LYALL BAY SCHOOL BOARD

Minutes of the Meeting Held on Monday, 23 March 2026

Present: Melanie Dean (Principal), Johnson Witehira, Tania Heyrick (Presiding Member), Rosie Moore, Tim Geard, Anjali Burnett, Dan Eves, Jo Graham
Apologies: Amanda Luxford (3.1 Special Education Needs)
Meeting: Opened at 6.00pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Tim opened the meeting with a whakatauki.			
1.1 Declaration of Interest	The was only one conflict of interest within this agenda – 2.1 IEA Offer as it pertains to Jo Graham.			
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 23 February 2026 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	*Te Ao Māori Portfolio:* The team is Melanie, Jo and Johnson, so a small amendment to the minutes is required. Johnson contacted Jo to meet for discussion on Friday, 27 March.	Amend minutes.	Kathy	ASAP
	Whānau & Leaving Surveys: Melanie will assign people for Anjali and Tim to call and will give them information regarding the topic of discussion.	Advise topics of discussion and names of people who requested contact for Anjali and Tim.	Melanie	ASAP
	Engagement with Students: Discuss at 3.4			
	Newsletter Roster: Write a small piece for the newsletter summarising the recent Board meeting.	Send everyone a copy of what has been done in the past as a guide.	Jo	ASAP
2. <u>Decisions</u>				
2.1 IEA Offer	NZEI have been in negotiations with the Ministry. Because no agreement has yet been reached, the Ministry has offered non-Union members a variation to their IEA to increase their pay. It is up to individual teachers if they wish to sign. This is just a formality to notify the Board as the offer of variation is already in place.	Send the offer to all teachers on an IEA contract.	Melanie	ASAP

Item	Discussion/Decision	Action	Responsibility	Timeframe
2. <u>Decisions</u> (Cont'd)				
2.2 Six-Month Strategic Plan	The six-month plan is a combination of the Strategic Plan and the Implementation Plan, and serves as an interim framework while the new 3-year Strategic Plan is developed. A Doodle Poll has been circulated to confirm some dates for planning committee meetings. Community feedback has been consolidated and an email will go out to participating whānau to thank them. Their input will be reflected in the upcoming Strategic Plan, with further detail to appear in the Annual Plan. All students coming through the school now will have experienced Learning Through Play. Communications will address questions relating to the senior school and the balance of learning approaches, using the same language so families can see how their feedback is being incorporated. A follow-up whānau survey will be distributed at the end of Term 2 to track progress. The 3-Year Strategic Plan must be ready, at least in draft form, for community consultation by Matariki in July. **<u>Motion</u>: "I move that the Board approves the Six-Month Strategic Plan" Melanie/Anjali** **Carried**	Send out a thank you to parents next Tuesday as a separate notification from the newsletter.	Tania	31 March
2.3 Local Māori Community Consultation	There is a link in GovHub regarding consultation if people want to have a look at that to see if they have any questions or comments to help guide the discussion. The Te Ao Māori group will meet on Friday and report back to the Board at the next meeting.	Update the Board at the next meeting	Melanie, Johnson, Jo	4 May
2.4 Policy Review - Digital and Online Safety	Discussion regarding a recent incident and whether it breached school policy. A flow diagram to show the procedures followed in this kind of instance was proposed. SchoolDocs are quite generic and can't really be changed, however, contact will be made regarding how to define a breach or digital incident. Reviewing the contract that children and parents sign when enrolling at school to make it more current was discussed and putting an annual refresh under "parent homework" in the start of year newsletters to remind families of our expectations was suggested.	Contact SchoolDocs to determine what is a breach and what is a digital incident and a potential wording change. Review the 'Responsible Internet Use' contract to keep it current. Annual refresh under 'parent homework' in the newsletter at the start of each year.	Melanie Melanie Melanie	ASAP ASAP February 2027

2.5 Policy Breaches	Context was given regarding the recent potential breaches of the policies relating to internet access, inclusive school culture and student wellbeing. The Principal provided the Board with assurances that breaches of the policies were appropriately managed and addressed in accordance with the respective policy procedures.	Write a piece for the newsletter regarding the inclusive school culture policy and reiterating what behaviours are unacceptable.	Melanie	ASAP
3. <u>Discussions</u>				
3.1 Special Education Needs	Melanie presented Amanda's overview paper regarding inclusiveness and the school's approach to supporting all learners. Students who prefer not to participate in certain activities are respected in their choice and we "just let them be who they are". We currently have 4 ORS funded students, with another 2 applications in progress. Amanda applies for funding and co-ordinates with families and external specialists to ensure appropriate support is in place where needed. The Special Needs Register reflects Ministry-recognised special needs, which do not include conditions such as ADHD, Autism or Dyslexia. Some students receive High Health Needs funding and non-verbal children are supported by a speech language therapist. All of these children have 2 Individual Education Programmes (IEP) per year. Learning Through Play supports SWANs in feeling included and secure within the school environment. The school has a Sensory Room (Kupe) and Teacher Aides have prepared the former Dental Clinic to be an additional wellbeing space for senior school children. Two trainee counsellors will soon begin working with students to support further.			
3.2 Information About Upcoming Audit	As read.			
3.3 Portfolio Feedback	The Ministry appoints a company to complete the 10 Year Property Plan (10YPP), noting required work and setting priorities. The 5-Year Agreement (5YA) then places these projects into completion order. Ruruku picked up on the roofing issues and has applied for extra funding on the school's behalf, making this and the senior toilets the top priorities. Minor repairs are paid for via the operating budget. The lighting upgrade project was also funded from this budget and should help to reduce electricity costs. Melanie will sign off the lighting project tomorrow.			

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3.4 Plan for Engaging with Tamariki	Anjali and Dan would like to engage with the Tamariki. Melanie suggested setting up in a classroom or meeting space and speaking with small groups of three students at a time. A Police-vetted adult must be present, and students will be told the purpose of the conversations first. If the purpose is to feed into the Strategic Plan, this will need to be done promptly. It was agreed that they should focus on hearing from students who have not yet contributed to earlier rounds of feedback.	Provide a list of children you'd like to speak with, from various groups/different backgrounds, and advise a day that suits to meet with Melanie and Jo next week.	Anjali & Dan	ASAP
3.5 NZSBA Learning Library	The NZSBA Learning Library contains information about how Boards work and the roles of all members. The Frequently Asked Questions (FAQ) are very interesting and will assist with "getting your head around it all", now that the Board has some experience. There are also webinars that are useful. Melanie has invited Sarah to meet with the Board again for a Questions and Answers session. It would be useful to get a general idea of questions for Sarah so she can come prepared with handouts, etc.	Create a Doodle Poll to select a suitable date to meet with Sarah – either Tuesday 21st or Wednesday 22nd April.	Rosie	ASAP
3.6 Curriculum Updates	Melanie spoke about the infographic regarding the new curriculum and what has been mandated. We started with Structured Literacy approximately 2 years ago. Discussion regarding the impacts on teacher workloads. Most are finding the curriculum overwhelming and struggle with the mixed messages from media and Government. Melanie talked about some of the ways they are trying to reduce the overwhelm, eg, having fewer meetings, access to EAP Services and managing workflow as much as possible.	Send an email to teachers on behalf of the Board to show support. Add to newsletter summary.	Tania Anjali	ASAP 30 March
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Brief discussion about how data is linked to the 6-Month Strategic Plan to see how it flows through. Board Assurances come from the Policies, in line with the review schedule. Melanie explained how she assesses risks. *Finance:* On track. There is a good amount of surplus. *Property – Roofing:* Tim and Dan talked about the concept design from Ruruku. They'd made recommendations back to Ruruku regarding pricing and practicality and they were open to changes.	Make a key to show how Low/Medium/High risks are assessed. Discuss costs with Ruruku and report back to the Board.	Melanie Tim & Dan	ASAP ASAP

	A Quantity Surveyer/Structural Engineer will be appointed and the plans need to go back to the Ministry to be signed off, especially when there's an increase in costs. The Option C plan has been sent off for approval now, but Option B is more suitable.			
5. General Business	Update on the WCC hui regarding the Safe Streets trial. No further information at this stage about next steps. Question regarding the Principal's Professional Growth Cycle. This was explained in a previous meeting and is now just between the Principal and the Presiding Member of the Board.			
6. Formal Meeting Closure	Rosie closed the meeting with a whakatauki.			

The meeting closed at 8.40pm. Next Meeting: 7.00pm, Monday, 4 May.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie	***Topic: Whānau & Leaving Surveys*** Advise topics of discussion and names of people who requested contact for Anjali and Tim.	ASAP
Jo	***Topic: Newsletter Roster*** Send everyone a copy of what has been done in the past as a guide.	ASAP
Melanie	***Topic: IEA Offer*** Send the offer to all teachers on an IEA contract.	ASAP
Tania	***Topic: Six-Month Strategic Plan*** Send out a thank you to parents next Tuesday as a separate notification from the newsletter	31 March

BoT Member	Action	Timeframe
Melanie, Johnson, Jo	***Topic: Local Māori Community Consultation*** Update the Board at the next meeting	4 May
Melanie **Melanie** **Melanie**	***Topic: Policy Review – Digital and Online Safety*** Contact SchoolDocs to determine what is a breach and what is a digital incident and a potential wording change. Review the "Responsible Internet Use" contract to keep it current. Annual refresh under 'parent homework' in the newsletter at the start of each year.	ASAP ASAP February 2027
Melanie	***Topic: Policy Breaches*** Write a piece for the newsletter regarding racist comments and speaking in other accents to offend not being acceptable.	ASAP
Anjali & Dan	***Topic: Plan for Engaging with Tamariki*** Provide a list of children you'd like to speak with, from various groups / backgrounds, and advise a day that suits to meet with Melanie and Jo next week.	ASAP
Rosie	***Topic: NZSBS Learning Library*** Create a Doodle Poll to select a suitable date to meet with Sarah – either Tuesday 21st or Wednesday 22nd April.	ASAP
Tania **Anjali**	***Topic: Curriculum Updates*** Send an email to teachers on behalf of the Board to show support. Add to newsletter summary.	ASAP 30 March
Melanie **Tim & Dan**	***Topic: Principal's Report*** Make a key to show how Low/Medium/High risks are assessed. Informally push back at Ruruku regarding costs and report back to the Board.	ASAP ASAP