

Board Meeting Minutes

Date: Monday 16th February 2026

Time: 6:30pm

Location: Matangi School

Karakia

Meeting opened with a karakia at 6:30pm

Administration

Present: H Pirie, L Murray, A Buttimore, F Van Den Eiden, K Anderson, K O'Connell, R Naumann

Apologies:

Board Conflict of Interest Register

- Discussed
- None Declared

Board Appointment of Presiding Member 2026

- H Pirie nominated as Presiding Member All in favour

Declarations of Interest

- None declared

Minutes - Matters Arising

Minutes dated 1st December approved.

Moved by F Van Den Eiden

Seconded by A Buttimore

Correspondence (List) - N/A

Presiding Member Verbal Update

- H Pirie and K O'Connell meet once a week.
- Board Papers purpose discussed.

Board Delegations Register (new)

- To be reviewed every meeting.
- Suggestion, add closing date to delegations register for closed sub-committee.

Board Code of Conduct sign off

- Code of conduct signed by all members. - Kept on file.

Reports

Principal Report - Discussed by K O'Connell

- 86.2% attendance rate based on 3 days.
- Staff Representatives
 - Possible NZEI workplace representative attending an introduction talk..
 - K O'Connell email staff regarding Board Staff representative.
- How's the feeling amongst the staff? - H Pirie
 - The staff is feeling positive at this stage.
 - K O'Connell emailed staff asking for 3 questions.
 - Why do they want to be here (Matangi School)?
 - How are they positively inputting to staff culture?
 - What help do they need from Senior leadership?

Acknowledgement to K O'Connell for the arrangement of the Kaumatua for the Mihi Whakatu.

STAR Attendance Plan / Attendance Management Plan

To be signed off published on the school website. Acknowledgement to Sarah Godsall.

- Suggestion to add to agenda every meeting.
- More than 3 days of leave need to be requested / communicated to the Principal.
- Add update in the newsletter re:Attendance information.
- Attendance readily available on HERO App for parents to view.

STAR Attendance Plan and Attendance Management Plan approved

Moved by L Murray

Seconded by K Anderson

Conversation with Council

- Access into the school for emergencies through Jack Foster reserve, side of school (staff carpark) and church grounds.
- Possible pedestrian crossing. Raised by a member of the community. Safer for school and wider community.

Health and Safety Report

- New staff health and safety inductions.
- RAMs forms.
- Board level health and safety.
- K O'Connell to attend pool health and safety induction.
- Health and Safety Staff wellbeing
 - Child stood down. Staff and staff members assaulted. Advice sought prior.
 - Emergency funding received for support of this child.
 - Priority is safety for all.
 - Child responding well to extra support.
- K O'Connell emailed H Pirie re: Safe restraint of child.
 - To provide Board with more information regarding safe restraint of child training.
 - School to ensure all teachers have completed broad scope restraint training.

Board approves safety intervention training.

All in favour

Finance - *discussed by A Buttimore*

- 2026 Budget approved end of last year.
- Finance report to be circulated prior to meeting date.
- December monthly accounts to be approved by email by 20th February.

Board Papers

- Succession Planning discussion.
 - Shadowing and training for a future Presiding Member to continuity of school governance.
 - R Naumann shared thoughts on a proxy.
- Attendance
 - Discussed previously in this meeting.
- School Pool
 - Minor and major tasks will need to be completed for the upkeep of the school pool.
 - Some tasks may need to be school funded as well as funded from fundraising.
- Fundraising

- L Murray and H Pirie met. Discussed to ToR
- Investigation into grants for big ticket items.
- Reach out to community members who may be able to help fund pool etc.
- Board member (L Murray) to attend fundraising committee meetings to report back to the board and vice versa.
- What is expected of teachers and staff involvement in fundraising?
- The fundraising committee currently has 5 members. More members are being encouraged to join.

Governance Section

- School Master Plan - Setting 2026 goals discussion.
- Review Board Checklist
- Review of Board Checklist - Term 1
- School Docs Review - Policies to be reviewed as staff then Principal to bring back to the second Board meeting of each term and reviewed together. Complete on single review submission.
- Pre-engagement of suppliers
 - Policies and processes regarding suppliers.
 - Things to consider - Insurance, Health and Safety
 - The board may like to put together a format of what pre-engagement criteria may be using previous experiences.
 - 3 quotes to be obtained for work to be carried out.
- Termly school community updates.
 - Previously posted on HERO.
 - Include items the board is working on.
- Working Bee Health and Safety discussed.
 - Check over alternative policies re:volunteers.
 - Possible online registration with health and safety presentation / sign off.
- Principal insurance - School operational funded.
 - Protects the role not the person.
 - Board to consider if provided with more information.
- Board Master Plan Meeting
 - Board to meet to build Board workplan.
 - Draft read by end of March
 - Content to come from the strategic plan.
 - More information to come from R Naumann before the meeting can be held.
- Principal Report contents
 - What does the board want reported on in the Principals report?
 - Staffing, attendance, finance etc. to align with the strategic plan.

Strategic Section

- Strategic Objective 1 - Our people
- Strategic Objective 2 - Our place
- Strategic Objective 3 - Our Practice

Consent Motion (All one motion)

All consent motions approved collectively.

Action List Arising from Meeting (Summary)

Action	Responsible
Refer to STAR Attendance every meeting	Board
Add Attendance information to newsletter	J Bailey
Publish to website: <ul style="list-style-type: none"> - STAR Attendance Plan - Attendance Management Plan 	Board / J Bailey
Safe restraint of child - More information to next meeting	K O'Connell
Approval of December Accounts by 20th February (via email)	Board
Review previous Board Workplan	H Pirie
Staff SchoolDocs review for next board meeting.	K O'Connell
SchoolDocs policy review submission - next meeting.	Board
Clarify delegated limit spending before board approval.	H Pirie
End of Term board updates.	H Pirie / K Anderson
Review alternative policies from R Naumann	H Pirie
Principal insurance information to be shared with the board.	K O'Connell
Share draft board workplan with board	R Naumann
Board to consider what they want reported on in the Principals report.	Board
Strategic Plan discussion to be moved up the agenda.	H Pirie

Next Meeting Date

23rd March 2026

Public Meeting closed: 8:14pm

Public Excluded Business

Karakia Whakamutunga

Meeting Closed: 8:50pm



Signed

24-03-2026

Date