LYALL BAY SCHOOL BOARD

Minutes of the Meeting Held on Monday, 4 May 2026

Present: Melanie Dean (Principal), Tania Heyrick (Presiding Member), Rosie Moore, Tim Geard, Anjali Burnett, Dan Eves, Jo Graham
Apologies: Johnson Witehira
Meeting: Opened at 6.05pm

Item	Discussion/Decision	Action	Responsibility	Timeframe
1. <u>Administration</u>				
Welcome	Tania opened the meeting with a whakatauki.			
1.1 Declaration of Interest	Nil.			
1.2 Approve Change of Agenda if Necessary	Move Strategic Plan to 2.3. Add Ruruku costs to General Business			
1.3 Confirmation of Minutes	The minutes of the meeting held on 23 March 2026 were accepted as a true and correct record.			
1.4 Actions from Previous Meeting	*Local Māori Community Consultation* – carry over to June meeting. *Plan for Engaging with Tamariki* – lock in dates to meet with Jo & Melanie *Te Ao Māori* – Jo to provide an update later in the meeting *Policy Review – Digital and Online Safety* – under review.			
2. <u>Decisions</u>				
2.1 Policy – Education Outside the Classroom (EOTC)	The Board has a primary duty of care when it comes to EOTC outings. Assurance is given by the Principal regarding the EOTC programme. There are clearly defined reasons to cancel events due to bad weather and there are strong systems in place. Teachers fill in the forms for any outings and Melanie signs them off. The Board is part of the process regarding any overnight trips and sign these off.			
School Swimming Pool	The Policy is minimal. There is a limit to daily pool capacity. While there is no swimming curriculum requirement, water safety remains our primary focus. A supervision ratio of 10-15 children per teacher/adult is maintained. Management will meet to discuss timetabling and risk considerations to ensure, where practicable, that at least 2 adults are present at the pool at all times.	Meet to discuss risk factors, extra staff, etc, at the pool.	Melanie, Jo, Amanda	ASAP

2.2 Family Harm School Alert Programme	Melanie presented a School Alert Programme – a wellbeing-focused initiative led by the Ministry of Education and Police. There will be a process as to how this will be managed/actioned. The Board agreed this is a great initiative and approved the proposal.	Join the programme	Melanie	ASAP
2.3 Strategic Plan	The Strategic Plan Sub-Committee met on 22 April to review the plan's Vision and Values, including whether to refresh the current vision or adopt a new one. A draft will be shared at the WATP Hui on Wednesday for family feedback. The committee will reconvene in two weeks and aims to finalise the plan by Matariki. Discussions also focused on defining success for Lyall Bay School students, with an emphasis on preparing them for the future and supporting them to reach their full potential. It was agreed to have the current vision and the proposed new one at the Hui for feedback. **<u>Motion</u>: "I move that the Board adopts Option A – "Shaping The Learners of Tomorrow" in principle and ask for feedback on Values. Rosie/Anjali/Carried** The Sub-Committee will meet again on 19 May. Brief discussion about holding a Matariki event at the end of Term 2, around 1-3 July, so the finalised Plan would need to be ready by then.	RSVP to advise attendance at the WATP Hui.	Everyone	ASAP
3. <u>Discussions</u>				
3.1 Maths Curriculum	Jo presented a flow chart outlining how the Mathematics Curriculum has evolved since the 1990s, focussing on how maths is taught at Lyall Bay School. The curriculum provides guidance for teachers on what should be taught, supporting the design, delivery, and evaluation of learning.			
3.2 Pacific Student Focus – Wellbeing	Melanie shared Pacific Wellbeing Data, as part of the Board Workplan/Calendar. The student voice data showed that Pacific tamaiti feel well supported by their Kaiako, would like to have more opportunities to learn more about their culture at school (an example was the Pacific Literacy and Maths groups from 2025), and would opt in to a Pacific elective. The qualitative attendance data and quantitative HERO data was analysed and shared as an infographic. Overall, our Pacific tamaiti are confident and happy at school.			

3.3 Staff Focus – Wellbeing	As part of the Board workplan/calendar, Melanie surveyed staff on their wellbeing. Overall staff wellbeing is strong with high levels of belonging, support, and collegial trust. We continue to work on consistency, and systems. The raw data was shared with the Regional Leadership Advisor at MoE. He compared the data to other data he had seen and said that in the current climate it was very good.			
3.4 Government Initiatives – Reporting	Last year, the Ministry introduced four descriptors to indicate student progress. Further changes have since been made, some of which are mandatory, including the use of reporting rubrics. The school will continue using Overall Teacher Judgements (OTJs), with aspects to be shared at the WATP Hui. HERO is developing a mid-year report aligned with the rubrics; however, if this is not ready in time, it will be implemented at year-end. The possibility of holding open sessions for families, once the descriptors are released, has been discussed to support understanding. Melanie will keep the Board informed as further information becomes available.			
3.5 Te Ao Māori Update	Jo reported that Johnson had put together a Te Ao Māori audit. Having a consistent practice of manaakitanga schoolwide, using tikanga, karakia, etc, would be wonderful for tamariki and staff to learn and understand more. Some gaps were identified across classrooms, so there will be opportunities for teachers, should they choose, to practise using more Māori within the school. Johnson will work on some prototypes to enhance our entrances.			
3.6 Term 2 Board Tasks	As read. It was agreed that the Board Task Checklist from GovHub is a useful guide for the Board. This is emailed to Board members.			
4. <u>Monitoring</u>				
4.1 Principal's Report	As read. Questions regarding Target Learners and are there any who have been targets for the whole time they've been at school. If children aren't progressing, how are we supporting and how are whānau advised? There was a request for more detail in the report. This will be covered in the Target Learner Focus coming up in the Board calendar. Questions regarding the Strategic Plan progress to date against the measure. Melanie said we are slightly behind. There is a lot of work to be done, in a short time, around Connections – Whānau Māori, which won't be completed, but will still be developing.	Write up a general overview of all the support currently in place.	Melanie	ASAP

	Achievement across all year groups – started and working, but will be a bit slower. Grow Cultural Sustainability – more Te Reo could be included in Learning Through Play. The workload for teachers means this will be a later focus. Questions around Board Assurances – it was felt this should be a separate document to the Principal's Report as it warrants more discussion. It needs to stay as part of the Principal's Report, so can become 4.1 on the Agenda. It was also decided that the Principal's Report should be discussed earlier in the meetings. Brief discussion about attendance. Melanie is automatically alerted by HERO when a child has been away for 5 days in a term.	Lift Board Assurances out and put into a new paper – 4.1 on the Agenda. Move Principal's Report to between Decisions and Discussions on the Agenda.	Melanie Melanie	8 June 8 June
4.2 Financial Summary	Late addition to the Board pack. Deficits over the past two years raised some concerns in the Audit Report. Melanie explained the Banked Staffing component, noting that high sickness levels last year led to an overspend, which had to be repaid from operational funding. Discussion about reserves that we have in the bank as a safety net. Next steps – Rosie, Tania and Melanie to meet with Mubina from Education Services Ltd to discuss finances.	Ask Mubina to attend the next Board meeting.	Melanie	ASAP
5. <u>General Business</u> **5.1 Property**	Tim updated the Board about communications with Ruruku to give a bit more clarity regarding projects they are involved in at school at the moment. Frank had sent a fee proposal to Melanie which has been signed. The $20,000 fund will be used to replace the garage door on the PE shed and to replace door locks and broken glass around the school.	Get some clarity regarding Terms of Reference to reduce confusion around matters being worked on. Meet with Frank to discuss and communicate with Melanie and Dan.	Tim	ASAP
6. <u>Formal Meeting Closure</u>	Dan is due to write up a piece for the newsletter over the next couple of weeks. Jo closed the meeting with a whakatauki.			

The meeting closed at 9.10pm. Next Meeting: 7.00pm, Monday, 8 June.

These minutes are accepted as a true and correct record.

Chairperson: _____ **Date:** _____

Action Points:

BoT Member	Action	Timeframe
Melanie, Jo	***Topic: Policy – School Swimming Pool*** Meet with Amanda to discuss risk factors, extra staff, etc, at the pool.	ASAP
Melanie	***Topic: Family Harm School Alert Programme*** Join the programme.	ASAP
Everyone	***Topic: Strategic Plan*** RSVP to advise attendance at the WATP Hui.	ASAP
Melanie	***Topic: Financial Summary*** Ask Mubina to come to the next Board meeting.	ASAP
Melanie	***Topic: Principal's Report*** Write up a general overview of all the support currently in place.	ASAP
Melanie	***Topic: Principal's Report*** Lift Board Assurances out and put into a new paper – 4.1 on the Agenda. Move Principal's Report to between Decisions and Discussions on the Agenda.	8 June
Tim	***Topic: Property*** Get some clarity regarding Terms of Reference to reduce confusion around matters being worked on. Meet with Frank to discuss and communicate with Melanie and Dan.	ASAP