LYALL BAY SCHOOL BOARD OF TRUSTEES (BOT)

Minutes of the Meeting Held on Monday, 19 May 2025

Present: Melanie Dean (Principal), Karl Emson (Presiding Member), Lloyd Percival, Vito Lo Iacono (via Zoom), Matt Hunt, Johnson Witehira, Amanda Luxford
Apologies: Julia Blackburn
Meeting: Opened at 7.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Matt opened the meeting with a whakatauki.	Explain the use of Karakia at the beginning and end of meetings.	Johnson	16 June Meeting
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 24 March 2025 were accepted as a true and correct record. **Karl/Lloyd. Carried**			
1.4 Actions from Previous Meeting	Actions completed except for hui organisation. Johnson had reached out to Sarah Cooper regarding using the Bowling Club for the Consultation with whānau, but hadn't had any luck, so was going to have a chat with Simon Bennett to see if he can move things along.			
2. <u>Decisions</u>				
2.1 Policy Reviews **- Disaster Planning** **- Communication in Disasters, Emergencies & Crises**	As read. Karl said no changes are needed at present. The Principal assures the Board, through regular reporting, that the school complies with legislative and regulatory requirements and that relevant policies are up to date. SchoolDocs remind Melanie when any assurances need to be added.			

Item	Discussion/Decision	Action	Responsibility	Timeframe
3. <u>Discussions</u>				
3.1 Topic of Interest – Strategic Planning	Melanie presented the Strategic Plan Development Framework for 2026-2029. The plan needs to be published in Week 8, Term 4 and in Week 3, Term 1, and submitted to the Ministry once published. Every three years the Board needs to set a new strategic plan, as a plan 'expires' after three years. Advice from the MoE is to align Strategic Planning with Board Elections, so a previous Board can set the groundwork and the new Board can finalise the plan.			
	Discussion regarding the plan and also AI ensued. Vito thought AI would be a good topic for another meeting.	Start writing a plan for using AI in school.	Management Team	ASAP
	The Board each wrote out 1 Strength, 1 Weakness, 1 Threat and 1 Opportunity to start the process. Vito suggested that the Board needs to look at the past to identify mistakes, wins, etc, before looking at the future.	Get out the current plan and add this new exercise on top to compare, discuss, etc.	All	16 June
3.2 Pacific Student Focus	Melanie gave a basic background about this initiative. Gabby Makisi, ex-parent and Board member, along with Church groups, had access to funding to run a programme for 11 Pasifika children. The management team decided to double that number to work with both junior and senior students. The first 4 weeks focussed on Literacy and then the focus shifted to Maths. The funding comes from the Ministry to support Pasifika engagement and the main cost comes from releasing a teacher each week to work with the children. There is an opportunity to move this onto other groups to help change attitudes so children love coming to school. The management team is looking at ways to extend the programme.			
3.3 Wellbeing	Discussion about the recent Wellbeing Survey, which was reasonably well responded to. Cross Country was a great success.			
3.4 Refresh English Curriculum	Melanie presented the new framework and attached a link to the curriculum for anyone who wants to have a look at it. Every subject will have this framework. Staff had wondered what was needed to get up to speed. Melanie had highlighted the things we are currently doing in blue and any changes in yellow. There is a requirement to "expose" children to content for their age group, even if they are working at a different level. This curriculum needs to be in place now as it's a directive from the Ministry of			

	Education. Melanie said if it's gazetted it has to be done, but schools can adopt the curriculum in a way that they see fit to do what's right for their students.			
3.5 Auditor Reports	As read. There was a suggestion to lower the credit limit, but that is just a recommendation. Matt asked about the 2024 Actuals, significant payment to suppliers and the Government grants for building.	Talk to Mubina at Education Services Ltd about the statement of cashflow.	Melanie	ASAP
3.6 NZSBA Information re Collective Agreements	Karl filled in the Collective Agreements Survey sent out by NZSBA, upon discussion regarding experiences with how the Collective Agreements are operating.			
3.7 Newsletter Roster	Read only.	Write up a piece for the next newsletter.	Vito	Tues 3 June
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. There have been no major injuries. The Clearlite and skylights were replaced during the holidays. Matt asked about the Year 3 target learners. Melanie said they are now doing BSLA, so they are not included as target learners. The roll currently stands at 306 students – a bit below the same time last year (approximately 15-20 students down). **<u>Motion</u>: "I move that the Principal's Report be accepted". Johnson/Lloyd. Carried.**			
5. <u>Formal Meeting Closure</u>				
5.1 Review of Actions and Preparation for Next Meeting	The actions were reviewed. Johnson briefly explained his take on using Karakia to open a meeting (to make all present feel safe) and to close a meeting (to dissipate all the energy from the room) and then closed the meeting with a Karakia.			

The meeting closed at 8.10pm. Next Meeting: 7.00pm, Monday, 16 June 2025.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Johnson	***Topic: Welcome -*** Explain the use of Karakia at the beginning and end of meetings.	16 June
Management Team	***Topic: Strategic Planning -*** Start writing a plan for using AI in school.	ASAP
All	***Topic: Strategic Planning -*** Get out the current plan and add this new exercise on top to compare, discuss, etc.	16 June
Melanie	***Topic: Auditor's Report -*** Talk to Mubina at Education Services Ltd about the statement of cashflow.	ASAP
Vito	***Topic: Newsletter Roster -*** Write up a piece for the next newsletter.	3 June