

Murrays Bay Primary School Board - Meeting Minutes

Date: 17 June 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, Sharon Garner

Late Business

- Proposed letter re ESOL funding: due to the proposed withdrawal of funding for Y0/1 and the possible reallocation of all ESOL funding to Science of Learning in the classroom, a letter has been written to pass on to Erica Stanford, Minister of Education/Local MP. Suggestion to add statistics related to the increase in ESOL student numbers at Murrays Bay School.

Fully supported by the board, Paul was given the go-ahead to sign on the board's behalf.

Confirmation of Previous Minutes

Approved DK / JF

Action Points Follow-up

Upgrading of furniture in some classrooms has started. Ongoing project.

General Business – NAG Reports

NAG 1 – Curriculum

As read

PAT Maths Data - thank you to Liam for a clear presentation of data, and a big well done to all the staff for their hard work.

NAG 2 – Strategic Planning

Annual report and Strategic Plan

Included for approval by the board. SLT has worked alongside Jo Robson to create a clear strategic plan 2026 - 2028 and the 2026 annual plan. 3 pillars. It is important that the board understands it and has a say. Question: Is it too operational? Will comparable data change some of the curriculum objectives? The annual plan and direction can be put up on the website

Approved: JF/TM

Parent Hui (first one today)

Based on Reporting. 80 parents attended. Positive atmosphere. Thank you to Paul for sharing relevant information clearly. Thank you to Joe Gong and Lauren for supporting.

NAG 3 – Personnel

Advertising for NE teacher mid-term 3

NAG 4 – Finance

Finance Report

May finance reports. Noted.

As read

2025 Finance Audit

Noted.

As read

NAG 4 – Property

The board approves trimming the oak tree outside Pukeko **before** the new turf installation to prevent debris and heavy machinery on the new surface.

Quote approved: \$2,800 + GST

Approved DK/TM

Other content - As read

NAG 5 – Health, Safety & Wellbeing

Fire Drill today

Successful - 20 minutes for the whole process and first time at the new meeting point (bottom field). Check the bell's operation in the hall (no one was down there today).

NAG 6 – Legislative Requirements

Board Assurance

- Employment Policy and Equal Employment Opportunities
- Child Protection and Abuse Recognition and Reporting
- Curriculum and Student Achievement Assurance
- Cellphones and other personal digital devices

Taken as read.

Policies for Review

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

All board members have read these policies.

How do we learn from previous incidents?

Privacy Act 2020 - can't ask for other schools' policies, but can ask about procedures. On asking, other schools do the same as we do.

We have realized we need an in-depth review of the entire day and a specific incident review form, which will be uploaded to Hero.

How will this be disseminated to staff? Procedure rather than policy. A meeting is held between the staff involved and the SLT to discuss what happened and what we need to do next time. There are many recurring events in which the RAMS are reassessed each year.

If this is a process the board needs to go through and make changes, the notes/RAM template needs to go to School Docs to ensure there is a robust process to make sure lessons are learned/changes are made around highlighted risks. PH to do.

Ratios - guidelines but not mandated (adults to children) 1-4 in water, 1-6 near water, 1-25 on an excursion - at MBPS, we aim 1-10, juniors 1-6.

First aid - on-site, on-staff first aid certification. Most Level 1, some Level 2. At least one Level 1 qualified member of staff on an excursion/event.

Are we covering security issues? Do we need to include a Security part in the RAM? This is included in the RAM as awareness for staff about outside factors that might affect students' security/safety.

Unforeseen circumstances: how do we review and include them in the next RAM?

Student Numbers

Taken as read.

International student program and fee review

Point of interest - do we/can we check whether students whose parents are on a student/study visa have their domestic student status affected, so they need to become international again?

That the Board approves retaining the current international student fee structure for the 2027 school year.

at \$16,000 plus GST

Approved DK / JF

PTA Report

Taken as read.

Correspondence (Inwards / Outwards)

GovHub - Mid Term Board Elections - as read.

Maternity letter request - **Approved JF / TM**

Next Meeting Date: 5 August 2026

Meeting Evaluation

Public Exclusion (Personnel Matters) - In Committee

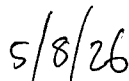
Evaluation

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 9.35 pm.



Signed: David Kay
Presiding Member



Date