

Murrays Bay Primary School Board of Trustees - Meeting Minutes

Date: 19 March 2025

Time: 7.00pm

Location: Staffroom

1. Welcome and apologies

Present: Hayden Iles, David Kay, Brett Ingold, Shaun French, Jodi Field

Apologies: Aimee Fannin, Sheree Lacy-Geohring

In Attendance: Claire Fisher, Paul Hoffman, Alice Andel

1.5 Action points to follow-up

2. Late Business

Leave request from Ariane Kostan.

Purchase of laptops which are coming off lease

Eight teacher laptops are due to come off lease this year and will potentially be available for purchase, depending on a tech report. The board approves up to \$5000 to purchase these laptops for teacher use.

General Board matters

- There is a rule that board members must not miss three meetings in a row.
- Succession planning: three board members are at the end of their board term this year.

3. Minutes from the previous meeting

Approved: JF / DK

4. NAGs 1-6 (General Business)

CareKids Update: Correspondence received from Yasmin Briden, Ministry of Education. The property sub-committee will discuss this matter in their upcoming meeting.

4.1 NAG 1 Curriculum

Mathematics Curriculum: implementation of the refreshed Mathematics Curriculum and Oxford Programme are going well.

English Curriculum: DIBELS testing for the whole school is now complete and data is being analysed. Teachers are working hard to implement the 'Syntax Project' in their classes, and doing a fantastic job.

Circle Time: Year 0-4 are at the beginning stages of implementing Circle Time in their classes, with RTLB support.

Year 5 Camp: we had a highly successful camp with our Year 5 students and teachers.

4.2 NAG 2 Strategic Planning

SLT worked for three hours with Jo Robson today, to update our annual plan, including its implementation.

4.3 NAG 3 Personnel

Our leadership roles have all been appointed and work is underway in all areas. We are in a very strong position, especially with curriculum leadership this year.

Our specialist model of teacher release is working well. Specialist teachers are very much part of year-group teams. Discussion held around the resourcing of equipment that specialist teachers may need for their programmes.

4.4 NAG 4 Finance

4.4.1 Finance Report

Taken as read.

4.4.2 Liz Kane Educational Tour

Board approves for Mr Hayden Iles, Mrs Alice Andel and Mrs Lauren Hare to attend the Liz Kane Educational Tour in Melbourne for the dates 27th April to the 2nd May 2025. The focus will be looking at high performing Australian schools where high quality Structured literacy programmes are in place, including writing programmes. These schools are following a Science of Learning approach. All expenses have been included and approved in the 2025 budget under Professional Development.

Approved: DK / SF

4.4.3 Term Investments

Our school is offered special rates from ASB. These rates are ahead of what other banks offer.

4.5 NAG 4 Property

Taken as read.

Drainage works: are now completed.

Amphitheatre: Moss Engineering has quoted \$3350 for geotechnical services to check the area before the project commences. The board agreed that the engineering report and amphitheatre plans will be forwarded to Yasmin Briden from the MoE for approval. **Approved: DK / BI**

New cameras: these are now up and running. We have good coverage over most of the school with AI-enhanced surveillance.

Security and fire alarm upgrades: work is progressing well.

4.6 NAG 5 Health, Safety and Wellbeing

Nothing to report.

4.7 NAG 6 Legislative Requirements

4.7.1 Board Assurance:

Safety management, system and worker engagement
Healthcare
Digital Technology and Online Safety

Taken as read.

4.7.2 Policies for Review

Health, Safety and Welfare Policy
Safety Management System
Worker Engagement, Participation and Representation
Healthcare
Recording and Reporting Accidents, Injuries and Illness

Taken as read. No review feedback provided.

4.7.3 Student Numbers

Taken as read.

4.7.4 PTA Report

Taken as read.

5. Correspondence Inwards

- CareKids Update from Yasmin Briden (MOE)
- Leave request from Ariane Kostan. Tabled. **Approved: JF / HI**

Correspondence Outwards

None.

Evaluation

In compliance with the Government Official Information and Meetings Act 1987, Section 48, Schedule 2A, that the public be excluded from the meeting while we discuss personnel issues

Meeting closed at 8:13pm


Signed David Kay:
Chairperson


Date