MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD MEETING HELD ON MONDAY 5TH MAY 2024

PRESENT: Matthew Cooke (Principal), Nick Engelmann (Presiding Member), Elizma Redelinghuys (Treasurer), Felicity Wiggins, Kewal Adeshara, Sally Jarvis (Minute Secretary)

APOLOGIES: Nick Leack

Angelique Wendzich, Ambie Govender and Derryn Chapman attended the meeting.

Meeting commenced at 6.00pm.

1. **MINUTES OF THE PREVIOUS MEETINGS:**

   The minutes of the previous meeting held on the 25th of November 2024 and 10th of March 2025 were tabled and approved.

   Moved/Seconded – E Redelinghuys/K Adeshara

2. **INWARDS:**

   i. Watershed Client Report February 2025.
   ii. John Russell Schoolwear - email regarding girls' trousers.
   iii. Email from MoE regarding setup of family harm notifications - 13th March 2025.
   iv. NZSBA's Survey of Services - email 17th March 2025.
   v. PTA March 18th Minutes.
   vi. SchoolDocs Advisory: Mid-term updates - 20th March 2025.
   vii. Macleans Primary 'out of session' meeting minutes - 28th March 2025.
   viii. Resignation from Derryn Chapman - 31st March 2025.
   ix. Te Ara Bucklands Beach Kahui Ako Newsletter.
   x. Schooled election Returning Officer update - 8th April 2025.
   xi. Every Day Matters - Upcoming Term 1 2025 Reports - 8th April 2025.
   xii. Watershed Client Report March 2025.
   xiii. SchoolDocs Advisory: End of term 1 updates - 8th April 2025.
   xiv. Notification to school community of proposed changes to uniform bylaws and request for feedback (Email) - 13th April 2025.
   xv. Notification of notifiable disease of trees on school property and compulsory removal - Auckland Council 28th April 2025.
   xvi. PTA April minutes.
   xvii. SchoolDocs Advisory: Term 2 review and board assurances - 1st May 2025.
   xviii. Email regarding EOTC Supervision revision - Nick Engelmann 5th May 2025.

   Moved/Seconded – F Wiggins/E Redelinghuys

3. **OUTWARDS:**
   a. Appointment of Returning Officer 2025 Triennial Elections - Schooled - send 2nd April 2025
   b. John Russell Schoolwear - email regarding girls' trousers.

   Moved/Seconded – K Adeshara/F Wiggins

4. MATTERS ARISING FROM THE CORRESPONDENCE:

Notification to school community of proposed changes to uniform bylaws and request for feedback (Email) - 13th April 2025

- There have only been 3 email responses to this. The Board asked if this could be followed up.

Derryn Chapman resignation

- The Board asked that they be notified immediately once a resignation has been received. This will give more time for advertising and interviewing.

Moved/Seconded – E Redelinghuys/K Adeshara

5. PRINCIPALS REPORT

Matthew Cooke shared with the Board the Principal's Report.

Roll
The roll as at 5th May 2025 is 530, including 5 international students.

Term 3 International Students
There are currently 30 to 35 short-term students enrolled for the start of Term 3. There have been discussions around tracking the achievement progress of international students and connecting with their families.

The Board would like to know exactly how many international students will be coming in Term 3 and their year levels.

Personnal
Two Teachers will be going on maternity leave from September. Fixed-term appointments yet to be confirmed.

Interviews for a Teacher for the new New Entrant classroom opening in Term 3 are underway. This will be a fixed-term position until the end of 2025.

The Associate Principal (Yrs 4-6) position has been advertised and interviews will start over the next couple of weeks.

The Senior Leadership Team are to sit down before Derryn Chapman leaves to discuss workload priorities during the period before an AP appointment is made. The Board will check in with the team at the next meeting in June.

Moved/Seconded - E Redelinghuys/N Engelmann

6. CURRICULUM:

Recent updates from the Ministry of Education were shared with the Board.

7. STAFF REPORT

Approved

No report.

8. TREASURER's REPORT

Elizma tabled the Draft 2025 budget. The budget has been based on a roll of 515 students and will run on a $48K deficit. This is a conservative budget and no roll growth has been factored in. The 2024 budget was based on a roll of 550.

The Hall/Room hire fee has been increased.

Moved/Seconded – N Engelmann/K Adeshara

9. PROPERTY

Decking around rooms 6 to 9 will cost approximately $50k. This project is dependent on funding/grants. If additional funding cannot be achieved, the decking will not go ahead.

With the installation of heat pumps in most classrooms, the school's power capacity is insufficient. The MoE is involved and will liaise with Vector to rectify this.

The Auckland Council have advised the school that there are four trees on the property which are infected with Dutch Elm disease. This is a notifiable disease meaning it is compulsory for them to be removed. Matthew is in the process of obtaining a quote for this.

Moved/Seconded – E Redelinghuys/K Adeshara

10. STRATEGIC PLANNING/POLICY

Matthew shared some preliminary feedback from ERO which includes many positive comments. Their draft report should be completed in approximately four to five weeks.

Board Approval for Support Staff to utilise Physical Restraint:

Authorisation of staff members: Under the Education and Training Act 2020, teachers, including relief teachers and people with a Limited Authority to Teach (LAT), are automatically authorised to use physical restraint. Other staff members, such as teacher aides, must be authorised by the board (Rule 5).

Process for authorisation: The board may authorise a staff member who is not a teacher to use physical restraint after they have completed physical restraint training as set out by Rule 12.

All Support Staff, with the exception of David Marais, undertook physical restraint training in Term 1 2025. **The Board authorised Support Staff who took part in this training to use physical restraint if required. This does not include David Marais.**

Moved/Seconded - F Wiggines/E Redelinghuys

The board may revoke an authorisation at any time in writing.

Term 3 and 4 Out-of Zone Enrollments

The Board approved the following;

Term 3 (14th July - 19th September)
6th May - 30th May - applications open for out of zone students
Ballot (if required) 6th June
Parents notified within 3 days of the ballot if accepted or not

Term 4 (6th October - 15th December)
15th July - 12th August - applications open for out of zone students
Ballot (if required) 19th August
Parents notified within 3 days of the ballot if accepted or not

Moved/Seconded – N Engelmann/F Wiggins

Education Outside the Classroom (EOTC) - Supervision of students
Communication has been received regarding an upcoming sporting event where parents have been asked to supervise without the presence of a teacher.
The Ministry of Education EOTC guidelines and NZSTA's expectations both state the **volunteers must not be placed in sole supervisory roles without a registered teacher present.** Maclean's current EOTC policy contradicts this and allows for volunteer only supervision where parents have consented. The Presiding Member has drafted a revised, legally compliant EOTC Supervision Policy. This needs to be reviewed. The Board agreed to this. The draft policy will be forwarded to SchoolDocs for updating and review.

Board Assurances Statement - Part of ERO Review
The Board reviewed this and was satisfied with the responses. This will be shared with ERO.

Moved/Seconded - F Wiggins/E Redelinghuys

11. HEALTH AND SAFETY

A Health and Safety meeting will be held in late May.

12. GENERAL BUSINESS

Student toilets
David Marais is checking the toilets on a daily basis. To date, there have been no issues but he will continue his daily checks.

Value-a-thon
This will be beginning in May. The Board discussed what this money could be used for. Decided on the following:

- Heatpump for the ESOL room
- Purposeful learning resources (Resources outside of curriculum teaching resources)

Approved

Moved/Seconded – K Adeshara

IN COMMITTEE

At 7.40pm the Board went into committee to approve the In-Committee minutes of 10th March 2025 and discuss personnel matters.

Moved out of In Committee at 7.50pm

Moved that the Board confirms the business considered In-Committee.
Moved/Seconded - N Engelmann/E Redelinghuys

Board meeting closed at 7.50pm.

DATE OF NEXT MEETING MONDAY 16TH JUNE 2025

Confirmed and accepted as a true record.

SIGNED BY:_____ DATE:_____

POSITION:_____

Approved