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11/06/25

Growing together as one...To develop tamariki who are culturally intelligent life-long learners, who strive for excellence and contribute to their communities.

Agenda of School Board meeting Wednesday 7th May 2025

Agenda		Minutes	Mover / seconder	Action
Present		Carla Bleriot (Presiding Member), Jacqui Yearsley (Principal), Troy Mills (Staff Rep), Kylie Bryant, Kyra Vince		
Apologies		Anna Coddington, Geraint Tagaloa, Jared Cannons, Susan Trainor(executive assistant)		
In attendance				
Financial Services form to be filled out and signed (attendance)				
Karakia/Welcome/Speaking rights		Carla did karakia Motion:	Moved by: 2nd by: Carried:	
Confirmation of Minutes		Motion: That the minutes of 12th March hui be adopted as a true and correct record of the meeting.	Moved by: Carla 2nd By: Carried: Unanimous Moved by:	



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

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			2nd By: Carried:	
Matters arising		Motion: The matters arising have been completed and accepted.	Moved by: Kyra 2nd By: Kylie Carried: Unanimous	
Correspondence: • list emailed before meeting [please email prior to the meeting any mail you may want to see. Most mail is in use once it arrives at school]		Motion: That the Correspondence as tabled be received.	Moved by: Carla 2nd by: Carried: Unanimous	
Principal's Report:		<p>Motion: That the Principal's Report as tabled be received</p> <p>Moana and Jacqui spent time at Samoan Bi-lingual PLD in Wellington during school holidays. Connections made with a Principal who is coming to RRS to look at bi-lingual units. Numbers of enrolments are tracking alright compared to other years. L'A sitting at 66, however, new entrance children will be coming throughout the year. The school has planned for 80 students in L'A.</p> <p>Conversation about Wayne Facer attending another board meeting to discuss Staff funding. This would be best for after the election and to sit with the new board.</p> <p>Request to send out a reminder about school donations to the school community.</p> <p>Noho Marae - Went really well and was enjoyed by all who attended.</p> <p>Conversation about the attendance of children at school.</p>	Moved by: Kyra 2nd By: Kylie Carried: Unanimous	

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		Talked through the process and how this is being shared with SLT and teachers.		
Finance Report: 1. March report		<p>Motion: That the finance report as tabled be received</p> <p>Items in Arts budget line to be re-coded as music equipment was coded to this but will be tagged to CAPX. Discussed the outgoing in the Capital purchases - This was PLPP digital purchases and Playground</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	Jacqui to make a time to organise for the finance board committee and finance education services.
Property Report: Junior Playground matting Gutters across the school		<p>Motion: That the property report as tabled be received</p> <p>Meeting Monday with Stephan and Design Tribe. Design Tribe has received the final civil report and are planning to complete the documents by next week. MoE is now looking at the costs of the project before the 100% DAP session. Stephan to touch base with the Quantity Surveyor to confirm timing for their work then I can confirm the DAP session date.</p> <p>Jacqui highlighted a safety concern requiring the rehammering of nails on the deck of the prefabs on the field. This reinforces the Board's concern around the longevity of these classrooms. The board has asked for this to be recorded for MoE reference.</p> <p>Gutters around the school property were cleared during the holidays.</p>	<p>Moved by: Kylie 2nd By: Kyra Carried: Unanimous</p>	Kyra to send the amended draft to board before sending the response to MoE.
Professional Development N/A				

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<p>Curriculum</p> <ul style="list-style-type: none"> - Technology, ICT and Device Use 		<p>Question asked if there are enough devices in the classroom. There is a good balance of devices throughout the school. "</p> <p>Correction of numbers of TWW Chromebooks from 55 Chromebooks to 29.</p> <p>Thank you to Matua David for organising this report for the board.</p>		
<p>Policy Review:</p> <ul style="list-style-type: none"> - Responsibilities of the Principal Policy 		<p>Motion: That the policies be approved with recommendations</p> <p>Policy was circulated between the Policy committee before meeting. There were no corrections or additions needed to be made to the existing policy.</p>	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Jacqui to check dates on Acts are correct and links work. Add bullet point under procedure/supporting documentation</p>
<p>Conflict of Interest Register items.</p>		<p>Conflict noted on the register with robust discussion.</p>		
<p>Other Items</p> <ol style="list-style-type: none"> 1. Board Task Checklist 2. Attendance Report 3. PAT reports 4. Other business 		<p>Jacqui talked through the Board Task check. Discussion and confirmation of tasks completed or still pending.</p> <p>Discussion about the different rōpū and when English is introduced to the child's learning. Talked about the data in the report.</p>	<p>Moved by: 2nd By: Carried:</p> <p>Moved by: 2nd By: Carried:</p> <p>Moved by: 2nd By:</p>	<p>Jacqui to contact Alan about returning officer for elections.</p> <p>Jacqui to work out the process of requirements for Physical restraint</p>

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			Carried: Moved by: 2nd By: Carried:	Susan to add the check list to the board induction folder for term appropriate.
Personnel 1. Staffing update (including Principal PGC) 2. Health and Safety Log		Personnel issues to be discussed. <i>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.</i> <i>The BOT went into committee at 7:26 pm and came out of committee at 8:07 pm</i>	Moved by: 2nd By: Carried:	
Meeting Closed		Meeting extended to 8:15pm Meeting ended at 8:08pm	Moved by: 2nd By: Carried:	
Next Meeting:		Wednesday 11th June 2025		