**MINUTES OF THE MACLEANS PRIMARY SCHOOL BOARD**

**MEETING HELD ON MONDAY 30TH 2026**

**PRESENT**: Matthew Cooke (Principal), Sanika Sathe-Sain (Presiding Member), Kewal Adeshara, Raven Garcia, Michelle von Solms (Staff Rep), Sally Jarvis (Minute Secretary)

**In attendance**: Angelique Wendzich (Acting Principal), Robyn Krawitz (Assistant Principal Years 4 to 6), Ambie Govender (Assistant Principal Years 1 to 3), Bernadine Vester (Board Advisor - Processes & Procedures)

**APOLOGIES**: Matthew Cooke (Principal), Nick Leack (Treasurer), Michael Peng (no notification)

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 2nd of March 2026 were approved via email.

   Moved/Seconded – Approved via email

3. **INWARDS:**

   i. Notification of copyright licensing for 2025-2026 - 5th March 2026.
   ii. Information about upcoming audit (Email), Office of the Auditor-General - 13th March 2026.
   iii. Curriculum Concerns - Dr Claire Coleman (email), 28th March 2026.

   Moved/Seconded – R Garcia/K Adeshara

4. **OUTWARDS:**

   - Response to OIA request dated 23rd February 2026 regarding use of personal devices/accounts etc by Board.

   Moved/Seconded – M von Solms/S Sathe-Sain

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## 5. MATTERS ARISING FROM THE CORRESPONDENCE:

1. Copyright licensing
    a. The Acting Principal is to look further into the requirements and necessity of a copyright license and advise the Board of outcome, via email.
2. Audit letter
    a. The Presiding Member and Treasurer are working through what is required for the upcoming 2026 audit.
3. Curriculum Concern - The information below is what was requested from the school board;
   As Boards of Trustees, you are the guardians of your school community's educational vision. I am asking you to:
   • Publicly question the rationale and evidence base for these reforms, and demand genuine, extended consultation before any further implementation.
   • Affirm your school's commitment to te reo Māori, mātauranga Māori, and tikanga as central.
   • Advocate loudly for teacher autonomy and local curriculum-making as protected principles in any national framework.
   • Join your voice with those of principals, teachers, researchers, and communities
   across Aotearoa who are saying: slow down, listen, and get this right.
   • Support your teachers to engage in the curriculum consultation process. See attached poster for links to webinars and resources to support this process. https://draft-curriculum-hub-m8i5hbo.gamma.site/

   The Acting Principal spoke particularly to Macleans Primary's commitment to te reo Maori, matauranga Maori and tikanga. These are woven into everyday teaching and learning. This is combined with books, music and the school kapa haka group. The senior leadership team regularly review the Maori curriculum requirements.

   The Board asked for clarification of the new curriculum and any changes that have been implemented so that they can gain an understanding of what is required by the school and the Board.

Moved/Seconded – M von Solms/K Adeshara

## 6. PRINCIPALS REPORT

Angelique Wendzich shared with the Board the Principal's Report.

Roll
The roll as at 30th March 2026 is 530.

The Acting Principal and Assistant Principal for Years 4 to 6, spoke to the **current roll, along with class numbers for the senior school**. Years 4, 5 and 6 are currently close to having 30 students in each class which is very high for the end of Term 1. There are regular in-zone enrollments, particularly for these year groups and based on 2025 enrollments could be at least 10 per term.

There was discussion around **out-of-zone enrollments** and whether these will be accepted

for terms 3 and 4. The Acting Principal put forward that only spaces for new entrants should be advertised. Term 2 out-of-zone enrollments have already been advised of acceptance and this cannot be revoked.

**Action**
An **Enrollment Policy** will be drafted by the senior leadership team and a member of the Board. This will include the following;

- The enrollment process for both in-zone and out-of-zone enrollment applications.
- The decision making process for deciding on numbers available for out-of-zone applications for each year group, who makes these decisions and how are they decided.
- The number of ballots held, if required - ie, per term, once a year.

This will be presented at the next meeting.

Moved/Seconded - R Garcia/M Von Solms

## 7. CURRICULUM

See Principal's report.

## 8. HUMAN RESOURCES

Non-union members have re-signed new contracts. The Board were asked to co-sign these. They delegated this to the Acting Principal.

**Learning Assistant Contracts**
It was brought to the attention of the Board that the employment contracts for the 11 Learning Assistants employed at Macleans Primary only cover Term 1 and end on Thursday the 1st of April 2026. New contracts have not currently been put together and presented to the Learning Assistants. All staff must have a current employment contract.

The usual practice for Learning Assistants (LA's) is a yearly fixed-term employment contract which is renewed each year, unless an LA is directly tied to a student via funding from the Ministry of Education.

**Action**
**HR processes, including employment policies and operational procedures** are to be thoroughly reviewed and documented. SchoolDocs is to be checked for existing related policies. This is to include but is not limited to the following;

- Employment/appointment process
- Employment contracts/agreements - at commencement of employment and renewal process
- Contractual obligations
- Notification to the Board on appointments and resignations (These should be shared with the Board and minuted.)

Moved/Seconded – S Sathe-Sain/R Garcia

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## 9. TREASURER'S REPORT

The finance reports will be tabled at the next board meeting.

**Financial Policy and Procedure**
**Action**
The current financial policy on SchoolDocs is to be reviewed. There must be clear processes for all functions relating to finances. This should include but is not limited to the following;

- Payment of invoices - process, staff member/s responsible
- Expenditure - process, Board involvement/approval, expenditure limits (set limit requiring Board approval), quote requirements, budget allocations - Ministry of Education funding/School funds
- Signatories
- Separation of duties
- Principal assurances

Acting Principal, Board Treasurer, Board Presiding Member and Financial Administrator to work through these processes together. Bernadine to assist. Date to be confirmed.

**ESOL Funding and Resourcing**
A thorough review is to be undertaken around ESOL funding and resourcing along with an Annual Plan being created specifically for ESOL.

**2026 Budget**
**Action**
Before the next meeting, there is to be an analysis of the 2026 budget by management to ascertain reserves and items budgeted.

Moved/Seconded – K Adeshara/S Sathe-Sain

## 10. PROPERTY

The Acting Principal shared property matters with the Board.

**Shade Sail Grant**
A total of $7113.91 is being raised by Kim Brady, an independent fundraiser.
Documentation giving approval for the grant will be signed by the Acting Principal and The Presiding Member.

**Deck Grant**
Documentation must be signed for the deck grant. The total cost of the deck was $24,866.36. The total grant amount is to be confirmed by the Acting Principal.

**Property Policy**
**Action**
The current property policy on SchoolDocs is to be reviewed OR if no current policy, one is to be put together. This should include but not be limited to the following;

- The process for obtaining quotes - how many required
- Expenditure limits - Board approval required above set amount
- Notification to the Board
- Approval by the Board
- Order of above steps

Moved/Seconded – R Garcia/K Adeshara

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## 11. STRATEGIC PLANNING/POLICY

Sunsmart Accreditation
Michelle put forward gaining sunsmart accreditation. There are significant property additions, such as sun shades and costs to this process. Michelle, Raven and Sanika will move forward with investigating this process to ascertain its viability at Macleans Primary School.

Emergency Management Plan
Does Macleans Primary School have one? A template was provided to the Board. Raven will review this and provide feedback to the Board regarding next steps.

It was put forward that all Board members should have a school email which can be used for all Board matters. The Board Secretary will follow up on this.

Moved/Seconded – K Adeshara/R Garcia

## 12. HEALTH AND SAFETY

No meeting held since the last board meeting.

## 13. GENERAL BUSINESS

**New Entrant Teacher**
The new entrant teacher position has been advertised. This is for the new classroom opening mid Term 2. The position is fixed-term but has been advertised as permanent.
**Action**
This situation is to be confirmed with the NZEI regarding ramifications of this.

**International Students**
The Board were informed of 7 international students confirmed as attending Macleans Primary from day 1 of term 2 2026. There are 7 with attendance ranging from 2 weeks to 4 weeks.
There was discussion around further intakes of international students. There have been 11 email enquiries as at the time of this meeting regarding short term stays for term 3 2026. Questions were raised regarding classroom capacity, how many can be accepted and what limit should be set on numbers accepted.

**Action**
Management will refer to the International Student Policy on SchoolDocs along with the Health and Safety Policy.
The process of accepting and enrolling international students will be documented with clear steps outlining this process. The Acting Principal will liaise with Janet Wang, our international student co-ordinator, to discuss and formalise.

**Uniform**
The March 2nd meeting approved the removal of the winter tartan skirt from the uniform options. Since that meeting, there has been consultation with John Russell Schoolwear and they are currently holding approximately $8000 worth of stock of this item. This cost would be passed onto the school if the decision to remove the skirt was continued.

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**Action**
The board approved reinstating the winter skirt option for an additional 18 months to ensure stock is reduced or sold entirely. This will be revisited in 18 months time.
Moved/Seconded – S Sathe-Sain/K Adeshara

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

| Action | Due Date/Member Organising | Resolution |
|---|---|---|
| Written report detailing end-to-end financial management system. See full details in March minutes. | 23rd March<br>Principal<br>Ongoing | This is ongoing.<br>The Finance Committee will continue with this process. |
| Update on staff security/safety issues or concerns. | Principal | Robyn Krawitz will liaise with staff regarding this. |
| Appointment process checklist. See full details in March minutes. | 23rd March<br>Principal<br>Ongoing | This is ongoing.<br>The appointment process will be updated and presented at the May meeting for approval. |

Moved/Seconded – M von Solms/R Garcia

**IN COMMITTEE**

**Sally Jarvis (Board Secretary), Michelle von Solms (Staff rep), Angelique Wendzich, Robyn Krawitz and Ambie Govender left before the start of the in-committee meeting.**

At 8.30pm the Board went into committee to approve the In-Committee minutes of 2nd March 2026 and discuss personnel matters.

**DATE OF NEXT MEETING 11TH MAY 2026**

*Confirmed and accepted as a true record.*

SIGNED BY: APPROVED
DATE: 18TH MAY 2026

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