



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

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02/06/26

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

Minutes of School Board meeting Wednesday 18th March 2026

Agenda		Minutes	Mover / seconder	Action
Present		Carla Bleriot (PM-Parent rep) Kyra Vince (DPM- Parent rep), Geraint Tangaloa (Parent rep), Jared Cannons (Parent rep)		
Apologies		Maire Sands (Parent rep), Uala Toamaka (Staff rep) Susan Trainor (executive assistant/note taker)		
In attendance				
Financial Services form to be filled out and signed (attendance)				
Karakia/Welcome/Speaking rights		Jared Cannons opened with karakia.	Moved by: 2nd by: Carried:	
Confirmation of Minutes		Motion: That the minutes of 4th February be adopted as a true and correct record of the meeting. Updates to be made - Priority learner instead of Priorities learner page 1 to change - Organisational on the first day changed to - change to 'organisational matters' - End time to add - 8.23pm the finish time	Moved by: Carla 2nd By: Carried: Unanimous	Action: Update minutes and have ready for Cara to sign.
Matters arising		Motion: The matters arising have been completed and accepted.	Moved by: Kyra 2nd By: Jared	

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		<p>Folder shared by Jacqui - and actions gone through and will be in the folder. Have completed actions</p> <ul style="list-style-type: none"> - Correspondence additions - NZSBA - said will be part of annual report for auditing - compliance on personnel policy of being a good employer - Delegations sent - Annual Plan updated - Jacqui checked on L'Archipel celebration event 	<p>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> <ul style="list-style-type: none"> - Some to be added - written on paper - Gary - Building and MoE - waiting for response - OIA discussed - Student asking about policy. Geraint shared and talked about their school response and advice from Harrison Stone 	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Kyra to respond to the OIA on behalf of the Board. Circulate to the Board beforehand.</p>
<p>Principal's Report:</p>		<p>Motion: That the Principal's Report as tabled be received</p> <ul style="list-style-type: none"> - Maths curriculum PLD discussed - Tautai o le Moana discussed - Roll numbers stable - some children enrolled coming later in the year. Year 2 and 3 KC full at the moment need to move children - 10 YPP - will send through to property team - Draft budget review - can talk in finance - Donations review - Banked Staffing - talk through 	<p>Moved by: Kyra 2nd By: Geraint Carried: Unanimous</p>	<p>Jacqui to add to newsletter - push for donations before end of term</p>

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<p>Finance Report: 2026 Budget update</p>		<p>Motion: That the budget as presented be approved.</p> <p>More put in to relievers lines - took this up by \$35,000 - \$40,000</p> <p>Similar budget deficit for the last couple of years</p>	<p>Moved by: Geraint 2nd By: Jared Carried: Unanimous</p>	<p>Action: Kirsten at Ec Services to confirm what the annual leave accrual for admin and learning staff on page 3 and is.</p> <p>Action: Jacqui to contact MoE finance person to look over 2026 draft budget for us</p>
<p>Property Report: MoE building and other</p>		<p>Motion: That the property report as tabled be received</p> <p>Talked through the Building and what next considering the lack of support from MoE and passing on to 'other' in the MoE that have not been part of this kaupapa</p>	<p>Moved by: Kyra 2nd By: Jared Carried: Unanimous</p>	<p>Action: Update for community in newsletter about the build and support for this</p> <p>Action: New standing agenda item from now on which will be Alternative Constitution report</p>
<p>Professional Development</p>		<p>N/A</p>		
<p>Curriculum/Data N/A</p>		<p>N/A</p>		

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<p>Policy Review: Performance management</p>		<p>Motion: That the policy be amended and come back to the Board at the next meeting for final approval and the Board is comfortable for the suggested amendments.</p> <ul style="list-style-type: none"> - Talked through changes and Geraint referred to their policy with non-teaching and teaching staff with more specific detail on the differences. The Board is comfortable with the suggested changes to adapt to update with more specific detail and differentiation. 	<p>Moved by: Carla 2nd By: Carried: Unanimous</p>	<p>Action: Policy to update with changes and bring back to next Board hui for final approval</p>
<p>Conflict of Interest Register items.</p>		<p>Nil</p>		
<p>Other Items</p> <ol style="list-style-type: none"> 1. Delegations 2026 review 2. Updated 2026 Annual Plan (in shared folder) 3. WorkPlan 4. Alternative constitution 5. Other - Sports letter and parent inquiry 6. Other - Attendance Management plan 7. Other - confirming dates for future Board hui 8. Strategic Planning review 		<ol style="list-style-type: none"> 1. Looked through delegations - wording needs to be changed and column needs to be added so that Rōpū Leaders are in it. Editing notes are passed on to the Principal. Training Acts dates and references are wrong - Board of Trustees to School Board. "The Board delegates to the Presiding Member and finance sub-committee" for finances. One Deputy Principal <ul style="list-style-type: none"> - Point M then point N - separate - Teachers Council note is Principal not Board for reporting to the Teachers Council. - Formatting needs to be done too Notes passed on to Jacqui 2. Annual Plan updated - Jacqui talked through the updates and the current strategic goals for the year 3. Workplan - updated but needs Principal PA to look at the policies and ensure they are updated. 4. As action above for Alternative Constitution and update at next Board hui - meeting as action. Talked about 		<p>Action: Update delegations and kōrero from discussion and on notes, formatting included bring back to next meeting</p> <p>Action: Jacqui to get policies updated on workplan</p>

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		<p>Nathan or Carule to support with consultation with the community - contact MoE about it too. Talked about Te Komiti and their involvement</p> <p>5. Sports - the Board discussed sports and the Inner City Sports calendar and opportunities for children to take part. Sports uniforms were also discussed. The Principal and sports teacher have stocked uniforms and are in the process of ordering these. Sports during the term are organised and undertaken by the sports teacher. RRS will not be involved in ALL sports in the sports calendar as this would take more time than the teacher has for training, organising parents etc the school tries to commit to two sports a term so that our children can participate at a quality level in the competitions.</p> <p>6. Attendance Management Plan - Kyra bought up she saw that the Board has to check this with the Principal and be online</p> <p>7. Board Meeting dates - 22nd April, June 10th, July 22nd, 9th September, 21st October, 25th November.</p> <p>8. The Board briefly discussed support for Strategic Planning update after this year or next year - could employ the services of Sara-Jane and Ralph Erika as the work in Strategic Planning and have a great reputation. The Board would be happy to see a proposal.</p>		<p>Action: Alternative Constitution hui before next mtg - Jacqui, Maire and Kyra</p> <p>Action: Carla to reply to Parent inquiry about sports</p> <p>Action: Jacqui to add AMP on website before next hui. Attendance report for term 1 for next Board hui</p>
<p>Personnel</p>		<p>Personnel issues to be discussed.</p> <p><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></p>		

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		The BOT went into committee at 7.58pm and came out of committee at 8.15 pm		
Meeting Closed		Motion: to extend the meeting to 8.15pm Meeting ended at 8.15pm	Moved by: Carla 2nd By: Carried: Unanimous	
Next Meeting:		Wednesday 22nd April 2026		

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