised unless the Board is aware of, and has approved, the appointment. This may involve a formal decision at a board meeting or an out-of-session approval process (e.g. email or teleconference), ensuring the board, as the legal employer, maintains oversight of all new staff. The board always manages the recruitment and appointment of a principal. For other vacancies, the board delegates the recruitment and appointment process to the principal and senior leadership but may also be represented on the appointment committee. **Before a final decision is made for a fixed-term staff member appointment, the**

**principal communicates to board members for approval or objections and further discussion if needed.**

- The board must be satisfied that any delegated person or group is able to fulfil their appointment responsibilities appropriately.
- The board ensures that any delegated person or group is informed of their responsibilities, including the requirements and limitations of their role.
- The board documents any delegations in writing and reviews these regularly.

The board is responsible for the appointment of the principal and does not delegate this responsibility. The board may also seek external support to ensure the school follows a fair, impartial, and robust appointment process.

Any person who is involved in the appointment process must declare conflicts of interest that may compromise (or be seen to compromise) their judgement or actions. Staff or board members with a conflict of interest may need to withdraw from the appointment process.

### Responsibilities for appointment

Position for appointment	Appointment responsibility
Principal	An appointment committee is formed through a resolution at a board meeting
Senior leadership position	A full board meeting considers and determines the make-up of the appointment committee (e.g. principal, board members and / or external advisors)
Permanent teaching staff (including part-time staff)	Principal, members of the senior management team, and a board member
Fixed-term teaching staff, including part-time and relieving staff (more than one term)	Principal, deputy principal, and lead teacher (or one staff member if lead teacher is not available)
Fixed-term teaching staff, including part-time and relieving staff (up to one term)	Principal
Support staff	Principal, most appropriate member of the senior staff. A board member may be involved if deemed necessary

**Uniform**

There was discussion around the number of uniform items. **It was suggested that the following be phased out;**

- **Dress, winter skirt**

Suggested Uniform;

- Girls - cullottes/trousers, short/long sleeve polo, fleece, rain jacket, hat, navy knee-high socks, black shoes/sandals
- Boys - shorts/trousers, short/long sleeve polo, fleece, rain jacket, hat, navy knee-high socks, black shoes/sandals

**The Board agreed to adding this to the community survey asking for feedback.**

Moved/Seconded - Adeshara/Leack

Moved/Seconded – von Solms/Peng

**11. HEALTH AND SAFETY**

A Health and Safety meeting will be held later in Term 4.

**12. GENERAL BUSINESS**

Board meetings for the rest of 2025;

- 24th November
- 15th December

Bike & scooter permission forms - Years 4 to 6

The Board confirmed that they are happy with the existing wording of this permission form.

Credit Card Limit

The Board approved the current limit of \$5000 being increased to \$10,000.

Moved/Seconded - Peng/Leack

Moved/Seconded – Adeshara/Sathe-Bain

Board meeting closed at 8.10pm.

**DATE OF NEXT MEETING MONDAY 24th NOVEMBER 2025**

*Confirmed and accepted as a true record.*

SIGNED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION: \_\_\_\_\_