MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD MEETING HELD ON TUESDAY 24TH JUNE 2025

PRESENT: Matthew Cooke (Principal), Nick Engelmann (Presiding Member), Elizma Redelinghuys (Treasurer), Felicity Wiggins, Nick Leack, Michelle Von Solms (Staff Rep), Sally Jarvis (Minute Secretary)

APOLOGIES: Kewal Adeshara

1. MINUTES OF THE PREVIOUS MEETINGS:

The minutes of the previous meeting held on the 5th of May 2025 were tabled and approved.

Moved/Seconded – E Redelinghuys/N Leack

2. INWARDS:

i. Watershed Client Report - April 2025.
ii. Watershed Client Report - May 2025.
iii. Confirmation of Staff Representative - email 7th May 2025.
iv. MoE Term 1 2025 Attendance Report - 9th May 2025.
v. NZEI Formal Notification of Paid Union Meetings - 16th May 2025.
vi. Resignation letter - Bianca Fourie - 23/6/25
vii. Resignation letter - Jessica Codling - June 2025.
viii. MoE Enrollment Scheme Review - 26/5/25.
ix. Te Ara Bucklands Beach Kahui Ako Newsletter

Moved/Seconded – F Wiggins/E Redelinghuys

3. OUTWARDS:

- None .

4. MATTERS ARISING FROM THE CORRESPONDENCE:

- None.

5. PRINCIPALS REPORT

The Principal's Report was tabled and read.

Roll
The roll as at 24th June 2025 is 538.

Moved/Seconded - N Leack/N Engelmann

APPROVED

6. CURRICULUM:

Angelique Wendzich shared the Planning Period 1 report. Benchmarks have been lowered due to the number of ESOL and neuro-diverse students enrolled at Macleans.
The Board have requested an achievement report with the ESOL students removed. Angelique will present this at the next meeting.

Overall attendance is currently 75%.

- Regular attendance is considered to be 90% (students who miss less than 5 days a term). Chronic attendance is 70% or absent for 15 days or more in a school term.

Chronically absent students are being monitored, with parents being contacted and in some cases, reports being completed and sent to MoE Attendance Officers for direct follow up with the families.

Moved/Seconded – E Redelinghuys/N Engelmann

7. STAFF REPORT

Michelle will present a staff report at the August meeting.

8. TREASURER's REPORT

Elizma shared feedback from the Auditors.

- Lack of supporting documentation for international student payments.
    - Receipts will be sent for every payment.
- Cash payment controls. Auditors suggested receipts given for all cash payments.
    - All cash payments are recorded on the banking transaction sheet with details of who the payment is for written alongside each payment. The Board discussed the issuing of manual receipts. A minimum limit could be put in place. However, the Board accepted that the current process is sufficient.
- Notification of bank account changes from external companies. Correspondence is not kept.
    - Email notifications will be printed and kept on file.
- Payroll. Segregation from Principal's job.
    - Term 4 - School is going to trial outsourcing payroll to Schooled. Schooled currently manage a significant number of schools.
- Conflict of Interest register. This should be done at the start of every Board meeting. Currently only done at the first meeting of the year.
    - A conflict of interest point will be added to the Board agenda.

Moved/Seconded – F Wiggins/N Leack

APPROVED

9. PROPERTY

The Board was updated on property projects. Next round of Ministry of Education property funds are in the process of being confirmed. There is outstanding property money still to be assigned to projects.

The Board approves the application for $53,500 in Grant funding, towards the new outdoor deck & learning area outside R6-R9. The Board approves the application for funding to multiple community grant providers.

Approved via email (1st August)...

It was agreed to apply to the Trillian Trust for $10657.39 towards the cost of sun shades for our students, school and community.

One of the cubicles in the senior girls bathroom is missing a lock. This will be passed on to the Caretaker.

Moved/Seconded – F Wiggins/N Engelmann

10. STRATEGIC PLANNING/POLICY

Assurances were given on the following;

- reporting, attendance, search & retention of property, physical restraint, stand downs, student welfare, student food & nutrition.

Moved/Seconded – N Leack/E Redelinghuys

11. HEALTH AND SAFETY

A Health and Safety meeting was held on the 5th of June 2025.

- The back gate is to be locked from 9.30am to 2.30pm.
- Signage to be made, in english and chinese, advising of this. Also signage requesting all visitors to report to Reception.
- Neighbouring property at back of school grounds involved in videoing of students is being monitored by staff on duty at break times. No further incidents to date.

Moved/Seconded – E Redelinghuys/N Leack

12. PERSONNEL

The Board approved the following appointment:

- Robyn Krawitz - Year 4 to 6 Associate Principal - full-time position.
    - Moved/Seconded - N Engelmann/F Wiggins

Room 16 replacement teacher
Interviews are in progress but no appointment to date. There was discussion around temporary cover between Bianca Fourie's departure and the start of the new teacher.
Options include;

- A reliever - this will be the most likely option
- Last resort - Robyn Krawitz filling in temporarily

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A memorandum of understanding has been signed between Auckland Transport and Macleans Primary. Electronic speed limit signs will be installed along Wycherley Drive. These will be under the control of Macleans with the ability to alter the signage message.

2026 Start and Finish Dates
The Board agreed to the following start and end dates for the 2026 school year.

- First day of Term 1 - Monday 2nd of February
- Last day of Term 4 - Monday 14th of December

Moved/Seconded – F Wiggins/N Engelmann

Moved/Seconded – E Redelinghuys/N Leack

13. GENERAL BUSINESS

The ERO report will be included in the last newsletter of the term.

Uniform - girls' trousers
There were only 3 responses to the survey sent out asking for feedback on the change to the uniform bylaw
John Russell Schoolwear provided two options.

- Stretchy, pull on flare
- Straighter bootleg, zip fly

The Board chose the zip fly bootleg option. John Russell Schoolwear will be advised and will include in the Macleans Primary uniform options.

Moved/Seconded – N Engelmann/N Leack

IN COMMITTEE

At 7.20pm the Board went into committee to approve the In-Committee minutes of 5th May 2025 and discuss personnel matters.

Moved out of In Committee at 7.45pm

Moved that the Board confirms the business considered In-Committee.

Moved/Seconded - N Engelmann/E Redelinghuys

Board meeting closed at 7.45pm.

DATE OF NEXT MEETING MONDAY 18TH AUGUST 2025

APPROVED

Confirmed and accepted as a true record.

SIGNED BY:_____ DATE:_____

POSITION:_____

APPROVED