MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD MEETING HELD ON MONDAY 11TH MAY 2026

PRESENT: Angelique Wendzich (Acting Principal), Sanika Sathe-Sain (Presiding Member), Nick Leack (Treasurer), Kewal Adeshara, Michael Peng, Michelle von Solms (Staff Rep), Sally Jarvis (Minute Secretary), Ambie Govender (Assistant Principal), Robyn Krawitz (Assistant Principal)

APOLOGIES: Matthew Cooke (Principal), Raven Garcia

The meeting commenced at 6.15pm

1. **DECLARATION OF CONFLICT OF INTEREST:**

   Board members were asked to declare any conflicts of interest in relation to the agenda items for the open meeting. No conflicts were declared.

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

   The minutes of the previous meeting held on the 30th of March 2026 were tabled.

   Approved via email by M von Solms and N Leack

3. **INWARDS:**

   i. NZEI - Changes to upcoming employment relations education leave - 31 March 2026.
   ii. SchoolDocs Advisory: End of term updates - 31 March 2026.
   iii. NZEI - Notification of Union Meeting, 1 May - 16 April 2026.
   iv. SchoolDocs Advisory: Term 2 review and board assurances - 12 April 2026.
   v. Ministry of Education: Enrolment scheme review - 22 April 2026.
   vi. Armourguard AML Customer Due Diligence - March 2026.
   vii. SchoolDocs Advisory: Privacy updates - 5th May 2026.

   Moved/Seconded – K Adeshara/N Leack

4. **OUTWARDS:**

   None.

5. **MATTERS ARISING FROM THE CORRESPONDENCE:**

   None.

6. **PRINCIPALS REPORT**

   Angelique shared with the Board the Principal's Report.

   Roll
   The roll as at the 11th of May 2026 is 546.
   The roll as at the 5th of May 2025 was 530.

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There was discussion around short term international student enrolments going forward and how this should look. Focus points include:

- Duration of stay. Should this be a standardised period of time for all enrolments.
- Number of enrolments that can be accepted.
- Clear and concise guidelines on rule and regulations such as ensuring students are the correct age to attend primary school and, if under 10 years of age, are accompanied by a parent or legal guardian.
- Information on what the school provides each day, with the development of an international student programme which clearly outlines daily activities.
- What support is provided for the international students.

There was discussion around the viability of a dedicated administrator to solely manage international student enquiries and enrolments.
ACTION - Robyn Krawitz will contact another primary school who already have an international student administrator. She will ask for an outline on their processes and procedures.

There are 19 short term international students starting on the first day of Term 3. The Board would like to see how these students, along with the regular students and teachers will be supported. Is there additional pressure on the ESOL staff?

Moved/Seconded - N Leack/ S Sathe-Sain

7. CURRICULUM

Angelique shared the Strategic and Annual Plans.

Moved/Seconded – K Adeshara/M Peng

8. HUMAN RESOURCES

The Year 5 position which was advertised as a full-time fixed-term position will be re-advertised as a full-time permanent position.

Moved/Seconded – S Sathe-Sain/K Adeshara

9. TREASURER'S REPORT

Nick Leack spoke to the finance report for the period ended 31st March 2026.

Moved/Seconded – M von Solms/M Peng

10. PROPERTY

Angelique spoke to property matters. The following projects can be approved:

1. Clearlight replacement, Safety mesh installation, Gutter replacement and asbestos downpipe replacement.
2. Carpet replacement 2,3,8,10
3. 3 Hessian and Switchboard replacements and Removal of Redundant Boiler Panel
4. 2, 3, 10 Lighting Replacement 4 - Switchboard Replacement
5. Site, Install Fencing around the carpark for security reasons

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6. SIP Block 7 ILE Electrical and toilet upgrade (Close out)

The Board would like a review of all current trades people being used by the school to ensure there are no conflicts of interest and best practice is being followed.

A property audit was carried out on the 29th of May. The only action required was to add Fire Exit signs to all doors. Some did not have signs. This has now been remedied.

Moved/Seconded – M Peng/K Adeshara

11. STRATEGIC PLANNING/POLICY

The following policies have been reviewed and additions and amendments approved by the Board;

- School swimming pool/swimming off site

Proposed additions/amendments:
School swimming pool:
Macleans primary school complies with all legislative requirements and New Zealand Standards related to the management and maintenance of the pool compound
follows swimming pool guidance from the Ministry of Education ensures that pool rules and an emergency contact number are clearly displayed in the pool area.
Additions:
All staff should be briefed on Ministry pool supervision requirements.
Additional supervision may be required if the number of students in a session exceeds a reasonable and manageable ratio.
Guidelines for pool use:
Students must never be in the pool compound without an adult present, and may not swim without an adult's permission.
Students in the water, and around the pool, must be actively supervised.
Students must walk, not run, around the pool, and may not dive or jump in from the sides of the pool, except with the teacher's permission and supervision.
Students must not enter the pump or chemicals shed.
Pool equipment is not left lying around the pool where it could be a hazard.
Additions:
Children should wear protective UV swimwear while in the pool. Children who are not swimming should be supervised in a shaded area.
Needed:
Signage up at the pool to be compliant.
Emergency contact: Angelique Wendzicht 0211569320
No running around the pool. No diving or jumping into the pool.
Adult supervision is required at all times when the pool is in use.
First aid kit is located in the girls' changing rooms.
The AED/defibrillator (DFIB) machine is located at the office.
Keep the gate closed at all times.

- Education outside of the classroom
- EOTC governance roles and responsibility
- EOTC Risk assessment and Management
- Macleans Primary Strategic Plan

APPROVED

- Enrolment policy:

Additions:

Our Enrolment conditions include:

Students must be eligible to enrol at Macleans Primary School. Macleans Primary School has an enrolment scheme, which means a student must have their usual place of residence in the home zone, or may apply for a place through an out-of-zone ballot. *This is subject to available places and any additional roll growth requirements at specific year levels, in line with Ministry of Education staffing and ratio guidelines.*

Enrolment process

This includes:

- checking documentation (e.g. birth certificate, passport, including visas and relevant overseas documentation where applicable)

Class placement

The principal has final approval of all class placements. *Amendment:*

The Principal and Senior Leadership Team, with guidance from the Board, have final approval of all class placements.

Digital technology and online safety:

The school maintains the right to monitor, access, and review digital technology use on school equipment and the school network, including school-owned email accounts. The school may use a third party, such as N4L, to monitor school internet use.

Additions:

All students at Macleans Primary School are issued with a school email account, which is required to access the school Wi-Fi network. Personal email accounts are not permitted for school access or use on the school network.

Moved/Seconded – S Sathe-Sain/K Adeshara

12. HEALTH AND SAFETY

An email has been sent to staff requesting a replacement staff rep for the health and safety committee. The previous staff member is now at another school.

The Safe 365 app was mentioned. This has previously been used by some of the staff. It was suggested that this be revisited for more efficient health and safety practices.

A safety & security survey was sent to all staff. Feedback predominantly focused on parents using the staff carpark, particularly in the morning for drop off to sKids and the installation of security cameras. Several staff members have had near misses with parents leaving the staff carpark in the morning.

Moved/Seconded – M Peng/S Sathe-Sain

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13. GENERAL BUSINESS

The next meeting will be Monday the 22nd of June.

Out-of-zone enrolments - Term 3 and 4 2026
There will be spaces available for new entrants and siblings only.
Moved/Seconded - N Leack/S Sathe-Sain

Out-of-zone enrolments for 2027 will be revisited closer to the end of the year.
The Board approved the early closure of school at 12.00pm on the 15th of June for parent/teacher conferences.
Moved/Seconded - K Adeshara/N Leack

Library
The existing budget for the library needs to be reviewed. Currently this does not cover the full cost of new books and resources.

2026 Elections - 14th October
The school hall will be used as a voting location.

Communications
Board emails requiring a response should be answered within 24 hours.

The Presiding Member would like a review of how board correspondence is sent and to whom. Currently, all inwards correspondence is emailed to every board member. Should emails be sent to individual board members based on the nature of the email ie, property inwards to the property committee members.

School Mobile Phone
There was discussion around the feasibility of purchasing a school mobile phone. This could be used for school trips meaning staff would not need to give their personal phone numbers out.

Moved/Seconded – M von Solms/K Adeshara

14. Items to be actioned from previous meeting/s.

Action	Due Date	Member Organising
Update on staff security/safety issues or concerns	Associate Principal	R. Krawitz to share feedback ACTIONED
Appointment process checklist	11th May	Management - ONGOING
Enrollment Policy to be reviewed and documented (See section 6. Principal's Report)	11th May	R Garcia & M von Solms - ONGOING
Review & clear documentation of HR processes - employment & operation		Management - ONGOING

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procedures (See section 8. Human Resources)		
Current financial policy on SchoolDocs review (See section 9. Treasurer's Report)	TBA	Acting Principal, Board Treasurer, Presiding Member, Financial Administrator - ONGOING
ESOL funding & resourcing review & development of an annual plan (See section 9. Treasurer's Report)	TBA	Management - ONGOING
2026 budget analysis - clear outline of reserves and items budgeted (See section 9. Treasurer's Report)	11th May	Management - ONGOING
Review and/or development of Property Policy (See section 10. Property)	TBA	?? - ONGOING
Emergency Management Plan	TBA	R. Garcia to review - ONGOING
International Students - term 3. How many can be accepted, should a limit be set. See full action in section 13. General Business/International Students	TBA	Management - ONGOING

Moved/Seconded – M Peng/N Leack

IN COMMITTEE

At 8.45pm the Board went into committee to discuss personnel matters.

Moved out of In Committee at 9.40pm

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

Board meeting closed at 9.40pm.

DATE OF NEXT MEETING MONDAY 22ND JUNE 2026

Confirmed and accepted as a true record.

SIGNED BY: APPROVED
DATE:18TH MAY 2026

APPROVED