**Minutes of the Ngaio School Board Meeting Held Thursday 11th June 2026 at 7pm Staffroom**

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

**Guests:** Amy, Will and Anthony from The Y

1. **Opening Karakia** - Kirsten Fraser

2. **Meeting Open** - 7.03pm

**Welcome & Apologies -** Welcome to The Y Amy, Will and Anthony

**Conflicts of Interest Declarations** - Sarah is conducting in professional capacity a workshop with the NZSBA. The Board had no problem with this. This has been recorded in the COI register.

**Acceptance of Previous Minutes as a true and accurate record** - Mike Mercer and Kirsten Fraser passed the minutes.

**3. The Y Presentation**

**Discussion:** The Board received an overview of The Y's operations, safeguarding, and programme delivery. The Y holds Level 2 accreditation, has trained staff, safe recruitment processes, health and safety checks, and administration systems for invoicing, WINZ, and EnrolMy. Amy is responsible for safeguarding, including supporting children to understand personal safety and speak up if needed.

**Programme delivery:** Will outlined the programme, including values-based activities focused on respect and responsibility. Numbers have reduced from approximately 80–100 children pre-COVID to 30–40, and delivery has adapted with broader child- and parent-focused themes, including play and education modules.

**Questions and responses:** The Board discussed the Centre Manager's role, noting involvement in planning, administration, and contact time. The Y advised that successful ideas from its wider network can be adapted for Ngaio. Curriculum alignment remains in transition, as expectations differ between schools.

**Additional matters:** The Y noted that two camps are run outside Ngaio and that children are welcome to attend. EOTC opportunities remain open for further discussion.

**Board comments:** The Board acknowledged that the programme is now more structured, that the work The Y has put in is evident, and that the holiday programme is very popular. The Board also noted that trips involving groups of children having fun together have worked well.

**4. Board Items**

**Strategic planning consultation – next steps:** The Board discussed a targeted, manageable approach to consultation for the next strategic plan. Options included using the Matariki breakfast, a short survey, an open meeting, interactive activities, and targeted conversations with parents, the PTA, and Whānau group. Questions could cover what to keep, stop, prioritise, and what Ngaio should be known for, including the balance between academic achievement, play, wellbeing, and the school's distinctive character. Existing consultation from the graduate profile and principal appointment process will be used where possible. Phil will engage with teachers and the community. Joe will collate existing consultation information and proposed questions.

**Staggered Board Elections** - The Board discussed moving to staggered elections to support continuity and reduce disruption. The proposed model would have two members elected for an initial 18-month term, with two mid-term vacancies and three at the end of the term. Benefits include continuity, particularly when leadership changes occur; risks include limiting the community's ability to change the whole Board at once. Members considering stepping down during the current term will advise the Presiding Member. If two members volunteer, the Board will raise community awareness and consider a decision later in the year. Phil supported the proposal.

**Emergencies and decision-making**: The Board discussed emergency and non-urgent school closure decisions. Under SchoolDocs guidance, the Board may close the school in emergencies such as flooding. Less urgent closures may be decided digitally, supported by the Principal's recommendation. In urgent situations, not all Board members need to respond, but reasonable attempts should be made to contact all members. The Board noted value in understanding other schools' approaches.

**4. Action Points**

The Board updated the action points spreadsheet.

**5. Standing Items/Reporting**

**Principal's Report/Board assurances - Cohort entry -** The Board supported consulting the community on cohort entry from 2027, with children starting at the beginning or mid-point of a term. This would improve efficiency and support new entrants to start with peers. Phil noted Karori is preparing to adopt cohort entry. Term Dates for 2027 of 2nd February start date to 15 December finish date were agreed, aligning with Raroa.

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

**Finance -** Nothing unusual to report. The swimming donation should be requested earlier. The Board resolved to submit the following funding applications:

Pelorus Trust - $2,365.22 (ex GST) for two students attending Riding for the Disabled July - September 2026

Kiwi Gaming Foundation - $15,135.45 (ex GST) for Autex wall coverings for school hall.

It was also resolved that a funding application would be submitted to Pub Charity Ltd for $15,135.45 (ex GST) for Autex wall coverings for school hall if the aforementioned application to Kiwi Gaming is unsuccessful. Becky Winton will apply on the Board's behalf. Future grant requests should be recorded, with staff raising requests through Phil first. Lighting for Colway Street was suggested.

**Policy** - Nothing to report

**Property** - Discussed in Principals report.

**PTA** - The Board received an update on the PTA Gala/Fair, which will extend the Rocket Carnival and fundraise for playground matting. The Board-Principal-PTA ways of working charter is being consulted on. Mike will attend the next PTA meeting on Thursday 30 July at 7.30pm.

**Stay/Leave Interviews -** Phil will organise a template and Joe will organise Bernice's exit interview. Stay interviews will be progressed in Term 3. Wellbeing surveys will be discussed at the next meeting.

**6. Admin**

**In/Out Correspondence** - None

**Note Email Decisions** - None

**Acknowledgements-** The Board acknowledged Becky Winton, Hayden, Louisa, Bernice, the Teacher Aides, and Nicola Stevenson for their contributions. Recognition vouchers may be purchased from the Board budget. The Board will check in with Chantal following surgery. Sarah Simpson will be advised that the ASB talk was well received.

**Newsletter**: Emma to compose.

**Board went In Committee - 8.19pm**