

CONFIRMED MINUTES

BOT MEETING



At the **BOT Meeting** on **12 Nov 2025** these minutes were **confirmed as presented**.

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 15 October 2025
Time:	6:00 pm to 7:30 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore (Chair), Cole Komarkowski, Kim Webby, Lizzie Briscoe, Matthew Butler, Shane Robinson, Lisa Grant, David Lankshear
Attendees:	Emily Chamberlain
Apologies:	Brigitte Ferguson, Darian Schulz

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Introduction to all members from Shane. Congratulations to all and welcome to the new team members. Shane explained that the work the board does at a governance level is crucial to the outcomes for our children. We can already see that the work that has been done around this table over the last couple years has made a real difference. Shane is looking forward to working with everyone.

1.3 Interests Register

Introductions from all members

Shane Robinson - Principal of Maungaraki School

Cole Komarkowski - Two kids at Maungaraki School and has been part of the school for 7 years. Co-opted to the BOT two years ago as part of the Home and School team.

Aaron Moore - Father of four sons, with one at Maungaraki School. Has lived in Maungaraki for 6 years and has been apart of the school for 3 years. Joined the BOT originally as committee member and eventually took over presiding member role.

Emily Chamberlain - Maungaraki School Bursar and Board Secretary

Kim Webby - Teacher Representative. Has worked at Maungaraki School for 11 years and has been teaching for 23 years with experience in ECE and Primary. Currently studying ESOL. Is the secretary of NZEI Hutt Branch.

Dave Lankshear - Has worked for the NZ Police for 19 years, currently lead of custody and riot police. One daughter at Maungaraki School currently, with a son to come in the next 2-3 years. Excited to be part of the team.

Matt Butler - Has lived in Maungaraki since 2011 and has a child in year 5. Love's being a part of the community and the school. Is also the Assistant group leader at Maungaraki Scouts.

Lisa Grant - Has lived in Maungaraki for 12 years and has two Boys at Maungaraki School. Works as a Solicitor in the Hutt. Super excited to be a part of the team.

Lizzie Briscoe - Lizzie has been a part of the Maungaraki School community since 2013 and has put four children through the school with her final one in Year 5. Has been on the board for just over 6 years and is pleased to be back.

Shane explained the different roles in the Board of Trustees. Including Presiding Member, Policies, Strategic Aims, Finance, Property, Home and School and MCA Delegate. Discussed the need for a Deputy Presiding member, the chairperson role is a big role, would be good to have help to ease overwork. Aaron wears a few too many hats as Chair of BOT and MCA. Co-Chair as someone to lean on and provide support. Electing roles in the Board.

Presiding Member - Aaron nominates himself. Ran unopposed. Aaron takes Presiding Member role.

Co/Deputy Presiding Member - Lizzie nominates herself. All members agree. Lizzie takes Co/Deputy Presiding Member role.

There may be additional need for sub-committee as things arrive, such as Behaviour events.

No questions.

Expressions of interest for following roles. Decisions to be made at a later date.

Policies - Lisa, Dave

Finance - Matt

MCA - Aaron

Property - Cole

Home and School - Cole

1.4 Confirm Minutes

Final Board Meeting 3 Sept 2025, the minutes were confirmed as presented.



Moved

Approved

Decision Date: 15 Oct 2025

Mover: Aaron Moore

Second: Matthew Butler

Outcome: Approved

1.5 Principal's Report

The government has advised to continue current strategic plans until next year. It was a good move to hold off on starting planning with previous board.

Maungaraki Hall - School is in talks with HCC to go into a 3 year lease cycle. This means the school will have full access to the hall and be in charge of leasing it out. Unfortunately the council recently discovered the Hall is on a reserve and it is illegal to make any money from a building on a reserve. HCC was unaware of this during negotiations. HCC is working to adjust policies so they

can lease the hall to the school. Looking like Term 2 for start of lease. Most likely to change policy as it is too hard to rezone land. HCC admitted it was just an oversight. MCA to carry on lease in the meantime. We don't project an issue with the change in Mayor or council. Ideal situation for council and school.

Insurance - Shane and Emily met with Crombie Lockwood regarding insurance policy. Only adaption is around cyber insurance, we are currently reviewing this with our cyber/IT team. Premium is likely to be an additional \$2,000 per year. All important information is stored on google and we are pretty confident that we would be okay. Just wanting to cover our bases.

The school is backing the teachers on the NZEI strike, the important message is around teaching staff and working conditions. There are always pain points at this time but our team is incredible. NZEI (Wellington region) had a meeting and the school board was thanked for their support to the staff. School staff really appreciate the board. Shane contacted Kelly Club to look after kids during the day of the strike, the school will cover the costs for students but it might be a case of combining schools. Not everyone received an email from Kelly Club requesting expression of interest - will follow up with them. Mentioned in Newsletter.

Staffing at this time of year is horrible, we are losing a number of good staff members. Anna Coyne is moving to Australia. Sam Blandford is moving to Petone Central. Jayne Chatfield is dropping her hours. Talitha and Tania contracts ending, looking for ways to keep them on board. Three appointments made over the break. These three will cover all resignations. Amber - first year teacher, from a family of teachers. Olivia - taught in South Auckland, looking for challenge and leadership, holds 6 years experience as an intermediate teacher. Micah - previous student teacher from this school, wants to be int/high school teacher. CV's included for review. All three will be moving into the senior school. Interviewed one today which will be a junior position. Questions raised about the strain on senior syndicate with so many teacher changes. Shane doesn't want to break up any of the existing teams and doesn't think it is worth upsetting two teams. Brigitte and Darian will step up to support Hayley if she needs any additional support to manage the Ponga team. This is a similar resignation rate to last year and there may still be more to come.

Staffing issue update - Darian and Brigitte has secured an additional 0.5 FTTE from MOE and have been in communications with them again, looking to get another 0.5 FTTE towards the middle of the year.

Staff professional development - Julie Roberts coming in on Monday to support Maths changes.

Shane has requested the board grant him leave for an overseas conference to meet with the Queensland Principal Association. Australia is ahead of NZ by about 5 years in terms of government support and curriculum. The costs associated will come out of the Principals Professional Development budget.

Incidents and accidents - can be scary, we try to minimize as much as possible but unable to stop all. Why do we have near misses and why are there none - it is for H&S items that teachers notice. Most kinks have been worked out.

No further questions from the team.



Shane leave to Australia for conference

All approved

Decision Date: 15 Oct 2025
Mover: Matthew Butler
Seconder: Aaron Moore
Outcome: Approved



Approved

Approved
Decision Date: 15 Oct 2025
Mover: Cole Komarkowski

Seconded: Matthew Butler
Outcome: Approved

1.6 Finance Report

The top part of the finance report is put together by Shane and Emily. The bottom is background information from EdServices. Can provide a line by line report on request.

We comment on any costs that might be of significance to build pictures and help board to understand how we're tracking.

R&M - All schools will get property upgrade over summer, this means an extra \$15,000 from the Ministry for repairs and maintenance. This means we will be able to do a bit more maintenance over the holidays (wash the building, repair gutters, mend a fence, etc)

Operations Grant - This is based on the number of kids in school.

Teacher Aides - We are tracking over budget but this is being balanced out with teaching bulk grant.

BOT elections - Due to using an online service this was more expensive, we will need to increase the budget next time. Only one issue with the system was a nominees photo didn't get uploaded.

Donations - We are only \$5,000 away from our target. Donations are very important for the school.

Delegated authorities - Aaron for Shane, Shane for Brigitte and Darian.

Term Deposits - These are a balancing act, interest may take a hit next year.

Bank balance will help with additional teacher next year.

No additional questions.



Mvoed

Moved

Decision Date: 15 Oct 2025
Mover: David Lankshear
Seconded: Matthew Butler
Outcome: Approved

1.7 Property Update

Darian does a lot of the property work, alongside Lee Ashby (School Property Manager).

The porch and classroom refurbishment is coming up. The architects are finalizing plans, these areas really do need work. We will need to shift around some of the classes for the duration of the works which may interrupt waihanga. Money is the sticking point at the moment making it hard to get a concrete timeframe. Ideally work would start in the holidays.

Little bit of work required for the library and hall.

We have received an additional Heating and Lighting allowance from MOE - as we've grown we've been spending more than they give us. We have been following up on this with MOE.

Solar panel scheme is worth looking into. Also worth looking into some Tesla batteries, especially as a hub for the community. Kim can talk to enviro people at HCC.

No further questions.



Moved

Moved

Decision Date: 15 Oct 2025
Mover: Matthew Butler

Seconded: David Lankshear
Outcome: Approved

1.8 Proposed Meeting Dates for Term 4

Meeting dates confirmed.

1.9 Sam's Resignation

Sam would like to note that he appreciates the school and all we've taught him and helped him. Thanks for the care demonstrated.

Board approves resignation.

1.10 Aspiring and beginning leaders

Shane has been personally approached and asked to be a part of a Mentor program for a new principal.

Shane excused himself while the Board reviewed the attached document and discussed.

This goes beyond personal professional development and in the long run will benefit Maungaraki School.

Board agrees this is a powerful opportunity to support an empower another principal.

Shane agrees that he will integrate the mentee into his current Professional Development time and will not compromise his current responsibilities.



Approved - No-one opposed

Good testament to Shane and his character.

Has recognized that it will needs to be juggled correctly.

Great idea! Experienced enough to balance it out.

Board signed off.

Decision Date: 15 Oct 2025
Mover: Aaron Moore
Seconded: David Lankshear
Outcome: Approved

2. Strategic Discussion/Decision

2.1 Maungaraki Community Hall - Strategic Discussion & Update

MCA's entire income came from the hall.

One of the things they want to do is have more engagement with community. They are currently going through and rewriting the constitution, and are really keen to look at big ticket items needed for the community.

Aaron has suggested solar panels on the wall. Will help users of the hall and school.

Question raised if the MCA have a better chance of getting the panels than the school? They may do, but it would be hard to determine who owns them if they are affixed to a council building, the MCA would also be contesting against the school if going up for a HCC grant.

MCA is happy to carry on holding the lease of the hall as it is.

At the moment the hall is a jumble of storage for all different users. MCA also has some assets and have created an asset register. Need to determine what is going to happen with assets after the changeover and confirm who owns what and what belongs to each group. School may want to change this storage agreement.

Get rid of rubbish, and gift anything else to the community or Charity Shops. Perhaps the hall sub-committee can go through with Aaron and update existing register to determine what is owned by the school.

Will also be helpful for insurance.

3. External Updates

3.1 Home & School Update

Home and School Committee has raised just over \$13,000 this year so far.

In Term 4 they will be holding the following fundraising efforts.

- Calendar
- Mathsathon
- Juicies (after labour weekend)
- Pizza lunch (same day as market day - can we change pizza lunch day? Lizzie will find a different day)
- Carols 4th Dec - not quite a fundraiser, just a community event. H&S will be selling small stuff. Carols covered by MCA and the HCC. Cole sponsoring the lolly scramble.

Expenditure - approved Koru camp \$3500, Yr8 leaver dinner \$2000, Yr8 pounamu \$2500, Soccer goals (for hall end of field) \$3000 plus shade for waihanga area.

\$235 already raised for Maths-a-thon after only a couple of hours.

3.2 MCA Update

4. Public Excluded / In Committee

5. Close Meeting

5.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Thank you from Shane to the BOT.

This will definitely be the last meeting for Lisa and Megan. Megan has been involved with the board for 7 years.

Special mention to Aaron for being chair alongside the challenges of being chair of MCA. Aaron expressed his thanks to the board for making it easier on him and all their support.

Thanks to Kim for her teaching and education expertise, it has been a great contribution.

Signature: _____

Date: _____