Blomfield School Board of Trustees
Meeting Agenda 14 May 2026 @ 5pm

School Karakia .	**Notes**	**Actions Required**
1. <u>Administration</u>		
1.1 Present	Jaimee-Rae, Kristy, Tracie, Rob, Carol, Sally (via zoom), Alana (via zoom)	
1.2 Apologies	Sharlene	
1.3 Declaration of interests	Conflict of Interest register - no changes	
1.4 Minutes from previous meeting	Minutes from 26 March 2026 and 26 February 2026 confirmed and signed by Presiding Member	
2. <u>Strategic Reviews</u>		
2.1 Policies to adopt	Child and Vulnerable Adults Protection Policy adopted Moved by Jaimee-Rae, seconded by Kristy Child Abuse Allegations Against Staff Policy adopted Moved by Jaimee-Rae, seconded by Kristy	
Policy to review/adopt	EOTC Policy adopted Used recommendations from EOTNZ Moved by Jaimee-Rae, seconded by Kristy Work experience Policy reviewed • Changes discussed • To be put on school website for public consultation until 12 June 2026	

	Board Remuneration Policy reviewed • Changes include increasing rates to $100 for Board Members and $150 for Presiding Member • Withholding tax needs to be deducted after $55 and $75 respectively • To be put on school website for public consultation until 12 June 2026 https://www.blomfield.school.nz/about/policies	
3. <u>Monitoring</u> **3.1** Ongoing summary of progress to date in relation to Projects /Matters ▪ SatelliteNetwork /Property Update ▪ Central Campus /Property Update	**Bay of Islands College** Roof framing in progress. Handover delayed. Currently at the end of September. **Awanui** Roof framing and wall fixings complete Current: Roof installation. Fencing will be added to secure the carpark. **Oromahoe** Fencing placement under discussion with MoE/ Oromahoe. **Morningside** No update **Selwyn Park** Construction funding approved. Pre Start meeting at Selwyn Monday 18 May. Te Wheke's leaking carport guttering/gap to roof Flashing still to come. Drainage added to take water away from the base of the ramp (Low point) The CC field remains muddy despite drainage. No further drainage possible Addition of permeable paths in high	

	traffic areas is a possibility that we will suggest to LM (5YA). Gardens to be stripped of weeds, problematic plants, reduced in size. Senior students will be looked after as part of the SPEC Gardening Module. Guttering schoolwide cleared- outsourced to contractors. LM consultants Monthly report tabled	
▪ Self Management of Property EOI	Blomfield EOI has been accepted. Follow up meeting with MoE coming up. Kristy to attend as Board rep.	.
▪ New Entrant Hub/ Tertiary hub proposal	Both going into the 2026 Budget Bid via local MoE.	
▪ Structured Literacy & Maths Implementation	Current observation of Maths teaching (via IRIS RF) Need to review BSLA and identify where the usage is appropriate. The assessments are not suitable for all of our students. Does have great elements that have enhanced our teaching.	
▪ PASE Parent Led Group Specialist Schools nationwide	Minutes from the last meeting sent to the Board Secretary. The Facebook group is now closed to encourage engagement from members. Looking for “feel good” photos in a classroom setting. Sally to send invites to remote satellite whanau to get further reach and a different perspective.	
▪ Fundraising plan priorities	Using the strategic plan these are our 6 main priorities: 1. Awanui playground equipment 2. Swings for Kamo and Manaia View 3. Vehicles - van for BOI (EV) 4. AAC equipment 5. Multisensory room equipment 6. Professional development for staff in other schools	

- **New Projects / Matters** ● Expanded Curriculum for learning support students ● Additional Occupational Therapist request for later this year ● Values display	Yet to be explored by Blomfield Specialist Team Leader working on identifying suitable OT Will be included in the garden revamp	
- **Completed Projects / Matters**	R. Tucker Thomson second voyage successfully completed	
4. <u>Health & Safety</u> **4.1 Training/Other** **4.2 Hazards** **4.3 Incidents** ▪ Summary of incidents to table	• Crisis Prevention Intervention Training for staff 05/05/26 • Partially Resolved: Problems with muddy water pooling on the bottom of Te Wheke ramp. • Metal pegs on artificial grass patch removed • Bikes in playground removed Health & Safety incidents tabled - deferred A serious incident occurred with a bike that resulted in all bikes being removed from the playground. Looking at purchasing scooters as an alternative. Minimal bikes retained for use during class instruction. Resolved: Theft of petrol from CC Have agreed to paying for better capabilities for CCTV for next 6 months.	Sally to find out how often playground equipment is checked with the new process.

5. <u>Finance and Audit Report</u> ▪ Financial Management Report ▪ Credit card statements	Kristy moved that Financial Management Reports to 30 April 2026 are adopted and accounts ratified. Jaimee-Rae seconded. February and March 2026 - Deferred Mid-year budget review will be carried out at the end of term 2 SAAR report 2025 signed Draft Budget for the Statement of Financial Position and Cashflow Statement 2026 signed by Presiding Member Purchase request for a changing table for approximately $7000. Sally moved Carol seconded. This is needed due to a student leaving and ACC table required in Auckland.	
6. <u>Principal's Report</u> ▪ Report to be adopted	Principal's report to be adopted Jaimee- Rae moved, Tracie seconded Engagement with Kamo High - Discussed the possibility of work experience at Blomfield (Kowhai Class) for Kamo High students. Blomfield students to do work experience at Magical Moments will be considered by Carol.	
7. <u>Presiding Member's Report</u> **7.1 Board Self Review** ▪ Reflection on work together	● Trip by Board members to Oromahoe - Term 2 - 18th or 25th May. Deferred due to issues over the third classroom.	

	• If anyone would like to share any thoughts on what they think would make our Board meetings more effective/ efficient- take time to share this now (no more than 10 minutes total spent on this part of the meeting). If you'd prefer to email your thoughts directly you are welcome to. • Carol shared that as a new Board member she was enjoying the meeting process.	
8. <u>Correspondence</u>	Letter from MOE regarding the backpayment of the SDA allowance for SLT's	
Board secretary excused from meeting **9. <u>Personal – PEB:</u>**	Time In - 6:44 Time out - 7:09	
10. <u>Meeting Closure</u> ▪ Karakia Whakamutunga		

Next Board Meeting – 25 June 2026 @ 5pm