THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING
5 AUGUST 2026 AT 5.30 PM IN THE STAFFROOM

In Attendance

Etuale Togia (Principal)
Leah Reid (Staff Representative)
Murray Fox (Presiding Member)
Brendan Eckert
Dong Phung

Tour of School
Hall – to see music set up and the remediation to holes in the wall.
The wall that was constructed between Kereru and Kea.
The reception room which was previously the music space.

The meeting started with a karakia.

Apologies

Namali Suraweera
Simina Toimata

Correspondence

Enrolment Scheme – Ministry of Education – change of boundary. Only a slight impact. No issues.

Minutes of Previous Meeting

The minutes of the 10 June 2026 meeting were confirmed as being a true and accurate record.

Moved: Murray Fox
Seconded: Leah Reid
Carried: Unanimously

Action Points:

Developing a maintenance schedule.
Grants – pending. Trying to identify who is out there (parents). What about a person outside of school who does this professionally?
Removal of names – pending.

Significant Items

Nil.

Principal's Report

- Taken as read.
- Added previous numbers as requested to the roll count.
- Internationals – short term – having a good time. Looking at bringing a group across, of around 20 students, for the beginning of 2027.

- Roll – important to try and get more Year 3 and 4 students. Kakapo, at the moment, have the largest group of internationals. Kea, looking to move spaces for 2027.

Strategic Review
Goal: Manaakitanga
1.1 Professional capability.
- Invitation to work with the Teaching Council – worked alongside five other Principals.

1.2-1.3 How we deepen our partnerships with families.
- Parents have an understanding of how we use our language (village, mountain, sea).

Goal: Maia
2.1 Student achievement.
- Impact of our resourcing and pedagogy. Further discussion to be had later.

2.2 Strengthen Evaluation and Knowledge
- Evaluating our understanding as a staff.

2.3 Specialist Programmes
- Reflects the character of our school, eg. Music programme and international programme.

Regular Review
Policy – everything is currently being done as per usual. No changes.
Concerns and Complaints – keeping records of complaints. There is a folder, only reviewed if there is something in there.
Policy reviews to be put on a regular cycle for the first board meeting of each term.
Attendance Management Plan is linked to our website.
Update SchoolDocs that we are not a Kiva school.

Assurances
Student Attendance – we have our processes in place. No issues.
Student Progress and Achievement – Report went out last term followed by conferences. Positive feedback. Can see value added.
Processes are there for Searches, Surrender, and Retention of Property.

Graeme – appraiser, is due in next week. Will chat with Board and whanau.

Asset Management
- Updated sports uniforms.
- Updated stock in music space.
- Updated English curriculum areas.
- Updated school security in hall.
- Asset Register is accessible. Updated termly.

Property
- Fencing – due to be signed off.
- Sandpit – due to be signed off.

- COLA – refined – should start over Christmas break. Open by April 2027 to align with the 175th Jubilee.
- Partition – completed.
- Hall floor – completed.
- Transition of New Entrants – completed.
- Cyclical Maintenance – scheduled.
- Property Progression document – updated regularly.
- Hazard Register – included in the above document.
- Maintenance schedule for hall – needs to be done well.

Enrolment Scheme
Completed at last meeting.

Health and Safety
Teacher slipped on wet/icy matting.

Curriculum
Voice from students.

Finance
Taken as read.
Governance report.
Banking staffing – overuse. One teacher has left and the person employed as a replacement will be funded out of the bulk grant. This should drop the banking staffing. Please note, there has been a lot of sick leave. A recovery plan is in place.
Discussion on school camp payments.
Adjustment around capital assets in budget.
- lockers in Kakapo.
- music equipment.
- floor carpet tiles.
- autex.

Furniture and fittings have been bumped up to $20,000.00.
Added – Tui and Kea Learning Assistants $36,000.00.
Some revenue streams have not come in yet eg. ESOL.
May need to make an adjustment to Tiaki Wai rates.

Resolution: *"The Board approved the adjusted budget."*

Moved: Brendan Eckert
Seconded: Murray Fox
Carried: Unanimously

Personnel
Two fixed term positions.
One permanent position for 2027.
Etuale will organise a community meeting for the Kea team with the new teacher.

Fair
Making good progress.
Close to putting things in front of the Board.

Fair charter – first board meeting in Term 2 – to approve the fair. First board meeting in Term 3 – to approve other items.

Transition Programme
Programme pieced together for first 100 days to set children up for success.

Student Progress
Learning progress and achievement.
Developed trackers – learning intentions for reading, writing and maths.
Explanation of how the trackers work.
Proud of team. You can see how important the learning is.
Sharing with Change and Engagement Officer at Ministry of Education.
Update in Week 8.

Government Initiatives
Done at the last meeting – confirmation of 2027 term dates.

Local Initiatives
175th Jubilee

- Had first hui.
- Quite a few people put their hands up to assist.
- Looking to pull in ex-students.
- Iwi.
- Need funding for set up costs.
- Looking to have a marque and catering for dinner.
- Coincide with opening of the COLA area.
- Hui's are every Friday at the end of each month.

Kelly Club evaluation – move to next meeting.

NZ Pasifika Principals Association

- Journey involved Teaching Council, Ministry of Education and Education Review Office.
- Gone to 83 schools in NZ to get their voice through a Pasifika methodology lens.

General Business
Nil.

Meeting Closed with a karakia: 7.57 pm

Date for Next Meeting: **9 September 2026**

Signed: _____ **Date:** 9.9.26

Murray Fox
Presiding Member

Action Points:

Action	Assigned to	Date Opened	Date Completed
Explore what work would need to be completed in the hall for its upkeep. *(Ongoing.)* Developing a maintenance schedule.	Etuale	6.5.2026	5.8.2026
Motion the fifth teacher only day for the Friday before Labour Weekend. *(Not required.)*	Etuale	6.5.2026	10.6.2026
Investigate using the services of someone to apply for grants. *(Pending)*	Etuale	10.6.2026	
Removal of names in the Fair Charter.*(Pending)*	Etuale	10.6.2026	
Policy reviews to be put on a regular cycle for the first board meeting of each term.	Etuale	5.8.2026	
Advise SchoolDocs that we are no longer a Kiva School.	Leah	5.8.2026	
Kelly Club Evaluation – move to next meeting.	Etuale	5.8.2026	