

JOHNSONVILLE SCHOOL BOARD
Minutes of Meeting held on Tuesday 5 August 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), Siobhán Garrett (SG), Ben Mills (BM), David Lim (DL)

Welcome: Stephanie Whiteman (SW)

Apologies: Christa Robinson (CR)

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	Motion: BM moves that the Minutes from the meeting dated 17 June 2025 are approved. SS second.		
Actions reviewed from previous meeting	Liaising with families re aspirations for their child at school. MO & new Board Whanau Representative to create something to include in enrolment pack/transition to school.	MO	Next Board
	Ka hikitia and tātaiako – TC to give Board a PD session on tātaiako at next meeting	TC	Done
	Board profiles to be drafted and circulated to school community	MB	Done
	BM to advise MB on wording for new Board when assigning committees and delegations	BM	Done
	Schedule a social event for Outgoing and Incoming Board members to meet share ideas, learnings and kai	All Board	Sep
1.4 Correspondence is shared Endorsement of correspondence and electronic resolutions	<ul style="list-style-type: none"> Late Electronic Correspondence – Email from NZEI Te Riu Roa – Dated 31 July 2025. Notification of Paid Union Meetings for all NZEI Te Riu Roa Members employed in schools. Meetings will be held between 18 – 29 August 2025. Motion: SG moves that the correspondence be accepted. SS second.		
2. Monitoring 2.1 Mid-Year Schoolwide Student Achievement Profile	<ul style="list-style-type: none"> SW reported that the new curriculum is in place but the new tools for assessment aren't so the teachers are using their knowledge and good judgment to assess and report. Writing results lag behind maths – this is a nationwide issue. Handwriting and oral language have been front ended into the curriculum to support children's writing. Our Māori students are achieving at a good rate yet still sit behind other ethnic groups. TC and MO noted that strong relationships with whanau and students are key for these students. At the 		

	recent Hui-a-Whanau parents said what they value most for their students is a sense of belonging and wellbeing.		
2.2 Annual plan implementation progress is updated and discussed (Principal's report)	<ul style="list-style-type: none"> • Planning is going well for the Kapa Haka Festival on 13 September 2025 – hosted by Johnsonville School, Otari and West Park. • Appointment of Deputy Principal – needs to be filled internally due to staffing entitlement restrictions. No applications received to date. • Kahui Ako – TC gave an update that now Kahui Ako has been dis-established, the Northern Cluster will be reformed. West Park, St Benedict's and the Christian School will also join. Funds in the KA kitty will be rolled over for future projects in the cluster. Each year funds will need to be set aside for the cluster. • Request for approval to dispose of all paperwork pertaining to 2018 Financials (monthly reports, creditors, debtors, paperwork) and individual payroll personnel records relating to 2018 and older (timesheets, pay queries etc) be securely disposed of as per MOE School Records – Retention and Disposal Schedule. <p>Motion: TC moves that the request for the secure disposal of files as per the MOE School Records – Retention and Disposal Schedule be approved. BM second.</p> <p>Motion: BM moves that the Principal's Report be accepted. DL second.</p>		
2.3 Students, staff, volunteers, and visitors are safe and well, and the board is a good employer	Refer to Principal's Report. <ul style="list-style-type: none"> • Next meeting Wednesday 17 September, Week 10, 7.45am 	TC/MO/SS	
2.3 Property projects are being effectively delivered (Property Committee report)	<ul style="list-style-type: none"> • Fencing project has been completed • Painting of rooms 8 & 9 and the corridor completed over the holiday period • Quotes provided for work on Room 20 • Lease for YMCA is up at the end of the year. Easyswim have also shown interest and Todd may put a proposal to the Board. Decision deferred for the incoming Board. BM offered his assistance with a tender process in the future. 	TC	
2.5 The board is financially responsible (Finance Committee report)	DL reported the Year-to-Date surplus as \$244k – it is very healthy, and the budget is tracking well. There is a good cash balance and working capital balance. The Board were interested to know if reducing the cost of whanau donation payments has had an impact in the volume of donations paid – Lynne Gilmour, Finance Administrator can provide this. Action: The School Finance Administrator to prepare a comparison of donation payments prior to the drop in amount and now.	DL LG	Sep

	Motion: DL moves that the financial accounts as 30 June 2025 and 31 July 2025 are accepted. BM second.		
3. Strategic Decisions and Discussions 3.1 Attendance Information in preparation for legislation	The Attendance Data Report for Term 2, 2025 was tabled. Regular attendance is 70% compared to 58% in Term 2, 2024. 73% of students were on time to class. Incoming Board will need to look at the Attendance Implementation Plan and set targets for 2026.		
3.2 Proposed Dates for 2026	2 Options of school dates for 2026 were presented to the Board: Option 1 – Term 1 starts Friday 30 January and Term 4 finishes Friday 11 December 2026 Option 2 – Term 1 starts Monday 2 February and Term 4 finishes Monday 14 th December 2026 TC proposed Option 2 as the most suitable option with the children starting Term 1 on a Monday. Motion: TC moves to accept Option 2 for the 2026 School Year Dates. BM second.		
3.3 Room 20 Refurbishment	Quotes received for the refurbishment of Room 20 and the estimate for work on window joinery, the deck and flooring is \$113,297.25. The room is currently being used as a learning space by Korowai for 3.5 hours per day. The board are responsible for maintain this building and a refurbishment now will prolong the life of the building. It is likely costs will rise in the future and it makes sense to carry out maintenance now. If Board approve this needs to go to the Ministry for further approval Motion: Board Approves the expenditure on the Room 20 property project. BM moves. SS second.		
3.4 Policies and Procedures up for Review	The following policies have been reviewed and no concerns raised. <ul style="list-style-type: none"> ○ Child Protection ○ Safety Checking Motion: SS moves that the above policies be accepted. SG second.		
3.5 Board Election Update	There are currently 6 nominations for 6 vacancies for Parent Representatives on the Johnsonville School Board. Nominations close at 12pm tomorrow and if there are no further nominations then all 6 candidates will be elected and will take office on 13 th August 2025 – meaning this would be the last meeting of the current Board.	MB	Aug
3.6 Engagement calendar	<ul style="list-style-type: none"> • The Home & School Committee have healthy numbers and have offered to provide, and help sell, cupcakes at a stall at the Kapa Haka Festival. • Mihi Whakatau confirmed for 29 August – welcome new Board members • School Disco on 3rd September • Board and Staff morning tea moved to Monday 15th September to show appreciation to the staff for their hard work and extra hours at the Kapa Haka Festival 		
4. Administration	None to discuss		

4.1 Agreed Public Excluded Business			
5. Additional items:	The Board will be thanked more formally in the future, but in case this is their last official Board meeting, TC thanked the everyone for their time and energy and noted that they have made a difference to both the students and staff at our school.		
Confirmed Actions Meeting closed: 9.06pm	Action: School Finance Administrator to prepare a comparison of parent donation payments prior to the drop in amount and now.	LG	Aug

Next Meeting:

7pm, Tuesday 16 September 2025

Eugene Lai, Presiding Member:  Date: 18/9/25