

## Murrays Bay Primary School Board - Meeting Minutes

**Date:** 25 February 2026

**Time:** 7pm

**Location:** Staffroom

### 1. Welcome and Apologies

Present: Hayden Iles (via Zoom call), David Kay, Aimee Fannin, Shaun French, Jodi Field, Todd McDonald, Danielle Yang

Apologies:

In Attendance: Paul Hoffman, Claire Fisher

### 2. Late Business

H&S

Property

Compassionate Leave

Liability outside school hours

### 3. Confirmation of Previous Minutes

Approved: **SF/ TM**

### 4. Appoint Presiding Member.

This was done first.

**JF nominated David Kay. Seconded DY.**

No other nominations.

David Kay elected Presiding Member. **Approved JF/ DY**

### 5. Principal's delegated authority and Presiding Member delegated authority

**David Kay** moved that "the Board of Murrays Bay Primary School pass a motion to delegate the following areas to the Principal: suspension and stand down of students, financial expenditure within budget limitations, employment of staff - teachers and support, allocation of salary units, suspension of staff, managing banked staffing provisions, staff appraisals, initial investigations relating to a complaint against a staff member, and that in the absence of the Principal, the Deputy Principal, are delegated to take these authorities."

**Seconded: JF**

**Carried: Yes**

**SF / TM**

### 6. Board code of conduct policy

The Board code of conduct explained. Each board member will sign their copy and return it to the Board Secretary.

### 7. Members list and Conflict of interest register

Correct. David Kay - declared conflict: On the board at Murrays Bay Intermediate School. Jodi Field - remove conflict: MBIS School board . Todd McDonald added to the finance sub committee.

## **8. Action Points Follow-up**

Action register is updated. Shaun French requested dates on action points. #52 add 25/3/26 to the update column.

## **General Business – NAG Reports**

### **9. NAG 1 – Curriculum**

Taken as read.

Claire Fisher presented EOY data. Shaun French has been analysing data. There have been improvements for mid and end year data for both gender and ethnicity. Maths noted the gender gap has closed more.

Executive summary next board meeting. Clear and obvious shifts noted. Data shows we need to extend students in every bracket. CF noted that we are still comparing apple with oranges. Overall making good progress. SF requested a more holistic overview to observe trends. Suggested 6 items to report on.

Paul Hoffman noted great start to the year. It was a highlight to have such a great start. Student government elected. 40 students applied. Combined student/teacher votes. Abbie Sadler all over sports. Mindplus information evening, 20 parents attended. Very successful.

### **10. NAG 2 – Strategic Planning**

#### **Attendance Plan 2026**

Paul Hoffman advised school is already keeping an eye on students and the community has good communication with the office. There is very little truancy or long term illness rates. Our non attendance is largely illness and overseas family. PH showed the Decision Tree as per the Attendance Code relating to the new policy. This needs to be documented on Hero. PH explained the threshold is MOE directed. HI advised it is a part of the Education Act 2020. Currently working on 3 different scripts for letters to go out for non attendance. As there are different reasons/circumstances for absences we need a variety of approaches to deal with this. Meeting with Jo Robson 26 February to further refine the letters and process. The school has a good attendance rate and its very difficult to send these letters. The attendance plan will be posted on the website. The community is good at informing the school of absences. The new process will be time consuming for the staff. Todd McDonald asked about external learning. This can't be used when travelling overseas. David Kay requested a review date. Paul Hoffman advised work in progress.

#### **Annual Plan for 2026**

Annual Plan has been published on the school website and submitted to MOE.

## **11. NAG 3 – Personnel**

Resignation/Maternity leave as per attachments. Appointments have been made.

### **Confirm all staffing 2026**

Taken as read

## **12. NAG 4 – Finance**

### **Finance Report**

Taken as read.

### **Final Budget 2026**

SF advised overall position is good. Reserves are good. Appears we are happy to spend budgets, invest etc.

Forecast deficit 4 years in a row. We end up being far more positive than forecast. Try and reduce the deficit forecast. Ideally like to see neutral or small surplus. We are constantly performing better.

Having invested a lot in teaching resources in previous years, these amounts will scale down moving forward. The change in accounting provider is working. HI advised MOE are funding more. SF noted, the school is in a strong financial position. Very comfortable with audit. Captured well.

DK noted assets still sitting at the same, working capital down a bit but everyone is happy. SF noted International Students may change and has not been factored in.

Before/after school care provider not factored in.

Building Improvement budget line. \$100k allocated to the property sub committee for items on that agenda. To be reviewed annually.

**Approved JF / DY**

### **Asset Register**

Taken as read. Presiding member signed document.

### **Finance Delegations**

Taken as read.

### **Business Visa Cards**

Board approves increase for school master credit limit from \$12,500 to \$17,000.

**JF proposes a \$20,000 limit. All agree.**

**Approved DK / SF**

## **School Annual Accrual Report**

Tabled. **Approved DK / SF**

### **13. NAG 4 – Property**

Taken as read. PH advises Martin and Pete do a fantastic job. JF powerpoint presentation on sun shades. Finance falls under the property sub committee. All agree with concept, just need to decide on minor details eg colour, layout.

### **14. NAG 5 – Health, Safety & Wellbeing**

Traffic Letter to community sent out to community.  
Taken as read.

### **15. NAG 6 – Legislative Requirements**

#### **Board Assurance:**

Risk Management  
Emergency Management  
Learning Support  
Digital Technology and Online Safety

Taken as read.

#### **Policies for Review**

- Alcohol, Drugs and Other Harmful Substances Policy
- Sun Protection
- Digital Technology and Online Safety

DY feedback regarding parents being held responsible for digital tech/online safety. Noted that parents sign a document at the beginning of each year. Discussion around needing community consultation and the legality of including this. No action at this stage.

Jade Systems are currently refreshing our website. DK to use website to advise on board liability in regards to being on school grounds outside hours, school rules etc. Will not be heavy handed compared to other schools.

#### **Student Numbers**

Taken as read

#### **PTA Report**

Taken as read

### **16. Correspondence (Inwards / Outwards)**

2027 Year 6 Camp request - **Approved JF/DY**

Daseul Norling resignation letter - noted


Sabriye Besim maternity leave request - **Approved DK/TM**  
Claudette Allen - leave request approved by email by full board. **JF/DK**

**17. Next Meeting Date: 25 March 2026.**

**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 8.59pm**

  
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Signed:  
Presiding Member

  
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Date