

Murrays Bay Primary School Board - Meeting Minutes

Date: 25 March 2026

Time: 7pm

Location: Staffroom

Welcome and Apologies

Present: Hayden Iles, David Kay, Aimee Fannin, Jodi Field, Todd McDonald, Danielle Yang

Apologies: Shaun French

In Attendance: Paul Hoffman

Late Business

- Correspondence received from Yasmin Briden re Hall painting - Action Register:

Internal hall painting is scheduled into maintenance and added to the maintenance file/action register.

Yasmin confirmed the painting entry and the file will be available for auditors on **Tuesday**.

School and ministry share hall ownership; school pays **half** of the costs from the school budget

- Thank you letter from Claudette Allen - acknowledged.

Confirmation of Previous Minutes

Approved: DK / JF

Action Points Follow-up

Email web designer Confirm overseas access and server/setup for the new website and follow up on the website theme sensitive pull; email the web designer now to resolve China access issues.

On the website include the RESPECT materials which shows our school sport values.

Add painting to maintenance Add the internal hall painting entry to the maintenance file/site so it's recorded for auditors and future planning.

Prepare furniture register to develop a multi-year furniture replacement plan and costings (class-set needs, 1–3 classes/year options) and include figures for budgetary planning.

Obtain turf quotes. Follow up with Tiger Turf (George) for refined quotes (turfing, court lines, logo, protective machinery), reduce options (minimal turf + play markings). Arrange a board property sub committee meeting to finalise and approve the tiger turf for the Pukeko area.

General Business – NAG Reports

Website Update

Our website refurbishment is nearly completed. A great deal of work has been undertaken. Special thanks to Paul and Stephanie Whiteside, for their work with this. At the meeting on Wednesday Paul will be able to provide an update and preview of the new website.

New website is about to go live; **Hero** will handle absence reporting and calendar links.

Email web designer Confirm overseas access and server/setup for the new website and follow up on the website theme sensitive pull; email the web designer now to resolve China access issues.

On the website include the RESPECT materials which shows our school sport values.

Add a liability clause on the website to state that parents are responsible for after school supervision of their child/children.

NAG 1 – Curriculum

Taken as read.

Science of Learning

Thank you to the Learning Leaders and Lydia Bush, ESOL on the update on Science of Learning in our school.

Strong progress on the **Science of Learning** rollout (structured literacy & maths); notable improvements in assessment data (**73%** in blue/green Dibbles bands; target **80%**).

Structured literacy and the Oxford mathematics programme provide measurable gains: **84%** at expected writing level; DIBELS results reached **73%** versus an **80%** target; girls closed the historical maths performance gap; ESOL integration increased consistency.

Scaling and dissemination activities progressed: deputy principals and principals visited classrooms; plans to invite staff to observe practices; Aimee and Lauren to present a **45-minute** session at the regional Sharing Best Practices Day.

NAG 2 – Strategic Planning

End of Year Data

Thank you to Claire Fisher and Shaun French for the work on the end of the year 2025 data.

Analysis of Variance

Taken as read. Submitted to Finance Auditors. Will be published on school website after this board meeting.

Te Tiriti o Waitangi

Taken as read. Submitted to Finance Auditors. Will be published on school website after this board meeting.

The Onepoto Festival has been postponed for 2026. Our school will have our Matariki Festival in 2026.

NAG 3 – Personnel

Leadership changes confirmed — **Paul Hoffman** as Acting Principal. Claire Fisher and Alice Andel roles continue, portfolios have been adjusted to maintain curriculum continuity.

Sharon Garner appointed Acting Deputy Principal, **Anna Clark** appointed Acting Senco.

Paul enrolled in a beginning-principal course and will undertake practical experience (PE).

Teresa Burn assigned as mentor; **Helen Prescott** paired with Paul on the course; **Jeff Johnson** will contact Paul monthly; **David** will provide additional support.

Jo Robson appointed to lead learning.

Teachers appointed:

Jeandri van Zyl - Year 3 class

and Amy Lloyd - Year 3 class

NAG 4 – Finance

Finance Report

Board allocating **36%** of income to learning initiatives; short-term property funds available (**\$24,000** noted) and furniture replacement to be planned across years.

NAG 4 – Property

Thank you to Paul Hoffman for the property report.

Manutara Building

Year 6 block - currently working on fan and lighting issues.

Tigerturf

Proposals for court turfing and external play markings discussed — estimated turf cost \approx **\$21,000**; smaller options (remove logo + add play markings) possible at lower cost.

Turf proposal: **\$24,000** remaining; Tiger Turf quoted **\$21,500** to turf the area, **\$1,000** for court lines, **\$3,500** for a logo; recommended: turf court + line markings + small play markings around perimeter instead of logo; note risk from rising tree roots under the area.

This will be finalised and approved at the next Board Property Sub Committee meeting in Term 2.

Science of Learning Furniture:

Current property budget provides replacement only for broken/aged furniture; full classroom overhaul is unaffordable (example quote **\$400** for six replacement table legs).

Create a furniture register and prioritise worst classrooms; implement a multi-year rollout replacing **2– 3** class sets per year to complete in **5–6 years**.

Recommend piloting upgrades in Sharon Gray's' classroom as first priority.

Budget covered replacement only for broken/aged furniture; create a furniture register and implement a staged 5-year rollout prioritising worst classrooms to address a **\$20,000** shortfall in the property budget.

Ventilation and thermal comfort remain unresolved: air-conditioning was not ministry-funded; HVAC systems require certified cleaning every three months; propose additional vents or through-wall units at minimal cost for problematic rooms.

Furniture replacement register to target worst rooms over multiple years.

NAG 5 – Health, Safety & Wellbeing

Traffic letter to the community sent. Taken as read.

NAG 6 – Legislative Requirements

Board Assurance

Health Education

Health, Safety and Welfare Policy

Worker Engagement, Participation and Representation

Health Support

Taken as read.

Policies for Review

Alcohol, Drugs and Other Harmful Substances Policy

Sun Protection

Digital Technology and Online Safety

Taken as read.

Student Numbers

Taken as read. Numbers down due to cohort entry.

PTA Report

Taken as read.

Correspondence (Inwards / Outwards)

Inwards:

- OIA Request on board policies on trustee use of personal devices
- Year 5 Camp 2027 Request - **Approved TM/HI**
- Letter from the General Auditor (tabled)

Outwards:

- Respose to OIA request on board policies on trustee use of personal devices

Next Meeting Date: 13 May 2026

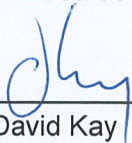
Meeting Evaluation

Public Exclusion (Personnel Matters) - In Committee

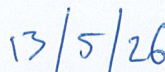
Evaluation

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 8.43pm



Signed: David Kay
Presiding Member



Date