

CONFIRMED MINUTES

BOT MEETING MARCH



At the **Board Meeting** on **1 Apr 2026** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 4 March 2026
Time:	6:00 pm to 7:29 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore (Chair), Cole Komarkowski, David Lankshear, Kim Webby, Lisa Grant, Lizzie Briscoe, Matthew Butler, Shane Robinson
Attendees:	Nicky Harrison

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

1.3 Interests Register

1.4 Confirm Minutes



Shane to correct

Shane to correct

Due Date: 1 Apr 2026

Owner: Shane Robinson

1.5 Principal's Report

Roll Numbers - The start of year roll was 349 students, down from 355 at the start of 2025. We continue to have slightly lower numbers, which is a trend across the region. Term 3 will be a time the Board discusses having a ballot. Student numbers do not affect funding if out of zone, only impact is to property funding. 350 is a good number for a school of our size.

Whānau Connections - We held our drop-in sessions the day before school started. We had 80% of students coming into school. On the first day of the year, we welcomed new students and staff to the school with a Mihi Whakatau. 70 people attended and were welcomed. This event is a credit to the work the team has done over the years in Te Ao Māori. We have learning conversations / goal settings coming up in week 6 of the term. Students and whanāu will meet with classroom teachers to set goals.

Policy Update - We have the following policies to review this term : Alcohol, drugs and other harmful substances policy, Sun Protection, Digital Technology and Online Safety. The Board need to nominate a policy team to look over these prior to our next hui.

Community Hall Update - We are currently awaiting final sign off from the council around the school hall lease. The council are incorporating the use of the field within the same agreement. Currently the field has no connection to school. It is council land and the public can use it during the day. They have assured us this addition will result in no increased costs to the school. They have stated they are on track for a formal sign-off in early March, pending Board approval.

Website Update - The school website is getting an upgrade. A massive thank you to Ashton (staff member and designer) who has taken charge of this and doing a great job. Shane asked the Board to have a browse and let us know where we can make this site even better.
<https://www.maungaraki.school.nz/>

New Staff - We have welcomed two new support staff for 2026. Seamus has joined us in the junior school in a specialised role. He is a fluent NZSL (New Zealand Sign Language) speaker and providing vital support to a student who is deaf, ensuring they have full access to the curriculum. Ben is providing both academic and pastoral support to at-risk students within the Ponga team. He is also supporting the Waihanga programme.

Stand Down - A decision was made to stand down a Year 7 student on the 24th February for two days. The students' continual disobedience and threatening behaviour had made them a risk to others. The stand down gave the team a chance to re assess the support plan for this student. We worked with RTLB (Resource Teacher for Learning & Behaviour) on this case during 2025 and will look for further support in 2026. Shane is meeting with the family to discuss a plan. We also held a Ministry meeting for extra resources. Staff are all ok after the ordeal.

ERO - We have been informed of a Term 2 or Term 3 Visit from ERO. We need to consider as a Board - "The Maungaraki Way" and need to be confident we are offering quality. Board keen for support for the staff during this time.

Attendance - It was noted that attendance during the last week of Term 4 is low. This is a time when families take advantage of cheaper flights and accommodation. Unless airlines and accommodation come on board with costs, holidays during term time are unavoidable.



Shane to meet with Dave and Lisa. Policy team to review policies ...

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Due Date: 1 Apr 2026
Owner: Shane Robinson



Approved

Approved
Decision Date: 4 Mar 2026
Mover: Matthew Butler
Seconder: Cole Komarkowski
Outcome: Approved

1.6 Property Update

Fire Alarms - On February 15th and 16th, the school lost all power from 6-9pm during a storm which depleted the alarm system's backup batteries. This resulted in multiple fire call-outs and highlighted a recurring issue with the system's upkeep and escalating after-hours call-out fees. Wormald will disconnect the fire sensors from Block A to isolate the specific faults while building work is underway. The school will evaluate the cost-benefit of morning resets versus after-hours calls and may consider contracting a new provider if current service levels do not improve.

Building Construction & Interior Fit-out - The primary goal is to have students back in their classrooms by the start of Term 2. Management has identified some water leakage in the new

building and is currently addressing this with Peryers. We are hoping to upgrade wall linings and whiteboard cabinets in Rooms 1, 2, and 3. Peryers will provide a definitive repair plan for the leaking windows.

Shade Sail - A shade sail pole failed last year during extreme weather. The incident resulted in no injuries or damage to property. An investigation revealed the failure was due to the original construction method of the poles, meaning repairs will be completed at no cost to the school. The strengthening project is expected to happen in February/March, during which Torto will install a replacement sleeve and the school will look at a new ratchet system.

Library Door - High winds recently damaged a library fire exit door. The door has been securely locked to prevent further damage. The replacement is being managed as an urgent insurance claim with the Ministry. We are currently awaiting the processing of the Ministry insurance claim to cover the full cost of the replacement.

Grounds - Tim has been focused on extensive storm cleanup and general school preparation for the start of the year. To resolve issues with water pooling near the new playground, a trench is currently being excavated to facilitate new drainage. Once plumbing is installed in the trench, the school will look into fencing the concrete pad. This will create a designated, safe outdoor workspace for students utilising benches and tools for hard tech classes.

Asbestos Remediation - The electrical switchboard in the office was removed during the holidays, allowing for the complete remediation of all asbestos on-site. This project included a comprehensive upgrade of electrical boards across the school and the repainting of the office following the removal process. This specific project is now considered complete, having successfully upgraded the school's electrical infrastructure while ensuring a hazardous-material-free environment.

Bush School - Amber Donaldson and staff have been clearing the bank behind the school and removing rubbish to create a Maungaraki Bush School. This will initially operate with our junior students. We have been working closely with the Council to get the go ahead for this project. Tim is looking at making the area safe. He will put a gate and walkway down to the area where students will be working.

We need to be aware that a Scout was attacked by a whole lot of wasps. The nest has been removed.



Shane to send a letter to Torto. Tim to have the poles investigate...

Shane to send a letter to Torto.

Tim to have the poles investigated by another company.

Due Date: 4 Mar 2026
Owner: Shane Robinson



Approved

Approved

Decision Date: 4 Mar 2026
Mover: David Lankshear
Seconded: Matthew Butler
Outcome: Approved

1.7 Finance Report

We remain in a very healthy position for a school of our size. In 2025 we received 105% of what we budgeted, a very good result for our incoming.

We have met with ASB to re-allocate our bank signatories for Maungaraki School. We have included Nicky Harrison. Our other signatories for the school accounts are Aaron Moore, Shane Robinson, Brigitte Ferguson and Darian Schulz.

We have applied for Ben Young to have a school credit card so he can purchase consumables for Waihanga.

Shane would like to acknowledge the work of the whole team in the office over this time. Darian, Brigitte and Juanita have all stepped up to support the school in this transition. Nicky has done an incredible job settling in under the ongoing finance pressure. Her attitude and work ethic have been invaluable.

The board asked if we are doubling the Staff Wellbeing allowance. Everyone agreed that we need to. The ministry have been emailed but we have had no reply. Unlikely to get funding from them.



Shane to check \$8,000 has been allocated to Staff Wellbeing.

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Due Date: 4 Mar 2026
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Approved

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Decision Date: 4 Mar 2026
Mover: Lisa Grant
Seconded: David Lankshear
Outcome: Approved

2. Strategic Discussion/Decision

3. External Updates

3.1 Home & School Update

Cole discussed that Home and School have started planning events for the year.

Possible events:

Term 1 - Juicies, Pizza Lunch and Easter Raffle

Term 2 - Movie Night and Chocolates

Term 3 - Disco, Pizza Lunch and an adults night of some sort

Term 4 - Juicies, Calendar Art, Xmas Carols (hopefully) and Pizza Lunch

3.2 MCA Update

Aaron discussed that an AGM was held. A lot of councillors were in attendance. A new constitution was signed. The hall is still the Residents Hub. There was a discussion about the handover process with school - insurances etc. The finances have been shared with Lizzie and Shane. The Cleaning is expensive - we could change to Crest who clean the school. Can we apply for Solar? Kim said grants are coming out shortly. A lot of old stuff is in the hall - need to decide what to do with it. Maybe the school could have one cupboard for all of our equipment and another cupboard for others.

4. Close Meeting

4.1 Close the meeting

Next meeting: No date for the next meeting has been set.
Thank you for your work team.

Signature: _____

Date: _____