LYALL BAY SCHOOL BOARD

Minutes of the Meeting Held on Monday, 3 August 2026

Present: Melanie Dean (Principal), Tania Heyrick (Presiding Member), Rosie Moore, Tim Geard, Anjali Burnett, Dan Eves, Jo Graham, Johnson Witehira (5.52pm)
Apologies: Nil
Meeting: Opened at 5.30pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
1.1 Welcome	Dan opened the meeting with a whakatauki.			
1.2 Declaration of Interest	Nil.			
1.3 Any General Business?	Nil.			
1.4 Approve Change of Agenda if Necessary	There were no changes to the Agenda.			
1.5 Confirmation of Minutes	The minutes of the meeting held on 8 June 2026 were accepted as a true and correct record.			
1.6 Actions from Previous Meeting	Mostly completed. Outstanding actions include: • Approach Friends of LBS regarding funding applications • Property – Send an email updating the situation with Ruruku			
	Tim advised that he had emailed FoLBS today and is awaiting a response. He has met with Frank to discuss roof design options. It was noted that the roof replacement may be up to a year away. It is important that agreed timelines are monitored and adhered to.	Document all information/action taken in an email to Melanie so she can maintain a clear record. Follow up with Ruruku regarding the project timeline.	Tim Melanie	ASAP ASAP
2. <u>Decisions</u>				
2.1 Security System Quote	The Maranui alarm system has been inoperative for the past term and requires a reasonably urgent upgrade. The Board discussed the quote from the school's security provider, including clarification of the wording and available funding. **<u>Motion</u>: "I move that the quote be accepted, subject to clarification of the wording and availability of funds". Dan/Tania. Carried.**	Confirm with Mubina that sufficient funds are available to cover the cost. Ask Synchro for clarification of the wording in the quotation.	Melanie Melanie	ASAP ASAP

2.2 Policy **School Community Engagement**	Tania advised that the policy is satisfactory, however, a reference to the "Schoolbag App" needs to be updated.	Contact SchoolDocs to update the wording.	Melanie	ASAP
Inclusive School Culture	The Board noted that there had been a potential breach of policy some time ago, which had previously been discussed. A reminder promoting inclusive behaviour was subsequently included in the school newsletter.			
International Student Policy	Accepted as read. It was noted that all international students are under 11 years of age and arrive with a parent or caregiver. The school's international students enrol through either SIEBA (Schools International Education Business Association) or an education agency. Students attending for a full year receive ESOL support where required. While SIEBA provides guidance and advice, international student fees are determined by the school. An annual self-review is required, with documentation reviewed by ERO.			
3. <u>Monitoring</u>				
3.1 Principal's Report	The report was taken as read. The school roll is steady, but currently includes our International students. The Strategic Plan progress continues to track well. The Board discussed the financial reports, including the projected year-end deficit and the impact that staff illness has had on the school's budget. Principal Appreciation Day was acknowledged, along with the positive messages of appreciation received from families. Board members also reflected on the recent Pūrākau evening, which was well received.			
	The Board noted that a decision regarding swimming supervision is still to be made.	Provide the Board with an update regarding swimming supervision.	Melanie	ASAP
	The Board reviewed the draft Poll Survey and was generally satisfied with its content. However, members suggested simplifying some of the wording and reducing the number of response options where possible to improve understanding for families. The development of a Design Group was also discussed. Melanie advised that, so far, four families had responded to her invitation to participate in a more in-depth consultation group, providing an opportunity for more discussion than a survey alone.	Review and simplify the wording of the Poll Survey to make it easier for families to understand.	Melanie	ASAP

4. <u>Discussions</u>				
4.1 Mid-Year Ākonga Data	Melanie explained that the expectation is for students to be "working towards" or "working within or beyond" curriculum expectations by the end of the year. She also outlined upcoming Government changes requiring schools to choose between PAT assessments and the Smart Tool in 2027, which will provide opportunities to compare achievement data with similar schools from Year 3 onwards. The school currently uses e-asTTle.	Develop a one-page Learning Pānui to share mid-year achievement information with families.	Melanie	ASAP
	Reading and Mathematics achievement data has remained stable. Writing achievement, however, continues to be an area of concern, potentially reflecting the strong focus on Structured Literacy, which has resulted in less emphasis on writing. The Board discussed how student achievement information is communicated to the wider community. While achievement data is no longer routinely published in newsletters, it is available upon request, included on the school's website as part of the end-of-year achievement data, and published in the Annual Report. It was agreed that it would be valuable for the community to better understand how Learning Through Play (LTP) and Structured Literacy complement one another across the curriculum. The Board also briefly discussed current school attendance. It was acknowledged that, as a school, we have strong processes.	Review writing and how it can be improved.	Melanie	ASAP
4.2 Target Learner Focus	Infographics were presented and discussed. The Board noted that students may move into and out of the target learner group over time, and that no student has remained a target learner throughout their entire time at the school. Parents are kept well informed of their child's progress, and by Year 6, students have generally made accelerated progress.	Establish a small working group to review and strengthen communication about target learners.	Melanie	ASAP
4.3 Ākonga Māori Wellbeing	Infographic was shared and discussed.			
4.4 2026 Curriculum Coverage	As read.			
4.5 Strategic Plan Update	Melanie provided a brief update, noting that only a small number of actions remain outstanding. The Board discussed the final wording of the school's Vision Statement and agreed that the preferred wording is: "Creating the Leaders of Tomorrow". The wording, describing the progression of Learning Through Play (LTP) across the year levels, was also discussed. Members agreed	Translate the agreed Vision Statement into Te Reo Māori using the closest appropriate translation. Discuss the LTP progression wording at a subcommittee meeting.	Johnson Strategic Plan Sub-Committee	ASAP ASAP

4.6 Grants	that the progression should clearly articulate how learning develops across the whole school. It was agreed to retain this as a standing agenda item so that all Board members can continue to contribute as required.	Add this item to future Board meeting agendas.	Melanie	Ongoing
5. <u>Formal Meeting Closure</u>	A Board summary is required for the newsletter. Dan closed the meeting with a whakatauki.	Write a summary for the newsletter.	Johnson	ASAP

The meeting closed at 7.50pm. Next Meeting: 5.30pm, Monday, 7 September.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

<u>Action Points</u>:

BoT Member	Action	Timeframe
	Topic: Actions from Previous Meeting	
Tim	Document all information/action taken in an email to Melanie so she can maintain a clear record.	ASAP
Melanie	Follow up with Ruruku regarding the project timeline.	ASAP
	Topic: Security System Quote	
Melanie	Confirm with Mubina that sufficient funds are available to cover the cost.	ASAP
Melanie	Ask Synchro for clarification of the wording in the quotation.	ASAP
	Topic: Policy – School Community Engagement	
Melanie	Contact SchoolDocs to update the wording.	ASAP
	Topic: Principal's Report – Poll Survey	
Melanie	Provide the Board with an update regarding swimming supervision.	ASAP
Melanie	Review and simplify the wording of the Poll Survey to make it easier for families to understand.	ASAP
	Topic: Mid-Year Ākonga Data	
Melanie	Develop a one-page Learning Pānui to share mid-year achievement information with families.	ASAP
Melanie	Review writing and how it can be improved.	ASAP

BoT Member	Action	Timeframe
Melanie	***Topic: Target Learner Focus*** Establish a small working group to review and strengthen communication about target learners.	ASAP
Johnson **Strategic Plan Sub-Committee**	***Topic: Strategic Plan Update*** Translate the agreed Vision Statement into Te Reo Māori using the closest appropriate translation. Discuss the LTP progression wording at a subcommittee meeting.	ASAP ASAP
Melanie	***Topic: Grants*** Add Grants to future Board meeting agendas as a standing item.	Ongoing