LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 28 July 2025

Present: Melanie Dean (Principal), Lloyd Percival (Presiding Member), Matt Hunt, Johnson Witehira, Amanda Luxford
Apologies: Julia Blackburn, Vito Lo Iacono
Visiting: Raqi Syed, Emily Lawrey, Anjali Burnett, Rosie Moore, Tania Heyrick
Meeting: Opened at 7.05pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Johnson opened the meeting with a karakia.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	Lloyd suggested bringing 3.4 Karakia at Meetings forward. Johnson explained that karakia are used at the beginning of meetings to welcome, protect, acknowledge the energy in the room and seek guidance, and at the close of meetings to farewell, keep the people leaving safe and to make the space safe for the next people coming in.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 16 June 2025 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	*Consultation with Whānau Māori Planning:* Still in progress. *Topic of Interest – Strategic Planning:* Add Strengths and Weaknesses at this meeting *AI Policy and Procedure Draft:* Completed *Newsletter Roster:* Completed			
2. Decisions				
2.1 Policy Review Child Protection / Abuse Recognition and Reporting	The use of the wording 'children's workers' rather than 'staff' was questioned. Staff are Police vetted every 3 years. Volunteers are not vetted, unless they are working with a child alone. Discussion regarding ensuring the safety of the children and abuse recognition and reporting. Melanie is the designated child protection person and will contact either Oranga Tamariki or the Police as necessary. Staff can call OT, but will always let Melanie know they've done that. Training is repeated every couple of years	Contact SchoolDocs to reword for clarification.	Melanie	ASAP

	and there is an MoE online form to fill in regarding behaviour changes, etc. Staff are not allowed to question children – just listen, then report.			
2.2 Board Assurances	As read.			
3. <u>Discussions</u>				
3.1 Topic of Interest – Strategic Planning	Only 21 responses to the recent survey were received. Melanie shared the parent responses with the Board. More responses will be gathered at the W.A.T.P. Hui on Wednesday. Board members wrote out strengths and weaknesses they felt were missing to add to the SWOT Analysis. Melanie will put together a GAP Analysis once more parent input is collected and the new Board can be brought in to add to it further. It is good to have the current Board have some say for continuity and answer any questions the new Board may have.	Put together a GAP Analysis and send out to Board members before the next meeting.	Melanie	ASAP
3.2 Mid-Year Reporting	The reading looks good. We have gone from curriculum levels to phases, so it's not an exact transfer, however, the results of getting children to "working beyond and working well beyond" are pleasing.			
	Johnson asked if this discussion could be paused, as this is the first mid-year data report he has seen and he'd like Melanie to present the data to the Board.	Present the mid-year data report at the next Board meeting.	Melanie	1 September
3.3 Wellbeing	As read. Discussion regarding the kids' survey. MoE Staff Only Day is coming up on Friday, 8 August and we also have Artsplash and Dancesplash concerts at the end of August. Melanie said it would be great to see everyone there if they can make it. A morning tea for staff from the Board was suggested.	Put on a morning tea for staff – 10.45-11.05am	All	Monday, 11 August
3.4 Karakia at Meetings	Moved to the start of the meeting.			
3.5 Target Learners – Within Principal's Report	As read.			
3.6 Newsletter Roster	As read.	Write a review of the meeting for the newsletter.	Melanie	5 August
3.7 Curriculum Coverage	A Government directive. One hour of Reading, Writing and Maths must be completed each day, which it has been for years. These blocks are broken up, but the subjects are integrated all throughout the day. Discussion.			

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4. <u>Monitoring</u> **4.1 Principal's Report**	As read. Discussion regarding target learners in Year 3 and the declining roll. Johnson asked what "moving out of our zone" entails when children leave and wondered if there is any available data from other schools in the area whose rolls are also declining. The Ministry may have some information available on Education Counts. Five international students started today. They are here for 3-5 weeks. Melanie has emailed the Ministry to ask for assistance with paying for the new auto door closer and lock, but hasn't had a response yet. There is a lot of sickness, both with children and staff, which affects our Banking Staffing. School attendance is improving. **<u>Motion</u>: "I move that the Principal's Report be accepted".** **Lloyd/Amanda. Carried.**			
5. <u>Formal Meeting Closure</u> **5.1 Review of Actions**	The actions were reviewed. Lloyd asked the visitors if they had any questions regarding how the Board operates or the meeting procedures. Brief discussion and questions were asked and answered. Johnson closed the meeting with a karakia.			

The meeting closed at 8.50pm. Next Meeting: 7.00pm, Monday, 1 September.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	***Topic: Policy Review – Child Protection / Abuse Recognition and Reporting -*** Contact SchoolDocs to reword for clarification.	ASAP
Melanie	***Topic: Topic of Interest – Strategic Planning -*** Put together a GAP Analysis and send out to Board members before the next meeting.	ASAP
Melanie	***Topic: Mid-Year Reporting -*** Present the mid-year data report at the next Board meeting.	1 September
All	***Topic:*** **Wellbeing -** Put on a morning tea for staff – 10.45-11.05am	11 August
Melanie	**Topic: Newsletter Roster -** Write a review of the meeting for the newsletter.	5 August