

22/06/26.
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MINUTES OF A MEETING OF THE SCHOOL BOARD FOR NORTHCOTE INTERMEDIATE SCHOOL

HELD ON Monday 11 May 2026

As per the local Government Official Meeting Information Act 1987, the Presiding Member passed a motion to exclude the public to protect the personal privacy of an individual(s) and to discuss sensitive issues. Minutes are kept of this section but are kept separate from the minutes that are freely available to the public.

Present:

Board:

Phil Muir (Principal) (PM) via Google Meet
Damian Lawrence (DL) Presiding Member
Kenny Thein (KT)
Jenny Turner (JT)
Scott Lemon (SL)
Dris Adradi (DA)
Rodney Yeoman (RY)
William Puliueva (WP)
Rangi Brothers (Board Secretary)

Apologies:

Guests:

Angela Teague (AT)
Zane Cooper (ZC)

1. Meeting commenced: 6:07 pm

Meeting commenced with an opening Karakia.

2. Minutes of the Meeting of the Board March 2026

Motion that the Minutes of the Board Meeting held on 23 March 2026 be approved.

Resolution to approve the March 2026 board minutes
Passed unanimously

3. Interest Register

WP to send to details to RB

4. Between Meeting Resolutions

nil

5. Correspondence

Correspondence (via email)

- ERO Information - Request for Board Input into National Research on School Supports
- Gov Hub - Sector Update – Fuel Response Plan, emergency management & more
- Claire Coleman - Curriculum Concerns to School Board
- Employment Relations - Important changes to the PPCBU collective agreement
- NZ School Boards Association (NZSBA) – 2026 School Boards Association AGM
- NZSBA - Onboard - March 2026
- Gov Hub - Practical AI workshops for NZ schools (May–June)
- NZSBA - Regional Elections on NOW!
- Gov Hub - Sector Update – Settlement of primary teachers collective, fuel response plan
- Gov Hub - AI workshops for schools starting in May
- NZSBA - Onboard - April 2026
- Gov Hub Essential Term 2 training: is your board prepared?
- Kaitlin Williams (Snow Planet) - Schools out - keep students active!
- NZSBA - Annual Report & AGM Registration Reminder
- Gov Hub - Principal Matters – Term 2 2026
- Gov Hub – Board Matters – Term 2 2026

6. Principal's Report

The Principal's report was taken as read. General discussion ensued:

- Concern regarding the speed of implementation of new curriculum. Unrealistic expectation is being put on teachers
- Big focus on behaviour management in the classroom
- USA trip has been cancelled
- ERO report has been finalised. Will be sent out to the community in the next newsletter
- Leave request tabled. Moved to finance committee to discuss

- ACTION: board to think about wellbeing options for staff (ALL)
- ACTION: capture priorities from ERO report and include in annual plan (DL & PM)

Resolution to approve the Principal's Report as tabled.

Passed unanimously

7. Attendance Review

Continue to be very happy with attendance

8. Community Survey

What is the purpose of the survey - what is it that we want?

Scott & Jenny have indicated that they are keen to help. JT and SL to connect with PM on his return to check questions are still fit for purpose.

Questions regarding whether we want to wait till reports have gone out. Could be premature to get feedback on report - unclear of value of feedback we would get.

Scott to share his document with the board. SL & JT to review the survey and get approval at the next board meeting

9. Teacher Appraisal update

Continues to go well. Team Leaders have begun mid year appraisal process

10. Finance Report

The March report was circulated late to the board.
Bank staffing seems high.

Finance committee to catch up online end of next week to review and revert

11. Reporting to Parents Update

AT talked through new report.
Handout circulated to the board and discussed
Taking a conservative and cautious approach to reporting

AT to circulate last newsletter to the Board

12. Health & Safety

Evacuation Scheme has been approved by FENZ. Need to run a fire drill every 6 months.
ZC to look at new building and parts falling off to make sure they are safe.
Potential overcrowding in Food and Construction technology classes. Teachers are struggling with year 7 class sizes.

13. Property Update

Mapping for school drainage project has been completed. Need to run new piping towards new storm water drains.
Jamali is helping while Mr T is on leave
Health & Safety walkaround scheduled for Friday

14. Policies & Board Assurances

Board task checklist circulated

Annual Report
Planned community consultation
Prepare mid year student achievement review
Conduct mid year budget review - schedule June/July
Review privacy policy and procedure
Professional development
Individual employment agreements
Learning development

Board is well covered

15. Event dates update

None

16. Action points

Action points reviewed and updated.

17. AOB

Scott to send board funded course to the group. Will be over the next school holidays . Let him know if you would like to attend

18. In-Committee

Board shifted to In-Committee at 8.01pm

Meeting closed: 8.01pm

Date: 22/06/26.

Signed: 

Damian Lawrence
Presiding Member