

**THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING
22 OCTOBER 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

Etuale welcomed everyone.
The meeting started with a karakia.
Etuale mentioned the development of board emails with the school address.

Apologies

Simina Toimata

Correspondence

Email from Ministry of Education – human rights complaint – resolved.
Discussed.

Minutes of Previous Meetings

The minutes of the 3 September 2025 meeting were confirmed as being a true and accurate record.

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

Action Points:

Will retain ownership of hall. Etuale to follow up. Resolved 22.10.25.

Election of Presiding Member:

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

Murray Fox was unanimously declared elected as Chairperson.

The meet was handed over to Murray.

Kawa of School Board

- nuts and bolts of hui.
- details meeting schedule and agenda.
- meetings to be efficient and concise (90 minutes).
- public access.
- website – is where you will find information.
- quorum 4 elected members, including online.

- meeting process and decision making.
- minutes, motions, and decisions.
- absences.
- remuneration.

Code of Conduct

- document from Ministry of Education, gives definitions and purposing.
- code of conduct form, for signature, will be emailed to all board members.

Board Delegations

- Etuale to narrow the delegation schedule down to be compliance based.

Declarations of Interest

Nil.

Review of Work Plan

- spread out over course of three years – strategic reviews, regular reviews, policies, assurances.
- this is a plan of how we approach each year.

Significant Items

Nil.

Board Review

- reviewed Principal's Report.

Principal's Report

- Taken as read.
- numbers are looking healthy.
- would be good to know, or alerted to, if there are any warning signs.
- explanation of how funding works.
- likes to have three team members in each teaching space.
- would like (it's the dream) to have a teacher aide in each space.
- learning targets – assessment tools – January should get new tools from the Government.
- focus on writing – due to landscape of assessments changing, information does not align.

Strategic Review

- will help us refine our focus.
- next board meeting create our new plan.
- student data will be available.
- narrow down to three goals so we can report to our community.
- should be no Ministry talk within our strategic plan.
- had a discussion on AI – traffic light system.
- Etuale to share access to SchoolDocs.

Regular Review

Policy

- SchoolDocs hold all policies in check and in place.

- regular policies will pop up. Procedure is important. Must align (policies and procedures).
- Bullying and Harassment, Behaviour Development, Searches and Surrender, and Retention of Property, Minimising Physical Restraint, Stand-down, Suspension and Exclusion, and Staff Wellbeing and Safety are all policies up for review now.

Assurances

- assurances that our Health and Safety Plan is being carried out.

Consultation

- community Talanoa.
- got a lot of good information.
- lot of talk about learning spaces.
- community is generally happy – can see progress and where we are heading.
- explore soundproofing.

Curriculum

- leadership voice will be available.

Principal's Performance

- information for you to look at.

Property

- 10 Year Property Plan.
- cyclical maintenance has been deferred.
- Noddy House – rationalisation. Possibly may be demolished over summer.
- 10 YPP has specific projects eg. Fence, over the 10 year period.
- removal of hazardous trees – applied for funding through Ministry of Education.
- hall maintenance – Etuale will report back to the board. Developing revenue streams. \$20,000 set aside for flooring.
- Kakano – creating space outside. Multi purpose space to fit our entire community.

Asset Register

- completed.
- priorities for 2-8 years.
- get rid of very old items.

Staffing

- 2026 – currently 16 positions, next year approved 14.
- Process to go through:
 1. not renewing fixed term contracts.
 2. redeployment.
 3. restructure.
- Charlotte is walking DP. Conversation. She was happy to absorb and be a part of the role as Team Leader. This then put us under our staffing quota.
- Community – lot of talk about music programme.

Motion: Approval to advertise for the vacant 2026 Scale A teaching position in Kereru (1.0) and the vacant Music teacher position (0.6).

Moved: Murray Fox
Seconded: Namali Suraweera
Carried: Unanimously

Staff are very happy that they do not have to go through redeployment procedure.

Finance:

- Finance and Governance report.
- Summary report will just capture things.
- surplus
- Murray congratulated Etuale on an incredible turnaround. Document prepared by Melleny as a handover.
- Forecast was \$90,000 in deficit.
- Available funds \$294,362.
- Actual net surplus \$39,692.
- Bank staffing – was overspent but has come down.

Motion: Approval for credit card so as to keep personal and school expenditure separate.

Moved: Brendan Eckert
Seconded: Murray Fox
Carried: Unanimously

Class Makeup

Discussion on class make up and international students.

Motion: Approve the following number of out of zone spaces for 2026.
Year 1 seven spaces, Year 3 ten spaces, Year 4 ten spaces, Year 5 two spaces,
Year 6 five spaces, Year 8 four spaces.

Moved: Brendan Eckert
Seconded: Leah Reid
Carried: Unanimously

Fair Funds

Tagging funds from this year's fair to the music programme.

Kea Camp

- traditionally every two years.
- can charge parents for camp.
- if parents do not pay, school has to pay.
- \$450.00 per student.
- would require parents to commit to pay.
- would like Kea Syndicate to have a point of difference.

Motion: Approval for consultation for the Kea Camp.

Moved: Brendan Eckert
Seconded: Namali Suraweera
Carried: Unanimously

Government and Local Initiatives

Any issues that pop up will be shared.

Board Process Requirement

- approve start date for school year.
- propose 2 February.
- teachers start 28 January.
- 29 and 30 January are teacher only days, one of these days will be working on the maths curriculum.

Motion: Approve start date for 2026.

Moved: Leah Reid
Seconded: Namali Suraweera
Carried: Unanimously

Meeting Closed with a karakia: 8.17 pm

Date for Next Meeting: 26 November 2025

Signed: 
Murray Fox
Presiding Member

Date: 26/11/25

Action Points:

Action	Assigned to	Date Opened	Date Completed
Reach out to David Chan regarding past documentation on the school hall	Chevelle	30.7.25	22.10.25
Code of conduct document for signing	Etuale	22.10.25	