

Murrays Bay Primary School Board - Meeting Minutes

Date: 19 February 2025

Time: 7pm

Location: Staffroom

1. Welcome and apologies

Present: Hayden Iles, David Kay, Brett Ingold, Aimee Fannin, Shaun French, Jodi Field,
Sheree Lacy-Geohring (via Zoom call)

Apologies: None

In Attendance: Claire Fisher, Paul Hoffman, Alice Andel

1.1 Appoint Chairperson

David Kay appointed Chairperson.

1.2 Principal's delegated authority and Board Chair 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: SF

Carried: Yes

DK / SF

1.3 Board code of conduct policy

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

1.4 Members list and Conflict of interest register

Correct. None to declare. Two amendments have been made.

DK / JF

1.5 Action points to follow-up

Action register is updated. A further meeting with Margaret O'Sully needs to be held.

2. Late Business
none

3. Minutes from the previous meeting

Approved: HI / SF

4. NAGs 1-6 (General Business)

4.1 NAG 1 Curriculum

The school year has started smoothly and we are fully staffed. We have had 5 new staff members: Zoe Stenhouse, Jessie Cole, Mikayla Sharp, Jen Watson, Rebecca Waldock and we also welcome back Claire Fisher to school.

We had two very successful Staff Only Days to start the year, with a heavy curriculum focus. We are well underway with implementing the new English and new Mathematics curriculums.

We are excited about the leadership that is in place for English and Mathematics this year and are already seeing the benefits of our programmes and systems being enhanced and improved.

Discussion held around the new Oxford Mathematics resources that have been supplied by the Ministry of Education and our implementation of the new Mathematics Curriculum to date. We are well underway already.

Reading, Writing and Maths End-Year Data 2024

Reading, Writing and Maths 2024 End Year Data Analysis

Thank you to Claire Fisher for this report. Claire presented the 2025 End of Year Data report and this was discussed.

4.2 NAG 2 Strategic Planning

4.2.1 School Docs Self Review Schedule for 2025

Schedule distributed to the Board.

4.3 NAG 3 Personnel

Taken as read.

4.3.1 Confirm all staffing and Staff Induction programme

Taken as read.

4.4 NAG 4 Finance

Taken as read.

Query regarding moving investments from our current bank to another bank to get the best interest rate. This will be discussed our current bank to see if they can match the best current interest rates.

4.4.1 Finance Report

Taken as read.

4.4.2 Financial Delegations

Taken as read.

Approved: DK / JF

4.4.3 Final Budget 2025

Discussion led by Sharee, explaining the 2025 budget. The 2025 budget is forecast for a \$278,070 Deficit. The Deficit budget is made up of \$208,000 of allowances for One Off Expenses plus a standard operating annual Deficit of \$70,070.

Notes for 2026:

- Increase PE/Health budget to \$10,000 on an ongoing basis.
- Include playground maintenance annually (\$3500 in 2025 budget).
- It is not guaranteed that we will be able to run a Deficit budget in 2026. This will be dependant on our reserves.

Approved: DK/BI

4.4.4 School Annual Accrual Report

The 2024 SUE Accrual Report was tabled at the meeting.

David Kay moved that "the SUE Accrual Report be signed off."

Seconded: Brett Ingold Carried: Yes

DK / BI

4.4.5 Principal's trip to Korea

Approval requested for the Principal, Hayden Iles, to travel to Korea in November to market for international students. To market our international student program at the Institution Seoul Fair. The cost of this trip of \$7000 has been added to our final budget for 2025.

Approved: DK / SF

4.5 NAG 4 Property

Taken as read. Thank you to Paul for the report.

Thank you to our staff who been very accommodating with the building maintenance work that has happened and is currently happening. The Year 2 team spent three days out of their classrooms this week and some of the Year 6 classes have moved out of their classrooms today.

Thank you to Martin and Pete for the hard work they did over the summer holidays to prepare our grounds for the start of a new school year.

4.6 NAG 5 Health, Safety and Wellbeing

- Taken as read.

4.7 NAG 6 Legislative Requirements

- Taken as read.

4.7.1 Length of School Day / Term dates

- Taken as read.

4.7.2 Board Assurance: all taken as read

School Planning and Reporting
Learning Support
Health Education

4.7.3 Policies for Review

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

4.7.4 Student Numbers

- Taken as read.

4.7.5 PTA Report

- Taken as read.

5. Correspondence Inwards

Booking request for Year 5 Camp for 2026. Deposit needs to be paid to secure.

Approved: DK / SF

Correspondence Outwards

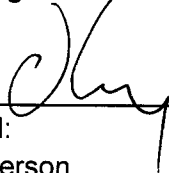
None.

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 8:49pm

Signed:
Chairperson



Date

19/3/25