

Meeting held: Monday 23 March 2026
Meeting opened: 6:15pm In Committee:

Meeting closed:



Venue: Staffroom

Present: Anna Robison (AR), Sarah McGregor (SM), Honary Ng (HN), James Le Fevre (JL), Melissa Knight (MK), Kirsty Brown (KB)
Francis Naera, Charissa Potgieter (Board Secretary)

Guest: Alaric Nicholls

Apologies:

[Board Code of Conduct](#) Came into effect 21st of June 2023 [link](#)



[Support and information for BOT](#)

(Members are reminded to declare any interests before discussions at Board meetings)

Item ref.	Agenda Item	Lead	Minutes	Action on
1.	Karakia	FN		
	Administration			
2.	Apologies		N/A	
3.	Conflicts		N/A	
4.	February Minutes 2026			
5.	BOT Task Checklist Term 1 BOT Work Plan 2026			

6.	BOT Delegations BPS Board code of ethics and charter		Updated final 3 points - all in agreement	
Strategic Planning				
7.	Annual Plan 2026	FN	To be updated after working with JL recently	
Report		FN		
8.	Principals Report		<p>Increase in Year 1 numbers Staffing: 2 new TA who are going to begin at BPS - Tyra leaving and Katy is still recovering.</p> <p>Student behaviour: noticed an improvement</p> <p>Phones - even if it is stated in the policy that the school is not held liable for lost phones, we may still be held liable. We are covered by insurance if need be</p>	
9.	PAT data term 1		<p>PAT - compares student results to others across the country at the same age. They have not yet aligned the PAT test with the new refreshed curriculum. Therefore we can't use them to state whether a student is where they need to be. We can only compare them to track overtime progress as well where students are at compared to others at the same age.</p>	

			<p>Complete reading comprehension, listening and mathematics.</p> <p>Overall for Reading and Mathematics, the data shows our students are achieving above the national standards.</p> <p>Assessments will be changing - introduction of SMART. Assessments include reading, writing and mathematics for year 3 to 6. The first round of testing will have a hold of results for 6 weeks. Assessment within SMART completed in Term 2 and Term 4. 2027 - no more e-asstle.</p> <p>OTJ's are used in reporting and are compiled of a variety of noticings, workshop, discussion etc and due to high expectation and what we are looking for in an individual child consistently and independently, our OTJ's are slightly different to a once off assessment</p>	
10.	Discussion of report			
11.	Matters arising			
	Property	FN		
12.	Please refer to principals report			
13.	Heat Pump Quotes Solar		<p>Property: <u>Heatpumps</u> - Piki Ake Tahī heatmaps - current ones are too small to the space, currently can reach 27 degrees in the classroom. Funding won't be until mid year. If the school pays for it there is a possibility of not being refunded.</p> <p>Thoughts - property team should meet and put a plan in place and present to the board. All acknowledge the impact it has on staff and students</p>	<p>Property team to meet and set priorities and put forward to members - pay now or wait for air conditioning</p> <p>Temporary fix for the remainder of the</p>

		<p>as well as the understanding that the temperature will be dropping soon.</p> <p><u>Solar</u> - question posed - is this a worthwhile investment and if so what size do we need? 10kwh = 20 panels and this will meet the needs of the school. The bigger the kwh that is when you will start to import back into the grid as you are not using this power. You can always add more panels in the future so the recommendation is to begin with 10kwh. Note: this is only taking into account the past 12 month bills. If new heat pumps are added, more power will be needed and may need to consider 20kwh.</p> <p>Wonderings - future maintenance through the Ministry?</p> <p>Thoughts: Carpark the solar panels and focus primarily on the heat pumps - half BOT funded and half PTA funded. To be considered when property team meets</p>	<p>term within Piki Ake Tahī</p> <p>Board members to reach out and acknowledge the challenges that Anita and Meg have been through and reassure them that there is a plan in action</p> <p>Alaric to reach out to previous school and gain some understanding and input on whether the solar panels were a good investment and if they have any insights to share</p>
<p>14.</p>	<p>Landscaping plans - TBC PMG top up to be spent on 'grounds' \$17,583 exc gst</p> <p>https://www.classiquelandscapers.co.nz/</p> <p> Birkenhead Primary School Fron...</p> <p>https://www.luijten.co.nz/our-work/</p> <p> scan_fnaera_2026-03-23-14-4...</p>	<p><u>Landscaping</u>: possible fencing along the carpark for health and safety purposes. Batten fences by the front entrance with a range of trees/plants - fences will have a gate at the entrance. More reports coming for other work . In the interim, members all agree to go ahead with the quote received from Greenwood to have the front entrance, fencing and garden renovated. This will be funded by the property management fund by MoE. Kirsty has spoken with Tarcaine who will be happy to paint and</p>	

			brighten the entrance way as long as she is provided with the materials	
	Finance /Budget			
15.	February 2025 Finance Commentary	FN	See Principals Report	
16.	Cashflow Report Income Analysis	FN		Income analysis - would like to have a comparison from last year to this year i.e Jan 2025 VS Jan 2026
	Health and Safety			
17	Medical Room Report	FN	Health and Safety - discussion had around expectations for games during breaks as well as ensuring that students are being mindful when they are injured.	
	Oscar			
18	Oscar Report		3 students on behaviour plans. One child asked not to return due to running and health/safety risks. Staffing - a few challenges especially at the beginning of the year.	
19	Oscar Policies		Parent feedback completed and reviews of policy procedures (Oscar have their own separate to BPS) Currently going through an audit - spaces, furniture, health/safety etc. Note: important for the BOT to be comfortable with the policies at Oscar as they are with the schools. Possibly review Oscar policies throughout the year.	Policy team to meet and decide how to manage the reviews of Oscar policies

			Discussions around how the BOT review policies - need to ensure that all members are following through with checking them when requested.	
20	Oscar Parent feedback survey			
Other matters				
21	<p>Board Reviews</p> <ol style="list-style-type: none"> 1. Alcohol, Drugs, and Other Harmful Substances Policy (board) 2. Sun Protection (board) 3. Digital Technology and Online Safety (board) <p><u>Optional:</u></p> <ol style="list-style-type: none"> 1. Cellphones and Other Personal Digital Devices 2. Safety and Welfare for Students on Work Experience* (NA) 3. Firearms Not Allowed * / Firearms Policy 	Board	<p>Policies reviews by the Policy team - recommendations</p> <p>Liability of student phones when collected at school?</p>	
17	<p>ERO 2026</p> <p>SLT currently working through the School Improvement Framework (SIF)</p> <p>Board (Full or part) will need to work through the Board Assurance Statement (BAS)</p>		<p>Schools will be judge on the new 14 areas - using progress descriptors (excelling, doing well, working towards and improvement required).</p> <p>SLT working through the School Improvement Framework - covers teaching and learning, wellbeing etc. Putting evidence in place and ERO will have a review of this alongside SLT and move the rubric if needed</p> <p>BOT need to complete the self-audit checklist - can either complete as a whole or just as principal/Sarah - no date at this point but the joint agreement is to</p>	Meeting on Monday, 18th May at 6:15pm to complete the BAS

			have an extra meeting and complete this together as a whole.	
22	<p>NZEI - Union update</p> <p>Current position of negotiations Principals union has settled</p> <p>Support Staff are still negotiating but because their last Collective Agreement (CA) had expired in 2024, a VTE (Variation to Terms of Employment) has been put in place. Its an interim pay increase before a new CA is negotiated.</p> <p>Teachers union has dismissed their offer from the government. Public Service commissioner has offered the proposed agreement to all non-union staff members in terms of a new Individual Employment agreement (IEA)</p>		Currently agreed to arbitration on 24th March with ERA. Previous offer has now been provided to non-union members.	
23	<p>EOTC Approvals</p>		<p>Year 6:</p> <p>72 students attending. If students aren't going, Francis touches base with them. Ferry to Motutapu - all in favour and sign off the RAMS</p> <p>Year 5:</p>	Year 6 camp medicals to be double checked

			<p>Bus to shakespeare.</p> <p>Year 4</p> <p>Wednesday = Rangitoto and Thursday/Friday = MERC</p> <p>All board approved</p>	
24	<p>New Reporting Format</p> <p>Learning stories modified to suit reporting requirements</p>			
25	<p>Staff Leave Requests</p>		<p>Meg Huffadine - 7 days of leave - in August - approved</p>	
26	<p>Funded staff flu jabs (and covid boosters if these become non funded)</p>		<p>Still happy to fund for flu and covid jabs</p>	<p>Francis to check cost from 2025</p>
27	<p>Wellbeing</p>		<p>Wonderings - Sarah raised a question is the BOT doing enough for the staff wellbeing?</p>	<p>Wellbeing survey for staff - created by BOT and data to be sent straight to BOT</p>
	<p>In-committee matters</p>			
			<p>In-committee matters at: n.a</p> <p>The meeting closed at n.a</p>	

Signed as a true and correct record

Signed: _____ Presiding Member:

Date _____

