LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 16 June 2025

Present: Melanie Dean (Principal), Karl Emson (Presiding Member), Julia Blackburn (Vice Presiding Member), Lloyd Percival, Johnson Witehira (via Zoom), Amanda Luxford
Apologies: Vito Lo Iacono, Matt Hunt
Meeting: Opened at 7.35pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. Administration				
Welcome	Melanie opened the meeting with a whakatauki.			
1.1 Declaration of Interest	There were no declarations of interest within this agenda.			
1.2 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.3 Confirmation of Minutes	The minutes of the meeting held on 19 May 2025 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	All completed except for: *Consultation with Whānau Māori Planning:* Johnson has spoken with the Bowling Club, but they're not opening up their space at the moment, so we will use the hall. New date to be confirmed, possibly tagged onto another event. *Welcome:* Explain the use of Karakia at the beginning and end of meetings. Melanie had an answer from Education Services Ltd regarding the Statement of Cashflow in the Auditor's Report. The difference is the funds administered via third parties, eg, cashflow in and out.	Discuss new date options. Add to next Agenda.	Johnson/Melanie Melanie	ASAP 28 July
2. Decisions				
2.1 Policy Review: Emergency Closure	As read. Karl was happy with the Policy as it is, and especially liked that, if closure is required before the school day begins, staff who can get to school safely will stay with any unaccompanied students who arrive until they can be collected.			
2.2 Bot Emails	The current Board email address is monitored by the Presiding Member. Discretion is used as to whether emails should be replied to or forwarded on to Management or the rest of the Board. Discussion followed regarding trusting the Presiding Member's			

	judgement and whether everyone is comfortable with that going forward, or should all Board members have access to emails? It was decided to discuss this in further details 'in committee'. **<u>Motion</u>: "I move that the Board Presiding Member continues to hold the email address and uses discretion/shares as appropriate". Karl/Melanie. Carried.**			
2.3 Board Assurances	As read.			
2.4 Presiding Member Nominations	Karl is currently the Acting Principal at SWIS and has decided that he needs to step back as Presiding Member. There are only two more meetings before the Board Elections and, once there is a new Board, a new Presiding Member will be elected. There was a job description in the meeting pack for anyone who may be interested in taking on the role. Lloyd said he is happy to help out at the first meeting of the new Board to assist with the transition/handover. **<u>Motion</u>: "I move that Lloyd Percival step in to take over the Presiding Member Role until the Board Elections" Julia/Melanie. Carried.**			
3. <u>Discussions</u>				
3.1 Topic of Interest – Strategic Planning	Melanie ran through the plan, but felt that this should be held until the next meeting due to Vito's absence. The survey will be kept in the newsletter until the end of term 2. All goals need to be looked at again as there needs to be a complete refresh every 3 years and there has been a change in Government, as well as in our community. It would be good to set some goals, mapping them out over time, that the new Board can look at and sign off. Lloyd suggested having a new Board/old Board meeting for 1 hour as a handover.	Bring the SWOT Analysis to the next meeting. Have a think and bring a strength and a weakness along to add to ideas and goals.	Melanie All	28 July 28 July
3.2 Target Learners – within Principal Report	As read.			
3.3 Wellbeing	As read.			
3.4 Ākonga Māori Wellbeing	Melanie interviewed a group of Yr 3-6 Māori children and said the conversation was the richest part, but unfortunately that doesn't come through in the data. However, the children were extremely proud to be Māori, but didn't quite know the meaning of such things			

	as Karakia and pepeha. There are lots of opportunities to develop their Tikanga and Te Reo, and Te Ao Māori should be added to the Strategic Plan under being culturally responsive. Johnson said he had thought the Māori and Samoan performances were great at the recent dance festival and the children clearly loved it. He said that tamariki not knowing meaning of kupu, such as karakia and pepeha, can be like a fish not knowing it is in water, it just is.			
3.5 AI Policy and Procedure Draft	As read. Melanie asked how everyone felt about student use of AI. It was agreed that AI needs to be taught to be used properly, as long as protocols like age restrictions and boundaries are in place. It is important for children to learn AI as it will be important in their futures.	Take back to the Leadership team.	Melanie	ASAP
3.6 Newsletter Roster	Matt isn't here to do the piece for the newsletter, so Julia kindly offered to swap places in the roster with him.	Send newsletter piece to Melanie.	Julia	22 July
4. <u>Monitoring</u> **Principal's Report**	As read. The automatic door operator has broken after more than 30 years of use. It will cost $6,000 to repair. **<u>Motion</u>: "I move that the Principal's Report be accepted". Karl/Lloyd. Carried.**	Ask the Ministry for assistance with the cost as it is over $5,000.	Melanie	ASAP
5. <u>Formal Meeting Closure</u>	The actions were reviewed. Julia closed the meeting with a whakatauki.			

The meeting closed at 8.20pm. Next Meeting: 7.00pm, Monday, 28 July.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Johnson/Melanie	***Topic: Consultation with Whānau Māori Planning -*** Discuss new date options.	ASAP
Johnson	***Topic: Welcome -*** Explain the use of Karakia at the beginning and end of meetings.	28 July
Melanie **All**	***Topic: Topic of Interest – Strategic Planning -*** Bring the SWOT Analysis to the next meeting. Have a think and bring a strength and a weakness along to add to ideas and goals.	28 July 28 July
Melanie	***Topic: AI Policy and Procedure Draft -*** Take back to the Leadership team.	ASAP
Julia	***Topic: Newsletter Roster -*** Send newsletter piece to Melanie.	22 July
Melanie	***Topic: Principal's Report: Auto Door Operator -*** Ask the Ministry for assistance with the cost as it is over $5,000.	ASAP