

CONFIRMED MINUTES

BOT MEETING



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

Name:	Maungaraki School Board of Trustees
Date:	Wednesday, 10 December 2025
Time:	6:00 pm to 8:00 pm (NZDT)
Location:	School staffroom, Maungaraki School, 137 Dowse Drive, Maungaraki
Board Members:	Aaron Moore (Chair), David Lankshear, Kim Webby, Lizzie Briscoe, Matthew Butler, Shane Robinson
Apologies:	Cole Komarkowski, Lisa Grant

1. Regular items

1.1 Prayer and Karakia

1.2 Present and Apologies

Lisa and Cole away

1.3 Interests Register

1.4 Confirm Minutes

BOT Meeting 12 Nov 2025, the minutes were confirmed as presented.

Moved by Matt, seconded by David

1.5 Principal's Report

Following the latest collective agreement, a \$6,000 budget has been allocated for Principal Wellbeing. Aaron, Lizzie, and Shane presented a finalised 2026 plan for Shane, which includes:

- Professional coaching and supervision.
- Leadership development and regional networking with Principal leaders.
- A NZ-based professional conference.

The Board noted that the plan meets all spending regulations and will be reported on regularly throughout the year.

The Board reviewed policies regarding Bullying and Harassment, Behaviour Management, and Minimising Physical Restraint.

- Update: A wording change was approved for the Bullying and Harassment policy to strengthen reporting requirements:
 - Old: Staff with concerns... should speak with a senior staff member.

New: Staff aware of student bullying... will speak with a senior staff member.

The Board reviewed the incident register. Notable points included:

- Minor Incidents: 35 recorded, primarily bumps, bangs, and abrasions consistent with increased outdoor activity during better weather.
- Medical Visits: 3 incidents required medical attention: one fractured wrist (football), one fractured finger (netball), and one concussion.
- Concussion Detail: A student was struck by a gate caught in the wind. A 5-day recovery period followed. Corrective Action: Gate procedures have been adjusted and a safety hold is now in place.
- Library Door Incident: A finger injury occurred due to a door slamming in the wind. Corrective Action: The side library door is now blocked on windy days to redirect traffic to the sliding door.

Analysis: The increase in injuries is attributed to higher student volume on the fields/courts. Teacher presence remains active during all break times to monitor play.

Moved by David, seconded by Matt

1.6 Property Update

Capital works project to commence in Term 1. This will disrupt the school for a term or two with 5 classrooms being displaced.

Moved by Lizzie, seconded by David

1.7 Finance Report

The final budget for the 2026 financial year was presented and approved.

Moved by Aaron, seconded by Matt

1.8 Finance Update

Move to make the Student Wellbeing line \$8,000. This is a 50% increase and takes the deficit budget to \$77,000.

Moved by Aaron, seconded by Matt

2. Strategic Discussion/Decision

2.1 Data Report

The Board reviewed the Literacy and Numeracy Data Report (Strategic Aim 2). The separate report was taken as read.

2.2 Strategic Aims 2026 - DRAFT

2.3 Budget 2026

3. External Updates

3.1 Home & School Update

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.

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:_____