

NGAIO SCHOOL BOARD MEETING HELD 7PM TUESDAY 19 FEBRUARY 2026

Present: Emma Andrews (presiding member), Phil McIntosh (Principal), Joe Winton, Sarah Deans, Kirsten Fraser, Mike Mercer, Kirsty Donvaband, Dan Byrne (staff rep).

Guests: none

Opening karakia. Emma Andrews

Meeting open. 7:00pm

Welcome and apologies. Emma welcomed everyone to the first meeting of 2026.

COI declarations. Emma added a perceived COI noting her neighbour is the current Y centre manager. Joe added an actual COI about his wife's interest in supporting the school with Grant applications (discussed later). Mike Mercer added a COI about his role in acting on behalf of the Ministry.

Acceptance of minutes. Joe and Kirsten (second).

Board Items.

Nominating a Presiding Member

- Emma opened nominations for the presiding member. Sarah nominated Emma Andrews, with Kirsty seconding the nomination.
- The Board agreed that given the role is reviewed and nominated annually that those interested should consider it.

Code of conduct

- The Board reviewed and signed the Code of Conduct.

Schedule of Delegations

- The Board reviewed the schedule and agreed with the increases in some of the delegated values to the Principal to align with increased costs.
- The Board discussed the authority to grant leave for staff for greater than 5 days and whether this should sit with the Board or Principal. It was agreed that the Board would delegate this to the presiding member to provide the Board with oversight and the Principal will communicate and manage staff coverage for any requested period.
- The Board discussed and clarified that while the Principal can appoint permanent, relieving or casual staff within budget allocations, the appointment of the DP is retained by the Board.
- The Board clarified its email resolution processes noting that email decisions require all Board members to approve. The Board will explore voting or other tracking approaches to simplify tracking approvals.

Budget - opportunities including donation 2026

- Joe led the discussion about current and historic school donation levels and trends. The Board agreed to maintain the current rate for 2026 and will focus on strengthening communication about what the Donation supports and issuing reminders about the Donation to increase payment rates.
- The Board discussed applying a target and agreed on 80% given currently approx 70% of families donated in 2025.
- The Board discussed payment options from bank transfer, myKindo and installments.

Belonging, Connection and Culture Proposal

- Phil presented a proposal to allocate funding for staff-led initiatives to strengthen belonging, connection, and culture at the school, with the board supporting a co-design approach and agreeing to measure impact through surveys and feedback.
- Phil explained that the initiative evolved from a well-being proposal, based on staff feedback that valued belonging and culture over token well-being gestures, and sought funding to support meaningful, staff-driven activities.
- The board agreed that the initiative should be co-designed with staff, with flexibility for different groups to propose activities that foster connection and professional growth, rather than one-off or token events.
- A provisional budget of \$3,000 was discussed, with the board agreeing to review the impact at year-end using staff surveys and to adjust future funding based on outcomes.

Budget/Finance

- Joe, Phil, and the board reviewed the school's financial position, including last year's surplus, current budget forecasts, and the need for improved accuracy and timeliness from the accounting provider, while confirming sufficient reserves to cover planned expenditures.
- The board noted a surplus in the December accounts, contrary to earlier forecasts, and discussed the need to reconcile year-end accounts to clarify the true financial position.
- Current forecasts indicate a \$50,000 deficit for the year, but the school holds substantial reserves (approximately \$400,000 in term deposits and \$100,000 in other accounts), well above ministry requirements.
- Concerns were raised about delays and accuracy from the current accounting provider, with the board considering whether to seek improved service or alternative providers, while recognising the complexity of school finances.
- The board discussed the unpredictability of grants and the importance of ongoing applications, as well as the need to analyse budget variances to improve future forecasting.

Student feedback on Dogs on School Grounds

- Phil shared student feedback regarding the school's Dogs on School Grounds policy, and the board agreed to draft a response and commended the students' engagement in school decision-making.

Action Points

- To be tidied and updated offline.

Standing Items

Principals report - taken as read. Suggested addition of roll number.

Finance - see above.

- Joe discussed the outstanding requirements to complete the documentation for existing grants and discussed that his wife Becky would be happy to support this task and future Grant applications to support the school.

- The Board welcomed this opportunity and agreed Becky can apply for grants in the future on behalf of the school.

Policy - no update this meeting.

Property

- Classroom rationalisation
 - The board was informed that classrooms 13 and 14 will be removed before the end of the financial year as part of ministry rationalisation, and discussed potential future uses for the space, such as outdoor learning or play areas, pending available funding.
- Phil reported that four new heat pumps will be installed in the Junior block during term one holidays, and quotes have been received for window upgrades and a potential switch from boiler to electric heating.

Health and Safety - nothing to report.

PTA

- The board discussed the need to provide clear guidance to the PTA on fundraising priorities, particularly focusing on paying off the playground before supporting other initiatives, and agreed to improve communication and coordination with the PTA.

Admin

Upcoming school events - PTA meeting and ROCKET carnival. The Board agreed to run a station at the upcoming ROCKET carnival and wear bright clothing (yellow Ts) or pin BOARD to themselves so they could be easily identified.

In/out correspondence - letter from students.

Email decisions - none.

Acknowledgements - Hayden and year 6 student leaders for their role in the mihi whakatau. Staff for open evening.

Content for the school newsletter - welcome Phil, summary of the meeting, donation update.

Board went in committee 9:05