

**MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD
MEETING HELD ON MONDAY 2ND MARCH 2026**

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

1. DECLARATION OF CONFLICT OF INTEREST:

Board members were asked to declare any conflicts of interest in relation to the agenda items for the open meeting. No conflicts were declared.

2. MINUTES OF THE PREVIOUS MEETINGS:

The minutes of the previous meeting held on the 15th of December 2025 were tabled and approved.

Moved/Seconded – N Leack/K Adeshara

3. INWARDS:

- i. OIA Request (Academic research) - Board policies on trustee use of personal devices - (email) 6th Feb 2026.
- ii. SchoolDocs Advisory: Start of year news and actions - 27th Jan 2026.
- iii. Notification of paid union meetings for worksite representatives - 29th Jan 2026.
- iv. Email from the Minister for Education, Erica Stanford - 19th Dec 2025.
- v. SchoolDocs Advisory: End of year updates - 16th Dec 2025.
- vi. Report on the results of the 2024 school audit - (email) 16th Dec 2025.
- vii. SchoolDocs Advisory: Term 1 review and Board assurances - 10th Feb 2025.
- viii. Upcoming paid union meetings for worksite reps - 13th Feb 2026.

Moved/Seconded – M Von Solms/K Adeshara

4. OUTWARDS:

None.

5. MATTERS ARISING FROM THE CORRESPONDENCE:

Official Information Act (OIA) Request for academic research.

The Board acknowledged the Official Information Act request and noted the statutory response deadline of 6 March 2026. The Board delegated preparation of the response to the Principal, Matthew Cooke.

Moved/Seconded – M Von Solms/M Peng

6. PRINCIPALS REPORT

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

Roll

The roll as at 23rd February 2026 is 527, including 16 international students.

Workplace Wellbeing Survey (Term 4 2025)

Results were discussed with teachers at a staff meeting in week 3 of Term 1 2026. Some feedback included the number of staff meetings held weekly and throughout the term, clarification of leadership decision making and the low staff morale.

Actions include the number of weekly and term meetings being reduced. Time was also spent explaining the decision making process within the school. Notices during staff morning tea break will be reduced. Monday and Friday morning tea breaks will be admin days.

The Board acknowledged the survey feedback, including references to staff morale and workplace processes. The Board discussed possible governance actions to support staff wellbeing. Further discussion of personnel matters was deferred to the public excluded (in-committee) session.

Moved/Seconded - N Leack/R Garcia

7. CURRICULUM

Matthew shared and spoke to the 2026 reporting framework.

Moved/Seconded – S Sain-Sathe/K Adeshara

8. HUMAN RESOURCES

Matthew confirmed the appointment of Margot Corby as a Learning Assistant on a fixed-term basis. He confirmed that this position was advertised and applicant's CVs reviewed.

Moved/Seconded – S Sain-Sathe/M Von Solms

9. TREASURER'S REPORT

The Board approved the 2026 draft budget. This has been planned as a zero-based budget.

Moved/Seconded - K Adeshara/N Leack

Long term financial projects were discussed such as a cloud cover for the back courts.

There was discussion around employing a dedicated payroll/accounts administrator.

The following points were discussed and clarification will be sought by the Board through NZSBA;

1. Payroll - S.U.E (Staff Usage & Expenditure) Report

Payroll information is entered and approved by Matthew Cooke. Pay is then processed by EdPay. After each fortnightly pay run the S.U.E report is printed and requires a second check once printed after each pay run.

- who is responsible/eligible to do this check? Is it management responsibility? Are Board members signatories for payroll matters?
- should oversight/checks of S.U.E report be done by a qualified accounts administrator employed at school who has full knowledge of staff employed and hours worked?
- once checks have carried out, should S.U.E. reports be shared with the Board as a matter of transparency and assurance process?

2. Accounts - Receipts, invoicing, credit card, reimbursements etc

- are Board members signatories for account matters?
- should a designated accounts administrator with knowledge of the school accounts system be responsible for these matters?
- do the Board members have enough knowledge of the school accounts process to take on responsibility of acting as signatories?

The Board discussed governance oversight of financial processes and the importance of appropriate separation of duties, transparency, and assurance for payroll and financial management.

The Principal, Matthew Cooke, is to prepare and provide a comprehensive written report, supported by process maps/flow charts, detailing the full end-to-end financial management system currently operating at MacLean's Primary School. This report must clearly outline all financial processes, controls, delegations, approval steps, and record-keeping practices, including but not limited to: payroll (including S.U.E. checks), accounts payable and receivable, credit card usage and reconciliation, reimbursements, procurement and contractor engagement, banking processes, and alignment with SchoolDocs policies and relevant legislative requirements.

The report must specify: (1) who undertakes each step; (2) what systems are used; (3) how separation-of-duties is maintained; and (4) how current practice aligns with required procedures. This full report is to be provided to the Board no later than 5 working days prior to the next Board meeting on 30 March 2026.

Moved/Seconded - N Leack/M Peng

10. PROPERTY

Matthew updated the Board on property matters and works.

The Board approved Matthew applying for grants through external companies/organisations to assist with the development of an outdoor shade area.

3 external speakers and 1 fire alarm were stolen. Wormald have replaced the fire alarm. The 3 speakers are being claimed via insurance. This is currently ongoing.

The Board asked for an update on any security/safety issues and/or concerns staff may have. This will be shared at another meeting.

11. STRATEGIC PLANNING/POLICY

Term 2 Out-of-Zone ballot

The Board approved opening Term 2 for out-of-zone enrollments. Places will be dependent on the number of in-zone enrollments for each year group.

Moved/Seconded - R Garcia/M Von Solms

Annual Plan

Matthew will share the 2026 Annual Plan with the Board members via email. This must be reviewed and submitted to the Ministry of Education by the 30th of March 2026.

Appointment Process

Points of discussion;

1. Requirement for a Board member to attend interviews for permanent positions.
2. Assurances to the Board that both employment laws and school policies and procedures for appointments have been followed. How will this look?
3. Amendment to the Appointment Process Policy. The Principal requested the current policy be reviewed and amended;

Current policy

As per our Schedule of Delegations, no appointment will be finalised unless the board has approved it, except for fixed term appointments. 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 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 the board for approval or objections and further discussion if needed.

Proposed Amended Policy

As per our Schedule of Delegations, permanent and fixed term appointments of teachers and teacher aides can be finalised by the principal. The board maintains oversight of new staff appointments through the Principal Assurance processes and the principal informing board members at the board meeting following the appointment. The board always manages the recruitment and appointment of a principal. For other vacancies, the board delegates the recruitment and appointment to the principal and senior leadership but may also be represented on the appointment committee.

The Board confirmed that the current Appointment Process Policy remains in full effect and no amendments have been approved.

The Board noted that before any policy changes could even be considered, the Board requires full transparency and assurance that the school's appointment processes are fully compliant with:

Employment law

Teaching collective agreements
SchoolDocs policies

Actions Required

Action – Appointment Process Assurance Checklist:

The Principal, Matthew Cooke, is to provide the Board with a detailed Appointment Process Checklist outlining each step required for any staff appointment at Macleans Primary School. This must include:

- All procedural steps required under SchoolDocs, employment law, and collective agreements.
- Advertising requirements, including when a role must be advertised, and exceptions (with references to legal requirements).
- Selection panel composition, including when Board representation is required or optional.
- Shortlisting, interviewing, reference checking, and safety checking steps, including Children’s Act compliance.
- Delegated authority at each step (who can do what).
- Approval requirements, including what must return to the Board before an appointment is finalised.
- Documentation standards, including what written records are kept for audit, employment law, and assurance.
- Post-appointment requirements, including beginning teacher processes, induction, mandatory reporting obligations, and communication to the Board.

This checklist is to be provided to the Board no later than 5 working days before the next Board meeting on 30 March 2026.

Action – No Policy Change:

The Board confirms that the Appointment Process Policy remains unchanged. The current policy stands as written and approved.

Moved/Seconded - M Von Solms/K Adeshara

Community Survey

Actions;

- school will hold a cultural week. Plans for this have not yet been put in place.
- parent information session for numeracy and literacy. Dates to be decided.

Uniform Update

- there was strong consensus on keeping the dress. This will remain as an option as will the girls’ culottes.
- the shorts and trousers will remain.
- the winter, tartan skirt will be removed as an option.

Moved/Seconded - S Sain-Sathe/N Leack

Policies to be Reviewed

- Bullying and Harassment
- Behaviour management
- Searches, Surrender and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension and Exclusion
- Staff Wellbeing and Safety
 - The review timeframe for the above policies has now closed.

Term 1 Policies due for Review

- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety
- Cellphones and Other Personal Digital Devices
- Firearms (optional policy)

Moved/Seconded – S Sain-Sathe/M Peng

12. HEALTH AND SAFETY

No matters to be shared.

13. GENERAL BUSINESS

Matters requiring Board approval outside of board meetings

Outside of board meetings, any matters that require Board attention and/or approval can be emailed to all members. These must be reviewed, answered and approved or denied within 5 days. A quorum (4 members) is sufficient to carry or deny an action.

Community Survey Draw

The draw was held during this meeting and was actioned by all members. Each member chose a number within their allocated range. Results as follows:

1. 1 to 35 (MC) - **23, Bella Peterken**
2. 36 to 70 (MVS) - **58, Sofia Sok**
3. 71 to 105 (KA) - **72, Jaydene Ashby (Parent)**
4. 106 to 141 (NL) - **130, Senul Senadheera**
5. 142 to 176 (SSS) - **158, PJ Solomona**

Moved/Seconded – R Garcia/K Adeshara

14. Items to be actioned from previous meeting/s.

None.

IN COMMITTEE

At 8.20pm the Board went into committee to approve the In-Committee minutes of the 15th of December 2025 and discuss personnel matters. Michelle Von Solms (Staff rep) and Sally Jarvis (Secretary) did not attend the In-committee meeting.

Moved out of In Committee at 8.15pm

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

Moved/Seconded - S Sathe-Sain

Board meeting closed at 9.15pm.

DATE OF NEXT MEETING MONDAY 30TH MARCH 2026

Confirmed and accepted as a true record.

SIGNED BY: _____ DATE: _____

POSITION: _____