Murrays Bay Primary School Board - Meeting Minutes

Date: **5 August 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
Production Offer - complimentary tickets for board members. Let Ilse know, and she will sort these for you.

Confirmation of Previous Minutes
Approved SF / JF

Action Points Follow-up

- Follow up **CCTV policy** next meeting. - ***Added to action register***

- **Classroom environments**: Update classroom furniture - purchased 10 new tables and chairs and had half delivered, being used in Y6 block. New blinds in Piwakawaka block; whiteboards and TVs moved into classrooms that needed them.

- **EOTC policies**. On reflection on prior board meeting, a review page has been added to the RAMS signed off by Activity Leader and Principal, e.g. Rippa Rugby, Stardome visits. Doesn't take long. Incident report: N/A where no incident, but there is now a doc for Incidents - running doc. These are looked at before same/similar activities and taken into account. Big events this year - Y6 camp. School docs policy has been updated. - ***Taken off action register, complete.***

- International Students - ***stay on action register.***

General Business – NAG Reports

Mid-Term Board Election 2027
Board Decision to use My School Election accredited online Option 1, Manage-Your-Own option - Conversation with Ilse to be Returning Officer.

The board approves the use of a My School Election accredited provider for online board election voting. Option 1. Cost: $2144. (may fluctuate depending on final roll number)
Board approves Mrs Ilse Hindle to be Returning Officer to run the online election process.
Noted: Board wants to analyse 'participation' in this.
Approved DK / JF

NAG 1 – Curriculum

Mid-Year Student Achievement Review
Taken as read.

Parent Conferences - Question asked and clarified regarding breaks and refreshment legality for teachers - JF
ESOL programme - what more can the board do? SLT suggested that we need to employ an interpreter. Find a way to make this work. SLT to investigate options for employing an interpreter. ***Added to Action Register***

NAG 2 – Strategic Planning
Taken as read.

NAG 3 – Personnel
Year 5 and Year 0 position

NAG 4 – Finance

Finance Report and Mid-Year Finance Review
Taken as read.
Note for future budget - in 2029 - 28 laptop leases come up for renewal.
Check with Ilse - Interest Income Code 0191
Todd MacDonald will join the finance committee

NAG 4 – Property
Taken as read.

Safety of Playgrounds - need to have a safety check. Suggested this should be done every 2 years/regularly. Suggestion of keeping a maintenance register for school-owned property.
Idea for turfing the grass area in front of the Karearea block - add to property meeting agenda.
Property meeting - Schedule this with Ilse. Invite Martin Poulton to this meeting.

NAG 5 – Health, Safety & Wellbeing
Recent traffic incidents with children running into the road. Paul to investigate/analyse what is happening/road safety.

NAG 6 – Legislative Requirements

Board Assurance
Taken as read.

Policies for Review
- School Community Engagement Policy
- Inclusive School Culture
- Student Attendance
- Concerns and Complaints Policy

No review feedback.

No review feedback.
Taken as read.

Concerns and Complaints Policy added to Action Register for Board to Review.
Student Attendance - reminder to parents about the Ministry requirements and threshold information at the start of each school year.

Student Numbers
Taken as read.

International student program
Taken as read.

PTA Report
Taken as read.

Correspondence (Inwards / Outwards)

Inwards:

- none

Outwards:

- none

Next Meeting Date: 2 September 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 8.45 pm

Signed: David Kay
Presiding Member

2/9/26
Date