

# **MINUTES OF A MEETING OF THE SCHOOL BOARD FOR NORTHCOTE INTERMEDIATE SCHOOL**

**HELD ON Monday 23 February 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)  
Damian Lawrence (DL) Presiding Member  
Kenny Thein (KT)  
Jenny Turner (JT)  
Rodney Yeoman (RY)  
Scott Lemon (SL)  
Rangi Clarkson (Board Secretary)

## **Apologies:**

William Puliueva (WP)

## **Guests:**

Zane Cooper (ZC)  
Bronwen Davidson (BD)

## **1. Meeting commenced: 6:05 pm**

Meeting commenced with an opening Karakia led by PM.

## **2. Election of Board Presiding Member**

Nominations for Presiding Member were called. One nomination received for Damian Lawrence

Damian Lawrence as Presiding member elected unopposed.

DL took over as the Presiding Member for the rest of this meeting from 6:08pm.

Resolution unanimously passed to grant speaking rights to DP's Angela Teague, Zane Cooper and Bronwen Davison for the duration of the 2026 school board year.

## **3. Minutes of the Meeting of the Board November 2025**

Motion that the Minutes of the Board Meeting held on 24 November 2025 be approved.

*Resolution to approve the November 2025 board minutes*

*Passed unanimously*

#### **4. Interest Register**

William to complete; Amendments to Jenny Turners interest register. JT to send through details

#### **5. Between Meeting Resolutions**

Review of the refund policy for international students

#### **6. Correspondence**

Correspondence (via email)

- NZ School Boards Association (NZSBA) – School Board Elections Survey
- Complaint from parent of a pupil
- Notification of an Education Review Office (ERO) Hauake Phase Evaluation for Northcote Intermediate
- Schooled Conferences - Calling all Admin and Property Superheroes!
- NZ School Boards Association (NZSBA) - Have your say – survey for board members on new education bill
- Schooled - Elections are over for 2025
- Office of Hon Erica Stanford | 5YA Funding Announcement
- Thank you - Louise Fitzgerald re support for PhD research
- Safety training for staff - Heather Gage
- NZ School Boards Association (NZSBA) - Onboard November-December 2025
- NZ School Boards Association (NZSBA) - Introducing GovHub – School Board Services
- NZ School Boards Association (NZSBA) - Important message: NZSBA membership communications
- NZ School Boards Association (NZSBA) Notice of Election: NZSBA Regional Executive
- NZ School Boards Association (NZSBA) School board members: grow your capability!

#### **7. Principal's Report**

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

- ERO attending next week.
- 70th anniversary of NIS next year
- New attendance services provider
- Large number of students on Learning Support Register
- Thanks to Zane and Geri on work done for International Students

*Resolution to approve the Principal's Report as tabled.*

*Passed unanimously*

#### **8. Finance Report**

The December report was circulated late to the board.

General discussion

*Resolution to approve the December finance report*

*Passed unanimously*

**9. School Strategic Plan refresh**

Circulated to the board. Thank you to everyone for creating this plan

**10. Governance Manual Update**

Due to be reviewed in March. RB to circulate the manual to the board. Board to include comments by next board meeting

**11. Board Calendar 2026**

Board to review the tasks in the Board Calendar. This will set the agenda for each meeting. Will finalise for next board meeting.

**12. Proposed co-option of another Board member**

Asked Dris Adradi to co-opt onto the Board for a period of 12 months.

Resolution to co-opt Dris onto the board  
Passed unanimously

**13. 2026 Cyclical Maintenance Plan**

Cyclical maintenance plan circulated. Add COLA into cyclical maintenance plan

*Resolution to approve the Cyclical Maintenance plan*  
*Passed unanimously*

**14. Updated 2026 School Budget**

Update made to budget. New line added "Property Maintenance top up exps"

*Resolution to approve the Updated 2026 School Budget*  
*Passed unanimously*

**15. Lion Foundation grant application**

Resolution to apply to Lion Foundation for funding towards six initiatives to support our learners and our community for the amount of \$150062.35 excluding GST.

*Resolution to approve the Lion Foundation Grant application*  
*Passed unanimously*

**16. 2025 Analysis of Variance**

Structured literacy in its third year. Increased focus on Literacy programmes.

Increase in achievement for reading.

Writing was a big focus. This showed the least amount of progress school wide, however most groups across the school did improve.

Overall our maths results were extremely positive and a lot of work across the school has taken place to get the results.

ACTION: RB Add longitudinal data to next board meeting

#### **17. Attendance Management Plan**

ACTION: Carry over to next meeting

#### **18. ERO preparation**

Opportunity to be part of the ERO. Monday next week

#### **19. Health & Safety**

Lockdown and Evacuation training completed today. Went well  
Harrison Tew attended and conducted alongside the Exec Team

Vandalism around the school ongoing. Looking at upgrading some older cameras  
Will be checking on dark spots around the school.

Hazard registers for Science, Hard Tech and Food have been completed.

ACTION: ZC to arrange a Health & Safety walk around

#### **20. Policies & Board Assurances**

Board Workplan

Review code of conduct for board members (all board members)

Review board delegations

Review of board conflicts register

Formally approve finance budget

Annual financial statements audited

National curriculum changes

Student attendance requirements

#### **21. Event dates update**

Whanau Fun Fest Thursday 26 February

**22. Action points**

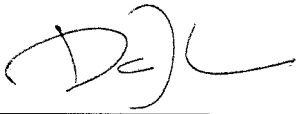
Action points reviewed and updated.

**23. In-Committee**

Board shifted to In-Committee at 7.55pm

**Meeting closed: 7.55pm**

Date: 23 March 26

Signed: 

Damian Lawrence  
Presiding Member