

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

In Attendance

Etuale Togia (Principal)
Leah Reid (Staff Representative)
Murray Fox
Dong Phung
Brendan Eckert
Namali Suraweera

The meeting started with a karakia.

Apologies

Nil

Correspondence

Two resignations.

- Board invited to their farewell on Tuesday.
- Exit interviews.
- Acknowledge Melleny – Murray to do.
- Te Tiriti o Waitangi:
 - to be discussed.
 - all agreed that we are aligned to Treaty responsibilities.
 - always been a partnership.
 - put out a statement and have the backing of a legal document.
 - three changes happening in the background from Ministry of Education
 1. Te Tiriti
 2. Curriculum
 3. Assessment
- respond to letter – Etuale to do.

Etuale went through the Draft Strategic Plan. Has started writing letter to our community. Publish the letter to the community and put on website. Add our name to the list.

Correspondence from Erica Stanford. What do we need to do to prepare for PISA? Not enough information has been provided yet. Discussed followed. Etuale to keep everyone up to date.

Minutes of Previous Meeting

The minutes of the 22 October 2025 meeting were confirmed as being a true and accurate record.

*Moved: Murray Fox
Seconded: Etuale Togia
Carried: Unanimously*

Action Points:

Code of conduct.

6.07 pm In-Committee

6.42 pm Out of Committee

2026 Draft Strategic Plan

Leave for now.

2026 Draft Budget

At the moment, all figures are confirmed.

Alarming deficit.

Etuale is revenue building – international students.

Working on asset register.

Property maintenance grant.

Personnel costs – staffing for 14 teachers.

Education Services review the draft budget.

Hall needs maintenance.

Motion: *Accept the 2026 draft budget.*

Moved: Murray Fox

Seconded: Brendan Eckert

Carried: Unanimously

Principal's Report

- Taken as read.

- Managing numbers well.

- Strategic Review – final cycle. It becomes hard when you have so many goals.
Have shrunk it down to nine goals.

- Pressure on teachers to keep up with curriculum changes (goal posts keep changing).

- Our methodology looks after our children.

- Kakano is important to us.

- Digital technology strategy is being developed.

International Programme

- Used code of practice to update our process, so it is current and up to spec.

- Legislation, policies and procedures.

- Pastoral care and student wellbeing.

- Managing withdrawals and transfers.

- Lots of things crossover.

- Fees and government levies.

Motion: *Review Homestay fees.*

Moved: Murray Fox

Seconded: Etuale Togia

Carried: Unanimously

Assurances

- Colour sand – one small container – shared with Ministry of Education. Ready for removal.
- Measles – no notifications.

Curriculum

Leadership framework.

Teachers shared their standardised testing information – reading, writing, maths.

- detailed figures on progress children have made.
- on the whole, we have some very bright/smart children.
- teachers deserve recognition.
- acknowledge Tui teachers – systems are so instinct.
- from the data received, Etuale can see where the gaps are.
- do not have a science space, design space, etc.

Principal's Performance Appraisal Update

Taken as read.

Property

Holt in fencing project. Close to completion.

Neighbour's fence has been remediated.

Asset Management

Music programme – stocking it with resources.

\$10,000 – \$20,000 to start with. Music asset register. Good investment. Niche for the school.

Motion: *Accept the quote of \$9,500 for music equipment.*

Moved: Murray Fox

Seconded: Namali Suraweera

Carried: Unanimously

Digital Technology

Quote for chromebooks.

Experience with using the devices has to be good.

Looking at exploring leasing.

Defer decision until lease information comes through.

Personnel

Appointed music teachers.

Appointed Kereru teachers.

Appointed fixed term in Kea team.

Appointment Tui teacher.

Finance

Taken as read.

- September Report.

- October Report.

Summary:

- moving along nicely – moving towards a surplus.

- Writer's Tool Box is a significant bill.
 - last payroll for support staff out of Operations Grant.
 - teachers get paid by Ministry of Education.
 - overspending – always will be the case when you inherit a budget. Can be rectified in next budget.
 - happy with bank staffing amount.
 - claw back on deficit has been enormous.
- Auditors have been in for preliminary audit.

Special Programme

- Digital tech strategic plan.
- Kea camp – scaled it back. Payment plans for families. Need to define activities.
- Music strategic plan.

Motion: Approval for the Kea camp to go ahead.

*Moved: Brendan Eckert
Seconded: Leah Reid
Carried: Unanimously*

Professional Learning

Four teacher only days.

29 January – Maths (four day programme)

Ministry of Education – three other days over the year – pending.

Ministry of Education assessment days = 6 curriculum days.

2 June – Teacher Only Day.

Industrial Action

Will keep the Board updated.

School dates – completed.

Attendance – 90%, this is one of our strengths.

STAR plan – any family that drops below 71% - action by Principal.

Have access to attendance officer if required.

Invites to school google worksites.

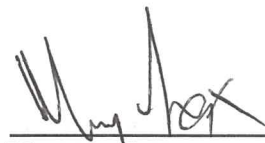
Etuale to resend.

Meeting Closed with a karakia: 8.08 pm

Date for Next Meeting:

18 February 2026

Signed:



**Murray Fox
Presiding Member**

Date:

18 Feb '26

Action Points:

Action	Assigned to	Date Opened	Date Completed
Acknowledge Melleny.	Murray	26.11.2025	
Te Tiriti o Waitangi response.	Etuale	26.11.2025	
Publish Strategic Plan on website.	Etuale	26.11.2025	
Review of Homestay fees.	Etuale	26.11.2025	
Costing of leasing chromebooks as opposed to purchasing outright.	Etuale	26.11.2025	