

**THORNDON SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING
24 JUNE 2025 AT 5.30 PM IN THE STAFFROOM**

In Attendance

Etuale Togia (Principal)
Leah Reid (Staff Representative)
Murray Fox (Co-Presiding Member)
Chevelle Ataera (Co-Presiding Member)
Toby Barach
Melleny Black – online

Chevelle welcomed everyone.
The meeting started with a karakia.

Apologies

Nil.

Correspondence

Nil.

Minutes of Previous Meetings

The minutes of the 14 May 2025 meeting were confirmed as being a true and accurate record.

*Moved: Chevelle Ataera
Seconded: Leah Reid
Carried: Unanimously*

Action Points:

Community consultation on artificial turf

- majority of responses was positive.
- six people verbally responded.
- five people responded on line.
- no = keep it natural.
- yes = all year round use.

Proposal on international students pricing change

- between \$15,000 to \$18,000
- waiting on further information.

Further discussion on artificial turf. Soccer club interested in helping with funding of the turf.

Realising the potential of converting the space into a useable space.

Next steps:

- Board need to make a decision so it can be minuted for grant applications.
- Open up revenue streams as it would be a more useable space.
- Board have information in front of them.
- Explore the process.
- Costings eg. Maintenance.

- Initial cost should be covered via grant.
- Any crown land needs Ministry permission.

Resolution: *“The Board agreed to move forward with the process of exploring further funding to turn the Kimi Ora field into an artificial turf.”*

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

Finance

Melleny reported that she had not had a chance to see Etuale’s revised budget.

Finance report – feels like we are standing on sand.

Do not have a budget that we are super happy with.

Pointless paying attention to Education Services report.

In a school space – hard to stick to a budget.

If we need to shift budget to align with needs of students or teachers, we should be able to do so.

Budget needs to be fluid.

Some cost lines are blowing out. Melleny is not sure why?

Scaling some costs back eg. Staffing.

Discussion followed.

Melleny concerned that we are heading towards a \$107,000 deficit.

There is rainy day money which may be tagged towards maintenance/property.

Will need to get David Hyland back and develop next steps.

More students, including internationals would help claw back some of the deficit.

Intention is to get the deficit down.

Set date to go through this in more depth?

Melleny would like one updated budget that reflects where we are at this point in time. Etuale to work on this for next budget.

Annual report – any questions before it goes out to our community? Nil.

Property

Toby reported meeting with Ally. Good to get into the planning of different projects going on. Should not impact our regular budget.

Summary

- 5YA amended.
- electrical DB project closed.
- covered outdoor learning area. Envelope has done a survey of the space and a design is coming. Completion would be within 12 months.
- Fencing – work in progress (possibly week three of next term).
- Noddy House – rationalisation – useable. Would prefer to keep it. Approx \$100,000 to \$150,000 required to get it up to specification.
- organise for Ally to come in and do a once over.
- Hall – retain ownership or split with MoE?
- more work to do on it before it can be transferred.
- ongoing costs would be shared as a 70/30 split.
- heritage requirements.
- not sure what our options are.

- floor needs sanding and polishing.
- loss of revenue when we lost TASC.
- meeting with Katie Flintoff, MoE Property Advisor.
- tag \$20,000 from investments to complete flooring.
- potential revenue stream.
- how long is the contract with Kelly Club? Three years.

Resolution: *“The Board agreed to tag \$20,000 from one of our term investments to complete the flooring in the hall. It was also advised to get a revised quote.”*

Moved: Toby Barach

Seconded: Leah Reid

Carried: Unanimously

Ally is working on closure/sign off of the sandpit project. Just waiting on final fees.

There are issues with the sandpit project.

What are options as to what we do with it?

- sit and wait until we get our 10 year property plan.
- ask Ally to give us options.

7.03 pm – Melleny left the meeting.

Personnel

- the culture of the school is going well.
- Team Leaders have personalised job descriptions.
- retains strategic goals and narrative of our school.

Resolution: *“The Board agreed to ratify the Team Leader Job Descriptions.”*

Moved: Chevelle Ataera

Seconded: Murray Fox

Carried: Unanimously

Vacancies

- currently filled in Kakapo until the end of Term 3. Scale A to start in Term 4.
- rolling with fixed term in Kereru. Ready to advertise as a permanent position. It is currently fixed term until the end of the year.
- need to have a thorough process.
- would prefer to have a board member on the panel.

Resolution: *“The Board agreed to fill the current vacancies.”*

Moved: Murray Fox

Seconded: Chevelle Ataera

Carried: Unanimously

Resolution: *“The Board agreed to have a member on the panel for the appointment of the Team Leader.”*

Moved: Murray Fox

Seconded: Chevelle Ataera

Carried: Unanimously

Chevelle reported on feedback from staff when they leave.

- three staff members left over the last term.
- no one requested an exit interview.
- no surveys were completed.
- that is our only channel of feedback from staff.
- wellness survey for the board.
- Chevelle to meet with Etuale about this survey.
- positive vibe around personnel.

Graeme McFadyen will be attending our next board meeting.

Board Selection

- 28 days is over.
- six people reached out.
- will meet 2-3, based on skill set.
- how to proceed from here?
- message Melleny for some guidance.
- Chevelle happy to send blurb to Melleny on who these people are.
- feedback to Board via email on a selection.
- recommendation from Melleny in a week.

Chevelle will go through:

- blurb to Melleny
- request a recommendation from her
- aim to have recommendation by middle of next week
- contact them the following week.

Board compliances.

Mindful of time and efficiency.

Having everything at your fingertips.

Website for Board members only.

Huge amount of work gone into the website.

Thank you Etuale for all your hard work.

Very easy, accessible and efficient.

Discussion on number of parent representatives/constitution.

Recommendation: *"The Board agreed to approve a constitution of five parent representatives."*

*Moved: Chevelle Ataera
Seconded: Toby Barach
Carried: Unanimously*

Recommendation: *"The Board agreed to explore the possibility of applying for grants especially NZCT and Creative Arts."*

*Moved: Toby Barach
Seconded: Murray Fox
Carried: Unanimously*

Health and Safety

- trees, in and around our school.
- quotes from arborist.
- seen signs of tree dying from the roots.
- explore removal of large gum tree.

Recommendation: "The Board approved Option 1 of the arborist's quote and requested that a new quote be recirculated to include the removal of the gum tree."

Moved: Toby Barach
Seconded: Murray Fox
Carried: Unanimously

Policies

Gifts for staff policy.
Short discussion.

Recommendation: "The Board accepted and ratified the gifts for staff policy as a new policy to be added."

Moved: Chevelle Ataera
Seconded: Leah Reid

Principal's Report

Taken as read.
PAT scores.
Draft progressive achievement.
Given standardised tests to complete.
Holding pattern. Probably won't test again.
New model coming out next term so we can report back nationally.
Not reading too much into this information because the landscape is about to change.

Re-emphasised condolences to Etuale on his grandmother's passing.
Etuale thanked the Board for the kindness.

Meeting Closed with a karakia: 8.50 pm

Date for Next Meeting: 30 July 2025

Signed:



Chevelle Ataera & Murray Fox
Presiding Members

Date:



30/07/25

Action Points:

Action	Assigned to	Date Opened	Date Completed
Check attendance updates	Presiding member	4.12.24	Ongoing
Community consultation on artificial turf.	Natalie and Chevelle	19.2.25	24.6.25
Proposal on International Students pricing change to be emailed out	Etuale	26.3.25	Ongoing
Ask Ally Payne from IR Group to visit our site to assess Noddy House and sandpit.	Etuale	24.6.25	<i>Ongoing</i>
Meeting about wellbeing survey	Etuale and Chevelle	24.6.25	<i>30.7.25</i>
Board Selection process - check in with Melleny - contact person selected	Chevelle	24.6.25	<i>30.7.25</i>
Request new quote from arborist and recirculate	Etuale	24.6.25	