

## Blomfield School Board of Trustees

### Meeting Minutes 22 October 2025 @ 5pm

School Karakia	Notes	Actions
<b>1. <u>Administration</u></b>  <b>1.1 Present</b>  <b>1.2 Apologies</b>  <b>1.3 Board secondments</b>  <b>1.4 Declaration of interests</b>  <b>1.5 Minutes from previous meeting</b>	<p>-Huia (late- Sally chaired beginning of meeting), Carol, Tracie, Rob, Sally, Alana -Sharlene, Kristy (visitors)</p> <p>Jaimee-Rae</p> <p>Sally moved that Kristy be co-opted to the board for her financial expertise. Carol seconded. Tracie moved that Sharlene be co-opted to the board for her medical and education background as well as her work in the disability sector. Carol seconded.</p> <p>Nil</p> <p>Minutes from 18 September 2025 confirmed and signed by Sally.</p>	
<b>2. <u>Strategic Reviews</u></b>  <b>2.1 Policies to review &amp; adopt</b>	<p>Professional Learning and Development (PLD) policy to be adopted. Sally moved, Huia seconded.</p> <p>CCTV policy to be adopted. Huia moved, Tracie seconded.</p> <p><a href="https://www.blomfield.school.nz/about/policies">https://www.blomfield.school.nz/about/policies</a></p>	
<b>3. <u>Monitoring</u></b>  <b>3.1 Ongoing summary of progress to date in</b>		

<p>relation to Projects /Matters</p> <ul style="list-style-type: none"> <li>▪ SatelliteNetwork /Property Update</li> <li>▪ Central Campus /Property Update</li> <li>• Structured Literacy PLD for Specialist schools</li> <li>• Structured Maths trial</li> <li>• WSL Transition into school - ORS students</li> </ul>	<p><b>Bay of Islands College</b> - Construction starting late November. Completion circa July 2026.</p> <p><b>Awanui</b> - Construction starting late November. Completion circa July 2026.</p> <p><b>Oromahoe</b> - Funding confirmed by the Ministry. Placement options to be presented to the Oromahoe BOT.</p> <p><b>Selwyn Park</b> - Repeatable Design of Awanui but with two classrooms. Plans due to be submitted to Council Early December.</p> <p><b>Morningside</b> - Funding for Covered outdoor space under MS 5YA still pending.</p> <p><b>Transition Hub</b> - Continuing to push the ministry to consider leasing a suitable office space locally. MOE looking at numbers and future projections</p> <p><b>5YA</b> - Transition - the entire building except the bathrooms need to be emptied for new flooring, Autex and doors added to Titoki.</p> <p>Master planning discussed. Purchase of neighbouring properties (when available) is an option that should be included for consideration in the Master Plan .</p> <p>LM Consulting monthly report tabled</p> <p>Preparation for SOD's has begun. BSLA to be held on 3rd &amp; 4th February 2062. Trained School leaders will facilitate the learning participants which includes teachers, teacher aides and specialists.</p> <p>SOD coming up on 28/11/2025 Teacher aides will complete a half day Teacher's a full day Maths no problem and Numicon.</p> <p>We will receive a report for our next hui around the transition of students into our school.</p>	<p>Sally to follow up with Pam Keegan</p>
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<ul style="list-style-type: none"> <li>Wellness package</li> <li>PASE Parent Led Group Specialist Schools nationwide</li> </ul>	<p>My Everyday Wellbeing video presentation. The cost will be \$4,775 for the gold package. The Board felt it would be a great tool for staff to manage their own wellbeing and for the leadership team to support staff as required. Sally moved that we complete a 1 year trial, to be reviewed in October 2026. Tracie seconded.</p> <p>Progressing well, positions being filled. The next face to face meeting is to be held on 23 February 2026 in Wellington, Rob to attend.</p>	
<p><b>- New Projects / Matters</b></p> <ul style="list-style-type: none"> <li>Attendance Management Plan - to be in place 2026.</li> <li>Kahui Ako disestablishment</li> <li>Property Modification referral to MOE for auto gates on the driveway</li> <li>Property mod Te Wheke gate</li> </ul>	<p>Attendance data tabled. Draft goals to rationale to be discussed. Focus will be around the 13 - 18% with chronic absenteeism (less than 70% attendance) with a personalised approach.</p> <p>Opportunity for PLD cluster WPPA</p> <p>Recommendations made to install automatic gates at school entrances to help keep students safe. Timeframe is hopefully 6 months for completion.</p> <p>Recommendations made that the building is upgraded to a Type 4 fire system, connected to the rest of the school and then an access controlled door can be installed at the front entrance. An alternative, less costly solution is an electronic lock on the front gate.</p>	
<p><b>- Completed Projects / Matters</b></p>	<ul style="list-style-type: none"> <li>Grass repair in field</li> <li>R Tucker Thompson</li> <li>Koura Classroom (Te Wheke)</li> <li>LSC Cabin</li> </ul>	

<p><b>4. <u>Health &amp; Safety</u></b></p> <p><b>4.1 Training/Other</b></p> <p><b>4.2 Hazards</b></p> <p><b>4.3 Incidents</b></p> <ul style="list-style-type: none"> <li>▪ Summary of incidents to table</li> </ul>	<p>Paediatric clinic 24<sup>th</sup> November</p> <p>Repairs to decking in Oromahoe ongoing. LM consulting taking over.</p> <p>The sunken area outside Rimu has been repaired.</p> <p>Tabled</p>	
<p><b>5. <u>Finance and Audit Report</u></b></p> <ul style="list-style-type: none"> <li>▪ Financial Management Report</li> <li>▪ Credit card statements</li> <li>▪ Budget 2026</li> <li>▪ Staff Christmas Function</li> </ul>	<p>September 2025 tabled. Kristy moved that Financial Management Reports to 30/09/2025 are adopted and accounts ratified. Sally seconded.</p> <p>September 2025 tabled, signed by Huia</p> <p>Draft budget tabled and discussed</p> <p>Request made to the board for additional funds (\$2,450) to be allocated to the staff christmas function. Sally moved, Tracie seconded.</p>	
<p><b>6. <u>Principal's Report</u></b></p> <ul style="list-style-type: none"> <li>▪ Report to be adopted</li> </ul>	<p>Sally moved that the report be adopted, Carol seconded.</p>	
<p><b>7. <u>Presiding Member's Report</u></b></p> <p><b>7.1 Board Self Review</b></p>		

<ul style="list-style-type: none"> <li>▪ Reflection on work together</li> </ul>	<p>Code of conduct discussed and signed by all members</p> <p><a href="https://ero.govt.nz/sites/default/files/media-documents/2024-07/SIF%20Template%20with%20checkboxes_ADOBE_.pdf">https://ero.govt.nz/sites/default/files/media-documents/2024-07/SIF%20Template%20with%20checkboxes_ADOBE_.pdf</a></p> <p>Huia advised she is moving into a new role at the MOE to start in January 2026.</p>	
<p><b>8. <u>Correspondence</u></b></p>	<p>NZEI strike notification PPTA strike notification Letter from MP Shane Reti</p>	
<p><i><b>Board secretary excused from meeting</b></i></p> <p><b>9. <u>Personal – PEB:</u></b></p>	<p>Time In - 7.30 PM</p> <p>Time out - 8.18 PM</p>	
<p><b>10. <u>Meeting Closure</u></b></p> <ul style="list-style-type: none"> <li>▪ Karakia Whakamutunga</li> </ul>		

**Next Board Meeting – 20 November 2025 @ 5pm**