

# Minutes of the Ngaio School Board Meeting Held Thursday 7th May 2026 at 7pm Staffroom

**Present:** Phil McIntosh (Principal), Emma Andrews (Presiding Chair), Sarah Deans (online), Dan Byrne (staff rep), Kirsten Fraser, Mike Mercer, Kirsty Donbavand, Katy Robertson (minutes)

**Guests:** None

1. **Opening Karakia** - Kirsty Donvaband
2. **Meeting Open** - 7.03pm

**Welcome & Apologies** - Joe Winton

**Conflicts of Interest Declarations** - None

**Acceptance of Previous Minutes as a true and accurate record** - Dan Byrne and Kirsty Donbavand

### 3. **Board Items**

#### **Strategic planning**

- Phil addressed the Board, acknowledging that it may seem early to discuss planning for the strategic plan. However, he emphasised the importance of gathering feedback from the Board to commence the process in Term 3.
- The strategic planning process will comprise three phases:
- Phase 1: Understanding the school's identity. Phil proposed collecting feedback from students, to be showcased through a "story wall" unveiled at Matariki. The story wall will conclude with a blank space, inviting the community to consider what the school's next chapter will be.
- Phase 2: Engaging parents during Matariki, encouraging their participation while they are on-site. The aim is to involve as many stakeholders as possible, gaining insight into their values and feelings about recent changes at the school.
- Phase 3: Analysing the collected data and setting new goals in Term 4. The objective is to have a clear direction and completed plan by March 2027.
- Phil expressed willingness to collect feedback from all stakeholders, ensuring transparency throughout the process.
- The Board discussed the importance of crafting thoughtful questions and suggested that a Board member should oversee the information collected.
- Effective communication with the community and parents was highlighted as essential, including explaining the rationale behind decisions and providing updates on subsequent actions.

Action Points:

Phil to initiate Phase 1 in Term 3 and gather feedback from students for the story wall.

Invite parent contributions during Matariki celebrations.

Board member to oversee information collection and analysis.

Analyse feedback and set new strategic goals in Term 4.

Communicate process and outcomes to the community and parents, ensuring clarity and transparency.

Strategic plan to be completed by March 2027.

#### **4. Action Points -**

- The Board updated the action points spreadsheet.
- The Board member who will attend the public PTA meeting will be confirmed for next term, next term.
- Hayden has set a date for a Whānau Rōpū meeting. Phil will email all involved parties with the details.
- A Fish and Chip night is scheduled for next Friday, 3:30–5:30pm in Room 15.
- Lucy will organise a date for a breakfast event. A Board member may attend.
- The Whakatau has been postponed due to an insufficient number of new families.
- Phil will provide pizza for the working bee on 24 May.
- The Board will review the idea of 2027 cohort starts later in the year.

Sarah Deans joined the meeting.

#### **5. Standing Items/Reporting**

##### **Principals Report/Board assurances -**

##### **Decision Making Around Emergencies -**

- The Board was thanked for their prompt action in closing the school during recent emergencies.
- It was discussed whether all Board members need to respond and agree during emergencies, as there may be situations where some members are unavailable (e.g., travelling).
- An amendment to the emergency decision-making policy was proposed: in urgent situations, the Board Chair and Principal will make the initial decision and attempt to contact the rest of the Board as soon as possible.
- The Board agreed to check school board regulations to confirm that this procedure is permissible. Sarah will share a relevant link, and Mike will action this review.
- The Board discussed the need to consider essential worker parents and whether the school has an obligation to provide care for their children during closures. The number of local teachers was also considered as a factor.
- The Board acknowledged the difficulty in determining school obligations in these situations with little advice from the Ministry and noted that it is prudent to align school closure decisions with other local schools.
- It was agreed that a communication plan and framework should be established for emergency closures, including clear parameters and thresholds for closing the school.

- The Board noted that this year there were two closures: one due to a state of emergency and one not under such extreme conditions. The perspectives of other principals were useful to decision making.
- Safety of children remains the primary consideration. If only a small number of teachers (e.g., four) are able to attend, it is not safe to open the school to all students.

**Student Councillor** - It was discussed that we are to get a Student Councillor at no cost.

**Health & Safety** - Nothing to report.

**Finance** -

**Library** - The review process for the Librarians is progressing as planned and remains within budget. Sarah Simpson has provided valuable support throughout. The Librarians have conducted themselves professionally and have shown understanding regarding the decision. Only one response was received from the school community following the letter sent to the school advising the review had been conducted and the changes to staffing and library operations. It was noted that the newsletter today communicated that Bernice will finish her role in the library at the end of Term 2.

**EAP Budget** - The annual budget allocation for Employee Assistance Programmes (EAP) has been fully utilised.

- It was noted that the current EAP budget requires review for the 2027 budget planning cycle.
- The Board agreed that typically, a EAP issue resolution is expected within 4–6 sessions. Any staff member that requests more than 6 sessions requires Principal approval from EAP.
- Phil was requested to consult with other principals to gather information on how their schools manage EAP provisions.
- The Board understands that generally, approximately 10% of staff participate in three EAP sessions each.

**Audit** - Audit is finished and completed.

**Policy** - Privacy week next week. Policy amendment to be done.

**Property** -

**Classrooms 13 and 14** - The demolition company has visited the site, and an asbestos report has been completed. Demolition plans are forthcoming, with work possibly scheduled for June. The Board noted that if demolition occurs during term time, there may be a need to review and update safety procedures accordingly.

**McLeod Hall Working Bee** -

- Phil reported that he attempted to remove staples from the walls in McLeod Hall; however, the process proved challenging and resulted in small holes.
- It was noted that removing the staples would require extensive sanding and plastering. The Board discussed the possibility of covering the walls with Autex, with an estimated cost of \$8,000–\$10,000. Lockie is in the process of obtaining a quote.

- Door frames will be sanded, and additional work is required on the arb.
- Hayden and Louisa are compiling a list of tasks for volunteers to complete during the working bee.
- Improving ceiling acoustics was suggested as a beneficial enhancement.

## 6. Admin

**In/Out Correspondence** - PTA and email about the library.

**Note Email Decisions** - Closure of the school during the recent storm (made digitally).

**Acknowledgements-** Support staff morning tea for support staff week. All the parents that went to camp. Bernice for her service. Sarah Simpson and Phil will organise a farewell for Bernice.

**Newsletter:** Emma to compose.

**Board went In Committee - 8.49pm**