SHANNON SCHOOL BOARD OF TRUSTEES MEETING ON THURSDAY, 18TH JUNE 2026 AT 5.30 PM.

Present: Rochelle Thorn, Sarah Sheehan, Nicole Evans, Shea Bentley & Billy Paul

Shea welcomed everyone.
Karakia.

Declaration of Interest: Rochelle has already declared a conflict in her report around an agenda item.

Apologies: Ratahi Tamatea

Interest Register: The Auditors contacted Carol Christensen and requested the most recent BoT Register of Interests. We currently have two Board members to complete this, Rautahi and Karla. This is now urgent.

Audit Report: The board received the report and there were no questions related to the audit.

Potential Board Meeting Day Change: This came about when the Marae put forward another suggested member for our Board. That person would not be able to make Monday meetings. There is a lot to discuss and sort before we need to look at whether we change our meeting day.

Board PLD: Shea thinks it would be a good idea to get together and get an external provider to host training for the Board. Rochelle said there are lots of webinars online on NZSBA and some are very short. Some could be covered at upcoming meetings. Some Board members have already looked at these. We can send out the link and see what is important and relevant to our Board. Then, the training can be added to the workplan.

Casual Vacancy: With the resignation of Sarajane Swinton, we now have a vacancy. The Matrix from NZSBA was discussed and the Board chose the selection option. Shea moved to follow the selection progress. 2nd Rochelle. Carol to advertise.

Digital Platform Options: Rochelle and Shea discussed BoardPro, which is a secure platform for Boards. This information was shared by Rochelle with the Board. Shea said it looks really good. This digital platform holds board minutes and other board documents. It is a very secure platform. There are notifications and it is built for schools. Rochelle said the only issue people have mentioned is the inability to comment on documents. Minutes can be approved. Very good for keeping track of all the documents.
Probably the cost is the only consideration. There are other options in this space. Be good to look at the free trials of all of these. There are levels of packages, depending on what would be most important to our Board. It would save the Board secretary a large amount of time.

Principal Report:
Roll growth strategy: There were three tabs on the report and Rochelle wanted to highlight the declining numbers of students in the future.
There needs to be a key focus on roll growth. She would like the board to have a think and come back with some ideas on growing our roll. We are currently funded for 136 children. We got up to 131, and have just dropped to 127. We are board funding .6 of a teacher, currently.
Billy feels there are still local children that don't come here, so that is always part of our strategy to work out why. We could put something out to find out the barriers. We know sometimes it is because they work out of town.
For the next hui, come back with some actions moving forward. How to get people to know what we are doing and see what they want.
Billy asked about the special meeting we didn't have. Rochelle said we need to wait for the next Roll Return to see where we are at in regards to staffing allowances.
We are about to advertise a classroom release teacher for our Kaiako in Te Whare Kakano (one day, every second week).
Come with strategies and actions to the next meeting around Roll Growth.

Te Whare Kākano registrations: We currently have 8 students enrolled. The whānau hui was good, but not well attended. Whaea Rhea and whanau will run the next meeting. There have been nine Tuakana expressing interest.
Additional Kaiārahi i te Reo Māori: Rochelle left the room due to a possible conflict.

In committee 6.20pm
Out of committee: 6.21pm.

Shea spoke about the establishment of an additional Kaiarahi i te reo position until the end of the year and the reason for this was discussed as a board. Sarah also spoke about the current learning in this space across the whole school.
The estimated extra cost out of the current budget for this area of learning would be $6,200.00 This would need to be board funded. Sarah moved that the board fund this position. The budget will need to be amended. Seconded Shea. Carried. Rochelle returned to the meeting.

Policy Review: The current policies due are around the School Swimming Pool/Swimming off site and EOTC. Not everyone has had a chance to read these fully, as they are big policies.
Can everyone please get back to the full board by next Thursday, 25th June.

Financials: Nicole has signed off all the Creditors and Credit Cards up to the end of May. Nicole, Rochelle and Carol C are due to have a meeting with Jo and Robyn from ANZ Bank in two weeks. This is to discuss the management of accounts and look at new term deposits.
This was discussion around setting up a new account as advised by the Auditor for MoE Funding Works including Retention. There was also a brief discussion around the frustration of not being able to move money around within the school accounts. We have robust safeguards around staff not being able to withdraw funds, as all payments are made via Education Services.

Billy moved that Nicole Evans, as our board financial officer has delegated authority to manage accounts and any term deposits in conjunction with the current signories on behalf of the board. This is only for moving money with the current or new accounts. Second Shea.

Previous minutes: Minutes of previous meeting on 18th June 2026, were moved Sarah and seconded Rochelle. Carried.

Staff - End of Term Lunch/Afternoon Tea: Rochelle asked if the board was happy to fund a nice lunch/afternoon tea costing up to $300. This was Moved by Nicole and 2nd Billy.

Letter received from Tawhiti Kunaiti for our Presiding Member at 4.42pm today.

In-committee: 6.58 pm
Out of committee: 7.11 pm

Funding for Bike Track: We have secured funding of $70,000 for a bike track. Sport Manawatu will top up the rest. We need to get the experts in to look at what would work best for our school. Also, talk to the staff and students.

Next meeting: 27th July
Meeting closed at 7.22 pm
Karakia

Shea Bentley …… Date ……

Action Table - actions to be completed by next board hui.

Action	By	Status
Note taking tools for Board Minutes. Rochelle to look at options	Rochelle	
Look at writing a policy for Board communication. Think about personal emails attached to BoT correspondence.	Whole Board	
Asset Register / Stocktake review	Rochelle and staff	
Consultation is needed on a Health Review	SLT	No longer a requirement
Advertise that the Board would like to follow a selection process to replace Sarajane	Carol C	
Interest Register	Ratahi and Karla - now urgent	
PLD for the Board/ Work Plan	Shea and Rochelle	
Ideas roll growth strategies - for next meeting.	Whole Board	
Policy Reviews due	Whole Board	By Thursday 25/6/26
Bike Track advice/consultation	Rochelle (Shea and Billy to attend hui)	
Digital platforms E.g. Board Pro	Whole Board	

Correspondence?	Shea?	