

Murrays Bay Primary School Board - Meeting Minutes

Date: 15 October 2025

Time: 7pm

Location: Staffroom

Welcome and Apologies

Present: David Kay, Jodi Field, Aimee Fannin, Hayden Iles, Shaun French, Danielle Pan, Todd McDonald

Apologies: None

In Attendance: Claire Fisher, Alice Andel, Paul Hoffman

Action Points Follow-up: action register updated.

Late Business:

- Auditors visited today. It was a very positive audit with only minor items to action. The auditors were very impressed.

Property Maintenance Grant top-up. (Tabled)

We have received from the Ministry of Education (MOE) a Property Maintenance Grant top-up of \$33,274.

As part of the application we had to inform the MOE where the money will be spent and provide documentation. The money has to be spent by the end of Term 1, 2026.

The money will be spent on the following areas:

- Grounds:
 - Spray for weeds for the main fields
 - Verti drain
 - Fertilise main fields
 - Undersow sow into main fields
- Gutter cleaning
- Tree removal or trimming
- Asphalt repairs in the hall car park
- School storm drainage works

Approved: JF / TM

Confirmation of Previous Minutes

Approved: JF / SF

General Business – NAG Reports

Board Election Update - Welcome new board members

Welcome to Todd McDonald, Danielle Yang and Jodi Field.

Elect Presiding Member

Board Elected David Kay. Congratulations to David.

Approved: SF / JF

Board Members list and Conflict of Interest

- Conflict of interest register updated.
- Sub-committees: property (David and Jodi) and finance (Shaun). Danielle and Todd will be invited to the next property and finance committee meetings.

Sheree Lacy-Geohring Farewell morning tea

Farewell morning tea being held for Sheree on Friday, 31 October 11am - 11.30am to farewell her from the board. David and Shaun sent apologies. Jodi will be present.

Board Meeting dates for 2026

Board Meeting dates for 2026 Approved: JF / SF

What time will the meetings be held? *Not confirmed at this stage. Suggestion to email Board members to see whether during the day or the evening will suit better on specific dates.*

| | |
|--|---|
| Term 1 25th February (Week 4) 25th March (Week 8) | Term 2 13 May (Week 4) 17 June (Week 9) |
| Term 3 5 August (Week 4) 9 September (Week 8) | Term 4 4 November (Week 4) 2 December (Week 8) |

Strike

Board approved to completely close the school on 23rd October 2025 due to the union strike.

Approved: JF / DK

NAG 1 – Curriculum

Taken as read. Our students have enjoyed many varied learning experiences over Term 3.

SENCo Report

Thank you to Sharon Garner for the report. Taken as read. Thanks given to the Board for the funding they approved for 2025 for a fully released SENCo. This has made a huge impact on the workload of the SLT and enabled the SLT to embark on different strategic projects.

GaTE Report

Thank you to Alice Andel for the report. Taken as read. Discussion held around MindPlus and other ways in which the Board support funding to support our gifted students. Discussion held about how the science of learning works for our gifted students and what our school is doing in this area.

Arts Report

Thank you to Jess Young for the report. Taken as read.

Circle Time, Playground games, PC4L, Peer Mediators & Road Patrol Report

Thank you to Tash McMurdo for the report. Taken as read. Discussion held around circle time, craze of the week and support that is available for peer mediators.

Creativity Report

Thank you to Aimee Fannin and Sharon Gray for the report. Taken as read. Creativity will continue to be a focus for our school.

ESOL Verification Report

Discussion held. Congratulations to the ESOL team for such a positive report. The ESOL verification report will be made available to our school community.

NAG 2 – Strategic Planning

Discussion held about the update of our Strategic Plan. A draft will be presented to the Board at the next meeting. This will then be finalised early in 2026.

Cohort Entry

The board approved for the school to change to cohort entry for our new entrant students effective from 2026. Approved by full board by email on 28th August 2025.

NAG 3 – Personnel

Welcome to Annie Ramsamy, who started a Year 0 class at the beginning of Term 4. We are currently finalising staffing for next year, including appointing fixed-term teachers for 2026.

Wellbeing Survey Feedback

Wellbeing Survey report shared with the Board and discussed. The overall feedback is positive. Thank you to Shaun for compiling the report. Shaun and Hayden will put together a summary sheet for staff members. This will be emailed to them.

NAG 4 – Finance

Finance Report

August Finance report taken as read. Thank you for the report.

Finance Committee Meeting Feedback

Audit Recommendation Report:

Payroll: Payroll processes and checks to be continued as it is.

Approved: SF / JF

Board Property Budget:

Discussed in the Property Sub-Committee.

Review Pupil Services Contribution and School Donation for 2026

Board approves for pupil services contribution and school donation for 2026 as follows:

| 2025 Contributions and Donations | | |
|---|-----------------------------|-----------------|
| | Pupil Services Contribution | School Donation |
| Full Year (4 Terms) | \$150.00 | \$270.00 |
| 3 Terms | \$112.50 | \$202.50 |
| 2 Terms | \$75.00 | \$135.00 |
| 1 Term | \$37.50 | \$67.50 |

Board approves the Pupil Services Contribution and School Donations to stay the same for 2026: SF / TM

NAG 4 – Property

Property Report:

Discussion held about the new playground - the students love it! Kereru block was refurbished over the school holidays and new carpet installed upstairs in Kiwi block. The Manutara stairs have been resurfaced.

A suggestion for the PTA to fund or part-fund a large shade for the senior area of the school. Jodi to get one quote. Paul and Hayden to organise some school visits. After this information is gathered, a decision will be made whether to pursue this or not.

NAG 5 – Health, Safety & Wellbeing

NAG 6 – Legislative Requirements

Board Assurance

Gift policy assurance

Policies for Review

- Bullying and Harassment
- Behaviour Management
- Searches, Surrender and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension and Exclusion
- Staff Wellbeing and Safety

No review feedback received.

Student Numbers

Taken as read

PTA Report

Taken as read. Thank you to Tanya for the report. New fundraising is about to begin: fundraising for shade structures.

Correspondence (Inwards / Outwards)

- Leave request - Anna Walker - **Approved HI / DK**
- NZEI - Informal notice of strike
- Year 5 2026 camp request - **Approved with the cost of \$350 per student.**
Approved TM / SF
- Year 4 2026 camp request - **Approved DP / TM**

Pending List / Admin Calendar

Next Meeting Date: 3 December 2025

Meeting Evaluation

Public Exclusion (Personnel Matters) - In Committee

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 9:18pm

Signed: 

David Kay

Presiding Member

3/12/25
Date