Murrays Bay Primary School Board - Meeting Minutes
Date: **2 September 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: Sharon Garner, Alice Andel

Late Business

ESOL Proposal: Review and discussion of the submitted proposal. Alice Andel will be joining the board meeting for the first agenda item to explain the ESOL proposal.

Discussion focused on managing ESOL (English for Speakers of Other Languages) support, cultural integration, and school safety.

Proposal to streamline bilingual teacher aides' roles, adding 4 hours/week for cultural advising without increasing overall budget.

Concerns about funding cuts for ESOL in early years (Year 0 and 1), potentially losing $36,000.

Emphasis on community engagement, including parent education and international student support.

Increase in new Chinese students requires more translation, ESOL lessons, and cultural support.

Proposal to assign a highly experienced bilingual teacher aide as a Chinese Cultural Advisor from Monday to Wednesday, focusing on translation and cultural support, not teaching.

Other teacher aides to focus on teaching during ESOL lessons.

This approach aims to reduce disruption and improve continuity of support.

The plan is a one-year trial, likely starting next year, with minimal additional cost ($120/week).

Korean TA hours remain unchanged due to stable population.

The ESOL program is currently effective and well-received by Ministry officials.

Flu Vaccination Request: Consideration of Danielle's query regarding staff flu jabs. The board decided not to extend this to staff families.

CCTV Policy Template: Discussion of the draft policy sourced from SchoolDocs.

The board approved adopting the camera surveillance policy for our SchoolDocs site.

Approved PH / SF

Complaints and Concerns Policy: Review of the current policy alongside feedback submitted by Todd McDonald:

Todd's Review Feedback: "I note the policy states the board is to review the complaints register annually. Is this being actioned?"

Gallagher SaferSchools Option: Presentation and review of the security system proposal.

Confirmation of Previous Minutes
Approved JF / TM

Action Points Follow-up

1. Delete item 63
2. Add item 64 - explore grant opportunities to secure additional funding.

General Business – NAG Reports

Mid-Term Board Election 2027

Mrs Ilse Hindle has accepted the Returning Officer position for the Mid-Term Board Elections - March 2027.

We have registered with My School Election for the "manage-your-own" online election voting process.

Mrs Hindle will coordinate this process.

NAG 1 – Curriculum
Taken as read.

NZPF - Curriculum and Assessment Council
Paul spoke about and presented the NZPF's proposal to the minister for a curriculum and assessment council. An attached document outlined the proposal.

NAG 2 – Strategic Planning
The school is aligning its strategic plan with culture, pedagogy, and curriculum pillars.
Emphasis on behaviour culture and inclusive education for multicultural and neurodiverse students.
Planning for next year's budget and staffing is underway, including roles for new teachers and maternity cover.

Ongoing review of policies and procedures to ensure they meet current needs and compliance.
Commitment to continuous improvement and community consultation to maintain school reputation and effectiveness.

NAG 3 – Personnel
Taken as read.

NAG 4 – Finance

Finance Report
Taken as read.

Kindo
After discussing the possible positives and negatives of implementing Kindo, the board and school have NOT decided to approach Kindo to run a payment plan in the school. The main reasons we outlined were the additional cost to either the school or parent community, and the fact that our current SMS (Hero) has implemented a payment option to support parents, and our school finance department has a very good understanding of our payment process.

2027 Budget Preparation
Current funding supports ESOL and safety programs adequately, but potential funding cuts pose risks.
Fundraising efforts by PTA and school teams help support counsellors and other programs.
Use of online payment systems (eg. HERO) helps streamline fee collection and reduce manual labour.
Consideration of grant applications for property and safety improvements.

NAG 4 – Property
Taken as read.

NAG 5 – Health, Safety & Wellbeing
Recent focus on road safety around the school, especially for new families unfamiliar with local procedures.
Incidents on playgrounds and school grounds are monitored, with insurance coverage in place.
Maintenance and safety checks for playgrounds are ongoing, with plans to get quotes for further improvements.
Discussion about potential infrastructure improvements like additional pedestrian crossings to enhance safety.

NAG 6 – Legislative Requirements

Board Assurance
Taken as read.

Policies for Review
1 review comment received. Tabled. For policy complaints and concerns management policy.

Existing complaints procedure involves initial resolution by teachers, with escalation to the principal and board if unresolved.

Complaints are logged and reviewed annually; there are currently no significant issues at board level.
Emphasis on making complaint processes accessible and clear for parents.

Discussion on whether to maintain or remove certain complaint policy details from public documents to protect privacy.

Student Numbers
Taken as read.

International student program
Effort to improve international student numbers through marketing and agent engagement.
Organise an open morning for international agents to showcase the school and ESOL classes.
Focus on building a community for international parents, including English conversation lessons and social events.
Word of mouth and reputation are key drivers for attracting new international families.

PTA Report
Taken as read.

Correspondence (Inwards / Outwards)
- None

Next Meeting Date: 4 November 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 8:55 pm

Signed: David Kay
Presiding Member

4/11/26
Date