

**THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING
18 FEBRUARY 2026 AT 5.30 PM IN THE STAFFROOM**

In Attendance

Etuale Togia (Principal)
Leah Reid (Staff Representative)
Simina Toimata
Murray Fox
Brendan Eckert
Namali Suraweera

The meeting started with a karakia.

Apologies

Dong Phung

Election of Presiding Member

Nominations were called for the position of Presiding Member.
Murray Fox was nominated by Brendan Eckert. No further nominations were received for this position.

Murray Fox was unanimously declared elected as Chairperson.

The meeting was handed over to Murray.

Correspondence

Nil.

Minutes of Previous Meeting

The minutes of the 26 November 2025 meeting were confirmed as being a true and accurate record.

*Moved: Murray Fox
Seconded: Leah Reid
Carried: Unanimously*

Action Points:

Acknowledge Melleny – completed.
Te Tiriti o Waitangi response – completed.
Publish Strategic Plan – need to confirm at meeting (pending).
Homestay fees – completed.
Costing of leasing chromebooks – completed.

School Board Delegations

Murray commented that nothing needs to change.
This included delegations to DP or AP if Principal not available.

Resolution: "The Board accepted that the current delegations were still relevant and there was no need to make any immediate changes."

Moved: Murray Fox
Seconded: Brendon Eckert
Carried: Unanimously

Significant Items

Nil.

Board Policy Review

Policies turn over every three years.

Understand how the policies pertain to our strategic goals.

Compliances.

Board process requirements (ERO looks at this).

Principal's Report

- Taken as read.
- Roll= 257.
- Include target numbers from last year.
- Large group of Year 7 and 8's.
- Designing programme for our international students.
- Personnel – would be good to have another person in Year 7 and 8 – teacher aide.
- Discussion on roll numbers, teaching staff, support, teacher aides, and needs of certain students.
- Indicators to be used to flag when and where there are needs eg. When numbers are rising, specific students with special needs. Etuale to work on the indicators.
- Hoping to make better decisions for next year.
- Possibility of moving teams around into different classroom spaces.
- Can make decisions through out of cycle meetings.

Draft Strategic Plan

- Was provided at last meeting.
- Simplified the strategic goals to three and then three sub-goals.
 1. Manaakitanga – knowing people and strengths.
 2. Maia – bravery.
 3. Auahatanga – design (learning environments eg. Assets, digital tech) future focusing.
- Will share Tatou Tatou methodology with parents.
- Etuale explained about our live reporting process.

Resolution: "The Board decided to adopt the Strategic Plan."

Moved: Murray Fox
Seconded: Simina Toimata
Carried: Unanimously

Goals

- 1.1 Aligning with the principles of the Tatou Tatou methodology.
- 1.2 Working with the parents from our community on a variety of things. Using website as our primary portal is the long term goal.
- 1.3 Budget allocation. Team leader understanding.
- 2.1 AI, Notebook LM, Learning Support, Tatou Tatou, MLA, International Programme – all evolving very well.
- 2.2 Work in digital tech space/plan. Need to keep ahead of our students. Compliance with digital tech – using devices and internet.
- 2.3 Music Programme coincides with CRT. MLA – no homestay required.
- 3.1 Asset Register has been cleaned up and is now up to date.
- 3.2 Digital tech strategic plan – 2 years PLD.
- 3.3 Happening as we speak with trackers.

Regular Self Review

- Policies
 - alcohol, drugs, other substances. Nothing new added.
 - sun protection. Brimmed hats, sunscreen.
- Assurances
 - all on track.
 - health education – Etuale to check on what we are mandated to teach as it is in draft form.
 - welfare – students – all good.
 - staff – use kawa of connection.

Consultation

Had meet the teacher bbq.
Conferences in Week 3 (3-5 March) – bookings out tomorrow.
Community trip on Monday – families and teachers to connect.
Delay Kea camp until Term 4. Due to a lot of changes in the curriculum. Wants the camp programme formalised as part of the Kea programme. Payment plan for families who are tight on money.

Property

Fences – still not finished.
10 Year Property Plan – on Term 2 agenda.
Covered outdoor learning area. Design completed in November. Keep tree and build around it.
Hall – decluttering. School band moved into middle room.
Turf development – Little Dribblers (Tony Morrison) idea of putting a turf in. The Board could get a grant to cover the expenses rather than Little Dribblers supporting it. What would be the cost to convert it? Drainage would be costly.
Etuale could look into this with Ruruku.

Personnel

- 2026 team makeup.
- Capped number is 300.
- Keeping track of team make up.
- Roll in Kea beyond ratio.

- Discussion on hiring a teacher aide. There was a feeling that this is necessary.
- Money sitting there untagged as a term investment.
- What other big commitments are planned?
 - Have not committed anything to the hall – although some work may need to be done on the exterior due to rot.
- Money sitting there for Ministry projects.

Resolution: *“The Board agreed to tag \$38,000 for a Teacher Aide, for the Kea Team, from Board funds. Would need to break one of our term investments.”*

Moved: Murray Fox

Seconded: Namali Suraweera

Carried: Unanimously

Resolution: *“The Board agreed to commit \$30,000 towards a Teacher Aide from Board funds, for the Tui Team.”*

Moved: Brendan Eckert

Seconded: Simina Toimata

Carried: Unanimously

Fixed Term Units

The Principal will identify the priorities before seeking Board approval.

1. PE
2. Relationships for Learning.
3. Science

Resolution: *“The Board agreed to commit to the Fixed Term Units identified for 2026 as Physical Education, Relationships for Learning and Science.”*

Moved: Brendan Eckert

Seconded: Namali Suraweera

Carried: Unanimously

Formally Recognising AP Role

- Permanent Unit tagged to the role.
 - Learning Support and Literacy portfolios attached to the role.
- Once formalised, it will be turned into a formal job description.
- Discussion followed on the difference between the DP and AP role. They decided it would be advantageous to have two DP's and not have an AP role.

Resolution: *“The Board formally recognises a second DP role and it will be tagged with the units of Literacy and Learning Support.”*

Moved: Brendan Eckert

Seconded: Simina Toimata

Carried: Unanimously

Finance

- Summary and next steps – read at leisure.
- \$8,000 plus a GST tax refund of \$11,000 means we are now in surplus.
- 2026 budget needs approval.

Resolution: "The Board agreed to confirm the 2026 school budget."

Moved: Brendon Eckert
Seconded: Murray Fox
Carried: Unanimously

Lockers

- Perfectly reasonable idea.
- Is it worth investigating other options?
- These particular lockers are very discrete.
- Etuale has looked at other options.

Resolution: "The Board agreed to commit \$11,000 to purchase 80 lockers for the Kakapo space."

Moved: Brendon Eckert
Seconded: Leah Reid
Carried: Unanimously

Thorndon Fair profit of \$50,593.

For discussion – why the fair needs to be more part of the school rather than as a stand-alone event.

Asset Management

Chromebooks

- lease 50.
- leasing releases the pressure.
- set up is included.
- \$24,000 over three years.
- would love to get this off the ground as soon as possible.

Resolution: "The Board agreed to approve the leasing of 52 chromebooks for teaching and learning in the Kereru, Kakapo and Kea Teams."

Moved: Leah Reid
Seconded: Brendon Eckert
Carried: Unanimously

Government Initiatives

- Next two Ministry of Education curriculum days are for maths.
- 4 and 11 May.
- Reinforce to community the value of this.
- Kelly Club will open.
- Curriculum and emergency mandated days are not included in the number of required days to be open.

Resolution: "The Board approved the closure of school for instruction so that the Thorndon Team can carry out the Ministry of Education Mathematics mandated professional learning on the 4th and 11th of May 2026."

Moved: Murray Fox
Seconded: Brendon Eckert
Carried: Unanimously

Local Initiatives

- Fono in Wellington at Thorndon School.
- 175th Jubilee.

The format of the Principal's Report works very well. Apart from the links being active. Use school emails that have been set up for communication with Board members.

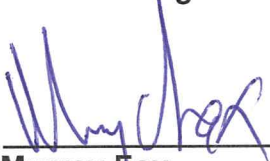
Murray mentioned the voluntary school donation. A short discussion followed.

Resolution: "The Board agreed to keep the voluntary school donation at the current amounts of \$300 for students without siblings and \$500 for families with two or more siblings."

Moved: Murray Fox
Seconded: Etuale Togia
Carried: Unanimously

Meeting Closed with a karakia: 7.52 pm

Date for Next Meeting: 25 March 2026

Signed: 
Murray Fox
Presiding Member

Date: 25/3/26

Action Points:

Action	Assigned to	Date Opened	Date Completed
Acknowledge Melleny.	Murray	26.11.2025	18.2.2026
Te Tiriti o Waitangi response.	Etuale	26.11.2025	18.2.2026
Publish Strategic Plan on website.	Etuale	26.11.2025	
Review of Homestay fees.	Etuale	26.11.2025	18.2.2026
Costing of leasing chromebooks as opposed to purchasing outright.	Etuale	26.11.2025	18.2.2026
Include target numbers from 2025 in Principals report.	Etuale	18.2.2026	

flag when there are needs eg. numbers rising, special needs students, etc.			
Ask Ruruku about Kimi Ora Field.	Etuale	18.2.2026	