

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 17 June 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), Simon Scannell (SS), Christa Robinson (CR), Siobhán Garrett (SG), Ben Mills (BM), David Lim (DL)

Welcome:

Apologies:

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 13 May 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.	MO/ CR	Current
	Ka hikitia and tātaiako – TC to give Board a PD session on tātaiako at next meeting	TC	Current
	Board feedback to be collated and communicated to circulated to families	CR/SG/MB	Done
	Farewell gift and card for CL	TC	Done
	Meeting with Easyswim	TC	Done
	Presiding Member to hold Induction Meeting with new Board member	EL & DL	Done
	DL to sign up to NZSBA website	DL	Done
	Board profiles to be drafted and circulated to school community	MB	Current
	MB to give DL access to Board drive	MB	Done
	DL to investigate his PD	DL	Current
1.4 Correspondence is shared Endorsement of correspondence and electronic resolutions	<ul style="list-style-type: none"> Electronic Correspondence – Email from NZEI Te Riu Roa to all State and Integrated Schools – Notification of Paid Union Meetings for Support Staff, Kaiārahi I te Reo and Therapists. Support staff attended these meetings. <i>Motion: TC moves that the correspondence be accepted. SS second.</i>		
2. Monitoring 2.1 Annual plan implementation	<ul style="list-style-type: none"> Kahui Ako Disestablished end 2025 - CR asked if there is any support the Board can offer towards the productive relationship that has been developed with the Kahui Ako cluster schools. TC advised she 		

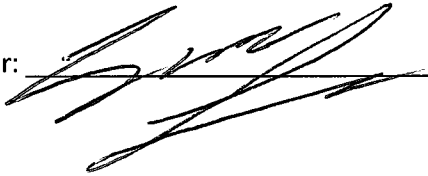
<p>progress is updated and discussed (Principal's report)</p>	<p>has an upcoming Principal's meeting to discuss how they can move forward with the relationships and continue to work together collectively.</p> <ul style="list-style-type: none"> • A korowai has been purchased to be worn by our lead girl in the kapahaka troupe • TC shared the Johnsonville School Procedure on AI (not a current policy)- school is currently taking a slow approach to AI. Teachers are not using AI for reports but are starting to experiment with it to create lesson plans. <p>Motion: TC moves that the Principal's Report be accepted. SG second.</p>		
<p>2.3 Students, staff, volunteers, and visitors are safe and well, and the board is a good employer</p>	<ul style="list-style-type: none"> • One hazard to report – trees in power lines – awaiting quotes for trees to be reduced • Next meeting Wednesday 25 June 2025. 	TC/MO/SS	
<p>2.3 Property projects are being effectively delivered (Property Committee report)</p>	<ul style="list-style-type: none"> • Site maps have been installed at three entrances to our school • Fencing project is almost complete 	TC	
<p>2.4 The board is financially responsible (Finance Committee report)</p>	<p>TC advised the Audited Financial Accounts for 2024 have been signed and uploaded to the Ministry and onto our school website as required.</p> <p>Motion: DL moves that the financial accounts as 31 May 2025 and the Annual Financial Statement for the year ending 31 December 2024 are accepted. SS second.</p>		
<p>3. Strategic Decisions and Discussions 3.1 Board Delegation Matrix</p>	<p>Following recent personnel changes to the Board, the following committees and signing delegations have been reviewed:</p> <p>Finance Committee – The Board acknowledges that TC, DL and SS make up the Finance Committee and the Board delegations include:</p> <ul style="list-style-type: none"> • Review financial policies • Set the annual budget and make recommendations • Monitor school expenditure, Payroll and Banked Staffing reports • Authority to sign auditors' reports <p>Property Committee – The Board acknowledges the Property Committee consists of TC, SS and CR has now been added. The Committee has the following delegations:</p> <ul style="list-style-type: none"> • Approve the commencement of, changes to, and the completion of property work in the Five Year Agreement (5YA) • Act as signatories of the property plan (other than the principal and staff) <p>Komiti Tika Tangata (including the Health & Safety Committee) – The Board acknowledges this committee includes TC, MO, CR, SS and SG has been added. The Committee has the following delegations:</p>		

	<ul style="list-style-type: none"> Ensuring the school is a physically and emotionally safe place for all Overseas school leadership recruitment and be the first contact for al employment issues Signatory rights in regard to health, safety, wellbeing, discrimination, inclusivity, diversity, and employment matters (other than the principal and staff) Responsibility for notifiable events under the Health & Safety at Work Act 2015 <p>The Board pack includes a full list of Committee and current delegations. At their first meeting, the incoming Board will need to discuss portfolio delegations and committees and how these will operate to ensure Board confidence in these key areas.</p> <p>Action: BM to advise MB on wording for new Board when assigning committees and delegations</p>	BM	June
3.2 Board election Schedule	<p>Nominations for the 2025 School Board elections will open in July and Election Day is Wednesday 10th September. Votes are counted on Tuesday 16th September and the new Board takes office on Wednesday 17th September 2025. The last meeting for the current Board is Tuesday 16th September.</p> <p>Action: To schedule a social event for Outgoing and Incoming Board members to meet share ideas, learnings and kai – to be held during the week commencing 22 September 2025.</p>	All Board	Sep
3.3 Term 3 & 4 Out of Zone Ballot	<p>The Term 3 & 4 Out of Zone Ballot has closed and TC advised that 1 student applied for a place in Korowai and was successful and 3 Year 0 spaces were allocated.</p>		
3.4 Engagement calendar	<ul style="list-style-type: none"> This Thursday 19th June – School Kapa Haka Matriki performance at Johnsonville Mall. The Hui-ā-Whānau for Matariki will be held on Wednesday 25th June, 5.30-7pm. TC showed the Board the beautiful School Korowai that has recently been purchased for a lead female in Kapa Haka to wear. 		
4. Administration 4.1 Agreed Public Excluded Business	<p>Moved into PEB at 8.25pm and out at 8.35pm</p> <p>Two items was discussed in PEB for privacy of natural persons.</p>	TC	
5. Additional items:	<p>Property – Room 20</p> <p>TC advised the Board that Room 20 (old Room 17) is a Board owned building and any building on school grounds must be maintained by the Board. The room is being used in the mornings by the SEU but it has some rot in the windows and deck that needs addressing. TC has arranged for a quote for double glazing, to fix the deck, carpet/lino to pass on to the Board. TC suggested the \$54k allocated to the asphalt project that is now being fully funded by MOE could be used for this project</p>		
Confirmed Actions	Action: BM to advise MB on wording for new Board when assigning committees and delegations	BM	June
Meeting closed: 8.36pm	Action: To schedule a social event for Outgoing and Incoming Board members to meet share ideas, learnings and kai – to be held during the week commencing 22 September 2025.	All Board	June

Next Meeting:

7pm, Tuesday 5 August 2025

Eugene Lai, Presiding Member:



Date:

5/8/25