

**THORNDON SCHOOL BOARD OF TRUSTEES  
MINUTES OF MEETING  
26 MARCH 2025 AT 5.30 PM IN THE STAFFROOM**

**In Attendance**

Etuale Togia (Principal)  
Leah Reid (Staff Representative)  
Melleny Black (Acting Presiding Member)  
Murray Fox  
Toby Barach  
Chevelle Ataera

**Apologies**

Natalie Renney

The meeting started with a karakia.

Etuale asked Melleny to chair the meeting.

**Declarations of Interest**

Nil.

**Correspondence**

Nil.

**Minutes of Previous Meeting**

Sighted.

**Action Points**

Murray and Chevelle have looked at the Fusion audit. Murray reported that there was lots of mediation required. Good information in the report. Can get hardware through N4L. Create strategic plan for IT.

Etuale reported that he'd had a conversation with Dorothy and had spoken to Aiscorp. He got lots of information. They have a digital action plan. Done audit on devices. Infrastructure not up to speed.

Approached by N4L for a Minister to visit a classroom.

Our priority at N4L has been boosted.

Don't jump on board with Manaiakalani.

Aiscorp due to come in to start the process of updating our infrastructure.

Etuale will cover any IT updates in the Principal's Report.

**International Students**

Outside of Wellington, costings are higher.

Registration/administration fee update to \$1000.00.

Etuale's email box has increased with enquiries.

Bump up yearly fee to \$17,000.00.

Etuale to put a proposal together and he will send it out via email as a recommendation.

Discussion on having sister schools with overseas schools.  
Good opportunity for us to explore and diversify.

#### PTA

Etuale reached out to NZSBA.

- operate separately from School Board and are independent from governance of the school.
- clear lines for safety.
- social group – so no.
- charter or constitution defining line of work.
- money would come in as a donation.
- charitable status – separate entity to school. No crossover with the school.
- there appear to be a group of parents interested but would they be around for the next five years?
- put fair into PTA?
- discussion on fair.
- Etuale needs to be safe with regard to running the fair.
- put some parameters in place.
- Fair committee have expectations of the Board.
- anything to do with fundraising or PTA – we would stay out of. We wouldn't have a say in what the money is spent on.
- need to be very clear about the distinct roles.
- the families interested in fundraising don't know the legalities of running a PTA.

Leave PTA idea where it sits.

Etuale to have a conversation with the Fair Committee.

He will report back to the Board.

PTA/Fair updates.

#### Code of Conduct

Everyone has read.

#### Delegations

- draft 2025 Delegations Schedule
- Melleny has created a new delegation schedule.
- proposed some changes.
- updating some of the wording.
- sent to NZSBA.
- had some feedback.
- will email it to Board members and ask for approval.
- committal of operating expenditure.
- school policy delegates everything to Etuale.
- need to consider, as a Board, what we don't want to delegate to Etuale.
- old delegation – multi ear contract over \$10,000 Board to make decision.
- Etuale happy with amended document.
- Melleny to make further amendments.
- Melleny advised that we need to get this in place urgently.
- to be accepted by round robin.

### **Principal's Report**

Taken as read.

Roll = 262

Etuale explained the staffing table.

Self review cycle

- created cultural shift and change at school. It's around our Taurapa.
- Etuale is creating a curriculum around how we work.
- each team has a strategic plan.
- unique characteristics to our school eg. Music, SENCO/ESOL.

**Resolution:** *"The Board agreed to adopt the Charter and Strategic Plan."*

*Moved: Melleny Black*

*Seconded: Leah Reid*

*Carried: Unanimously*

**Resolution:** *"The Board agreed to ratify our Taurapa and adopt the teaching job description, incorporating the generic primary collective agreement and school vision and values."*

*Moved: Melleny Black*

*Seconded: Chevelle Ataera*

*Carried: Unanimously*

### **Budget**

Deficit budget.

Melleny and Etuale to meet Friday morning.

Will then circulate.

Leah wanted to acknowledge the work that Etuale has done for our school. He has worked tirelessly. He has a very good direction for us. He is very visible in school. It would be good to acknowledge him on behalf of the Board and staff.

Music teacher – money from fair to go towards the arts.

What does Board funding mean?

Where was the music teacher money coming from? Fair funds?

Time aside to review over the weekend.

Congratulate Etuale on his cost control.

Felt comfortable with what she could see.

Pay rises MoE usually cover.

Teachers are at the negotiating table.

How we reward our staff and wellness.

Insurance – cheaper with MoE but needs to be supported by the Board.

Current insurer is Gallagher.

Next Board meeting to unpack school compliances.

### **Student Progress**

Disparity in December report. Reading, Writing and Maths.

Figures should be met by the end of the year.

Targets set are quite conservative.  
Engagement with parents on data.

**Recommendation:** *“The Board accepted the Principal’s Report.”*

*Moved: Melleny Black  
Seconded: Murray Fox  
Carried: Unanimously*

Strategic Plan – 31 March  
Budget – 31 March  
Delegations  
Digital Infrastructure  
International Students  
Artificial Turf

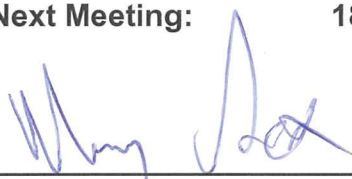
Discussion on board vacancies.  
Chevelle to clarify with Natalie what she meant by committee time – parent representatives only.  
Murray to contact NZSBA around vacancies and report back.  
Conversation on portfolios to be had at next meeting.

Policies  
- Concerns and complaints  
- Physical restraint  
Updated on site.  
Chevelle will share the documents.

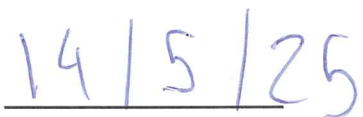
**Meeting Closed with a karakia: 8.10 pm**

**Date for Next Meeting: 18 June 2025**

**Signed:**

  
\_\_\_\_\_  
**Presiding Member**

**Date:**

  
\_\_\_\_\_  
14/5/25

**Action Points:**

<b>Action</b>	<b>Assigned to</b>	<b>Date Opened</b>	<b>Date Completed</b>
Check attendance updates	Presiding member	4.12.24	
Delegations	Presiding member	19.2.25	
Discuss IT/digital options and report back to Natalie and Etuale.	Chevelle and Murray	19.2.25	26.3.25
International students. Explore what other schools charge.	Etuale	19.2.25	26.3.25
Community consultation on artificial turf.	Natalie and Chevelle	19.2.25	
Investigate how PTA's operate.	Etuale	19.2.25	26.3.25
Updates on IT in Principal's Report	Etuale	26.3.25	
Proposal on International Students pricing change to be emailed out	Etuale	26.3.25	
Initial meeting with fair committee	Etuale	26.3.25	8.5.25
Contact NZSBA re vacancies	Murray	26.3.25	
Sharing of policy documents	Chevelle	26.3.25	22.4.25