

Murrays Bay Primary School Board - Meeting Minutes

Date: 13 May 2026

Time: 7 pm

Location: Staffroom

Welcome and Apologies

Present: Paul Hoffman, David Kay, Shaun French, Jodi Field, Todd McDonald, Danielle Yang, Aimee Fannin

Apologies: None

In Attendance: Claire Fisher

Late Business

The board meeting set for 9th September is the same night as the School Production Proposal to the board to move this meeting to **Wednesday, 2 September**.

Approved DK / JF

Request for board approval for students' artwork around the school

Proposal to install eight murals representing native birds named after classroom blocks.

Murals will be on 1,200 x 900 mm plywood panels, movable and sealed with graffiti-resistant coating.

Project led by Grace (former student and current student leader) and Kim (experienced mural artist).

Funding is sought from the East Coast Bays board; the school is to contribute a small donation for materials.

Murals aim to create a welcoming, colourful, and inspiring environment, enhancing school pride and student engagement.

Ongoing communication planned for feedback and revisions before painting begins.

Approved DK / JF

April Finance reports

Noted

Finance Audit Accounts

Noted

Confirmation of Previous Minutes

Approved DK / SF

Action Points Follow-up

The board is to read and review the EOTC policies.

Acting Principal to send copies of the previous, upcoming and a blank RAMS for the board to view.

General Business – NAG Reports

NAG 1 – Curriculum

The curriculum update highlighted a positive start to the term, with new students and teachers settling in.

Focus on writing development and adapting to new curriculum requirements.

Assessment tools: Year 5 and 6 trialling PAT writing and SMART tool; the SMART tool is free and government-supported.

Decision pending on whether SMART will be mandated next year; currently used as a trial.

NAG 2 – Strategic Planning

2027 Term Dates

The board approved the 2027 term dates, aligned with those of intermediate schools.

Approved DY/SF

NAG 3 – Personnel

Taken as read.

NAG 4 – Finance

Finance Report

April financial report supersedes March; small deficit of approximately \$33,530.

International student income is behind budget, with most fees paid in term four.

Budget monitoring is ongoing, with an expected income influx later in the year.

Auditors reviewed the 2025 financial statements; no major issues were flagged.

Cyclical Maintenance

The cyclical maintenance plan has been amended as follows: Admin block internal to 2028 and Ruru block internal to 2027.

Approved DK / PH

NAG 4 – Property

Playground and shade sail projects completed with PTA funding; Ministry of Education approval required for significant infrastructure changes.

Drainage works have been completed, preventing potential issues.

Ongoing monitoring of property and health and safety concerns, including incidents involving youths on school grounds.

Communication with the Ministry property advisor to ensure compliance and approvals.

NAG 5 – Health, Safety & Wellbeing

A letter will be sent to the parent community to reinforce expectations around student supervision outside of school hours.

Emphasis on staff following RAMS (Risk Assessment Management System) for all off-site activities.

Parent supervision outside school hours is a growing concern; communication is planned to reinforce expectations.

NAG 6 – Legislative Requirements

Board Assurance

- Safety Checking and Police Vetting / Teaching certification
- Performance Management
- Appointment Policy, Staff conduct, and Professional development

Policies for Review

Board members are asked to review these policies on SchoolDocs before the end of Term 2.

If you read through these documents and require clarification on anything included, please email the Principal's PA. Otherwise, the Principal will complete the review process prior to the end of Term 2.

- School Swimming Pool
- Education Outside the Classroom (EOTC)
- EOTC Governance roles and responsibilities
- EOTC Risk assessment and management

Board members are encouraged to review RAMS documents and policies regularly to stay informed

Student Numbers

Taken as read.

PTA Report

Taken as read. PTA is facing cash-flow issues due to event cancellations that are impacting fundraising.

Correspondence (Inwards / Outwards)

Inwards:

- Invitation to Webinar: Being a good employer (NZSTA/Gov Hub)
- MOE Approval - Pukeko Turf Project

Outwards:

- none

Next Meeting Date: 17 June 2026

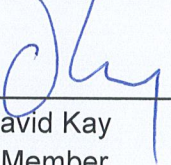
Meeting Evaluation

Public Exclusion (Personnel Matters) - In Committee

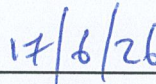
Evaluation

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

Meeting closed at 9.30 pm.



Signed: David Kay
Presiding Member



Date