

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 25 March 2025, commencing at 7pm

“A well governed school accountable to the wider community to enable every student to leave a confident, connected, actively involved, lifetime learner.”

Present: Tania Cohen (TC), Misty Olney (MO), Eugene Lai (EL), Christa Robinson (CR), Simon Scannell (SS), Siobhán Garrett (SG)

Welcome: David Lim

Apologies: Ben Mills (BM), Clare Little (CL)

Minutes recorded by: Megan Button (MB)

Item	Discussion / Decision	Person Responsible	Timeframe
1. Administration Karakia and Manaakitanga	Performed		
1.1 Attendance recorded; quorum established	Done		
1.2 Interests are declared	None to declare		
1.4 Recent minutes are accepted	<i>Motion: CR moves that the Minutes from the meeting dated 14 February 2025 are approved. SS second.</i>		
Actions reviewed from previous meeting	Liaising with families re aspirations for their child at school. MO & CR to create something to include in enrolment pack/ transition to school. Deferred to next meeting.	MO & CR	Current
	Ka hikitia and tātaiako – TC to give Board a PD session on tātaiako at next meeting	TC	Apr
	MB to update engagement calendar with meeting dates	MB	Done
1.4 Correspondence is shared Endorsement of correspondence and electronic resolutions	<ul style="list-style-type: none"> • Letter of thanks received from Alturas family – Grateful for the flowers and support from school following the passing of their daughter Moana – a former student and sibling of student who left end of 2024. 4 staff members attended the funeral. • Letter from Louisa Joblin – expressing interest in joining the School Board. MB replied offering thanks and that she should look for nomination information in coming months. • Flyer from Schooled offering services as Returning Officer. For discussion in 3.3 Board elections. • MOE letter advising Johnsonville School has been added to the SLUR (Selected Land Use Register) database due to asbestos being found in the soil when preparing land for the new build. Not dangerous levels so no reason to be concerned but it must be noted on register. <p><i>Motion: SS moves that the correspondence be accepted. CR second.</i></p>	TC	

<p>2. Monitoring 2.1 Annual plan implementation progress is updated and discussed (Principal's report)</p>	<ul style="list-style-type: none"> • 2 staff resignations – 1 detailed in SEB, 1 TA taking up full time work • Attendance Report Term 4, 2024 – attendance continues to be above Government expectation • Cyclical Maintenance Provision –School must have funds available to cover the cyclical internal and external painting of the school and auditors require a review of the cyclical plan. <p>Motion: TC moves that the attached maintenance schedule has been reviewed and to the best of our knowledge reflects the schools Cyclical Maintenance Obligations as at 31 December 2024. CR second.</p> <p>Motion: TC moves that the Principal's Report be accepted. MO second.</p>	TC	
<p>2.2 Students, staff, volunteers, and visitors are safe and well, and the board is a good employer</p>	<p>Health & Safety Committee hasn't yet met. No student injuries to report from school. Next meeting scheduled 9 April.</p>	TC/MO/SS	
<p>2.3 Property projects are being effectively delivered (Property Committee report)</p>	<ul style="list-style-type: none"> • MOE approval for next phase of fencing - 1.8m fence to be added to Korowai and down Morgan St and new vehicle gates at main entrance and pool. • Posts have been installed for the sandpit • Hall walls have been cleaned 	TC	
<p>2.4 The board is financially responsible (Finance Committee report)</p>	<ul style="list-style-type: none"> • We have received slightly more money in Government grants • Targeted funds 2024 – Principal's wellbeing funds carried over • Expected savings - caretaker services/grounds/maintenance <p>Motion: EL moves that the financial accounts as 14 February 2025 are accepted. SS second.</p>		
<p>3. Strategic Decisions and Discussions 3.1 Policies and procedures up for review</p>	<p>The following policies have been reviewed and no concerns raised.</p> <ul style="list-style-type: none"> ○ Safety Management System ○ Health, Safety, and Welfare Policy ○ Risk Management ○ Healthcare <p>Motion: TC moves that the above policies be accepted. SS second.</p>		
<p>3.2 Co-opting a new Board Member</p>	<p>With 3 (possibly 4) current Board members not standing for re-election, EL would like to bring on a new Board member until elections to speed up the learning process and smooth the transition for the next Board. David Lim is showing interest in running for the Board at the next election and taking on the finance portfolio.</p>	EL	May

	<p>In principle, the Board is in agreement that they would like to co-opt/select David Lim on to the Board for his finance skills and succession planning.</p> <p>Action: EL to contact the NZ School Boards Association to check requirements and confirm we can co-opt a new member.</p>		
3.3 Board elections	<p>BM & EL have been working on some marketing material to attract new Board members. With no April meeting and elections looming the timeframe for this work is very short. Board agreed to collect a short blurb from each Board member about what they enjoy about being part of the Board and any concerns they had or problems faced.</p> <p>Action: CR to collate Board feedback for a separate Board communication to families. CR to send to Megan Button to circulate.</p> <p>Returning Officer – TC noted that there was considerable administration work done by our Board Secretary to assist an external Returning Officer and the work can be done by the Board Secretary.</p> <p>Motion: The Board nominate Megan Button to be Returning Officer. Second All.</p> <p>Action: Megan Button to register as Returning Officer, check election dates and update calendars</p>	CR/MB	Apr
		MB	Apr
3.4 Board Portfolios	<p>Board agreed this may not be for purpose for the current Board under the time constraints. May be picked up by the incoming Board.</p>		
3.5 Engagement calendar	<p>Suggestion that the next Hui-ā-Whānau could be a Matariki hangi. Angela's father has a steam basket and would need to be set by lunchtime. Children could bring in hua whenua in the morning to learn about them and prepare them for the hangi.</p> <p>Matariki Disco may not go ahead this year if there is no Home & School Committee.</p> <p>Staff Easter shout from the Board – easter eggs and hot cross buns on last day of Term 1 – Friday 11 April.</p> <p>TC advised Friday 16 May will be a Maths Curriculum Teacher Only Day.</p> <p>Action MB to update engagement calendar</p>	MB	Mar
3.6 Board Professional Development Plan	<p>Deferred to next meeting</p> <p>Action: Each Board member to determine what individual PD they would like to undertake in 2025</p>	All	Apr

4. Administration 4.1 Agreed Public Excluded Business	Moved into PEB at 8:52pm and out at 9:04pm <ul style="list-style-type: none"> One item was discussed in PEB for privacy of natural persons. 	TC	Mar
5. Additional items:			
Confirmed Actions Meeting closed: 9.05pm	EL to contact the NZ School Boards Association to about co-opting a new member.	EL	Mar
	Board feedback to be collated and communicated to circulated to families	CR/MB	Apr
	MB to register as Returning officer and update engagement calendar with election dates	MB	Apr
	Individual Board Professional Development undertakings to be researched	ALL	May

Next Meeting:

7pm, Tuesday 13 May 2025

Eugene Lai, Presiding Member: _____

Date: _____

13/5/25