




Richmond Road School | Te Kura o Ritimana (6.00pm – 8.00pm)

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04/02/26

Growing together, celebrating our unique identities/Te tipu ngātahi mā roto i te whakanuinga o ō tātou ake tuakiri

Agenda of School Board meeting Wednesday 26th November 2025

Agenda		Minutes	Mover / seconder	Action
Present		Carla Bleriot (Presiding Member), Jacqui Yearsley (Principal), Susan Trainor (executive assistant), Uala Toamaka (Staff Rep), Kyra Vince, Maire Sands, Jared Cannons		
Apologies		Geraint Tagaloa		
In attendance				
Financial Services form to be filled out and signed (attendance)				
Karakia/Welcome/Speaking rights		<p>Jared Cannons to do Karakia at next hui.</p> <p>Florence (Parent rep for L'Archipel) 2026 l'Archipel celebration</p> <p>L'A is turning 30 in Saturday @21st March 2026 Objective: to celebrate 30 years of bilingual education. Link in the slides. Insert here...</p> <p> L'ARCHIPEL 30TH ANNIVERSARY FAIR - PRESENTATION TO T...</p> <p>Motion:</p>	<p>Moved by:</p> <p>2nd by:</p> <p>Carried:</p>	

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<p>Confirmation of Minutes</p>		<p>Motion: That the minutes of 22 October 2025 be adopted as a true and correct record of the meeting.</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p> <p>Moved by: 2nd By: Carried:</p>	
<p>Matters arising</p>		<p>Motion: The matters arising have been completed and accepted.</p> <p>Junaid has changed pg 20 on accounts to reflect the old ones have been omitted.</p>	<p>Moved by: Kyra 2nd By: Maire Carried: Unanimous</p>	
<p>Correspondence:</p> <ul style="list-style-type: none"> • list emailed before meeting <p>[please email prior to the meeting any mail you may want to see. Most mail is in use once it arrives at school]</p>		<p>Motion: That the Correspondence as tabled be received.</p>	<p>Moved by: Maire 2nd by: Jared Carried: Unanimous</p>	
<p>Principal's Report:</p>		<p>Motion: That the Principal's Report as tabled be received</p> <p>Book launch of Samoa happened at kura. It was very successful. Congratulations to MiM.</p> <p>Lockdown procedure went really well.</p> <p>Neurodivergent PLD was very successful and kaiako really enjoyed it and have used it in their classes.</p>	<p>Moved by: Kyra 2nd By: Jared Carried: Unanimous</p>	

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		Potential asbestos in sand episode, school complied with the Ministry requirements until the report came out. Report was negative for asbestos.		
Finance Report: September MFRT End of Year Financial reports 2024		Motion: That the finance report as tabled be received Board discussed the recommendations from the Financial Audit Report. Everything seems to be tracking ok pertaining to finances. Carla asked if the school would normally have all money from grants by now. It looks as though only 87% have come in. Discussed PBLP and MLP.	Moved by: Carla 2nd By: Carried: Unanimous	Jacqui to ask about govt grant money and what has come in.. Jacqui to complete budget then email Carla re a time to meet.
Property Report:		Motion: That the property report as tabled be received No point in doing meetings with MoE at this time of year, but come back strongly at the beginning of 2026. Assessment of prefabs has yet to happen but will hopefully occur on 5th December.	Moved by: Jared 2nd By: Maire Carried: Unanimous	Jacqui to forward assessment of building email from Lisa to Carla.
Professional Development Constitution committee mahi (Kyra)		The project is to replace the standard constitution for schools which doesn't allow for our diverse ropū. Every ropū needs one representative on the board. It would be preferable to have a constitution tailor made for our kura. The 5th representative would be a Te Tiriti Representative for the whole kura. We would look to mimic what Westmere and Newton Central have done re co-governance and Te Tiriti compliance, with the added difference of our 4 language units.		

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		Jacqui has approached MoE. Next step is public consultation early next year to have it established by the next Board of Trustee elections.		
Curriculum/Data N/A				
Policy Review: Employ a reliever		Motion: That the Employer Reliever policy as tabled be approved subject to agreed changes	Moved by: Carla 2nd By: Carried: Unanimous	Jacqui to update to reflect David's responsibilities.
Conflict of Interest Register items.		NA		
Other Items <ul style="list-style-type: none"> - Principal's PGC - goals and 2026 PGC group - Annual Plan review - Te Tiriti o Waitangi - Other Business 		<ul style="list-style-type: none"> - Principal's PGC - Jacqui's appraisal and goals document that she will work through with Carla. - Annual Plan Review - Has been started and when finished will send link - Te tiriti o Waitangi - Board is comfortable to put out a statement to the community regarding our kura giving effect to Te Tiriti o Waitangi. Once agreed, Board will circulate the statement to whānau. The Board will reaffirm its commitment to Te Tiriti through a public statement to the community and updating on the website. - Meeting dates - January 28th 2026. Carla to send out other dates. 	Moved by: 2nd By: Carried: Moved by: 2nd By: Carried:	Jacqui to send link for PGC Group. Jacqui: Annual plan report to be sent to board by end of next week. Carla will draft a statement and circulate to Board.
Personnel		Personnel issues to be discussed.	Moved by: 2nd By:	

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		<p>MOVED that the public be excluded pursuant to section 48 of the Local Government Official Information & Meetings Act. The reason being to discuss a matter of personnel and the ground is to protect the privacy of individuals.</p> <p>The BOT went into committee at 8.04pm and came out of committee at pm</p>	<p>Carried:</p>	
Meeting Closed		<p>Motion: That the meeting be extended to 8.30pm</p> <p>Meeting ended at</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	
Next Meeting:				

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