

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

HELD ON Monday 23 March 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)
Scott Lemon (SL)
Dris Adradi (DA)
Rangi Clarkson (Board Secretary)

Apologies:

Rodney Yeoman (RY)
William Puliueva (WP)

Guests:

Angela Teague (AT)
Bronwen Davidson (BD)

1. Meeting commenced: 6:04 pm

Meeting commenced with an opening Karakia.

2. Minutes of the Meeting of the Board February 2026

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

*Resolution to approve the February 2026 board minutes
Passed unanimously*

3. Interest Register

4. Between Meeting Resolutions

Awa walkway - relocation of trees on boundary of field

5. Correspondence

Correspondence (via email)

- Carol Bashford (ERO) - Notification of an Education Review Office (ERO) Hauhake Phase Evaluation for Northcote Intermediate
- GovHub - Advice to school boards regarding a recent OIA request
- GovHub - Sector Update – Support Staff, Kaiārahi i te reo and Therapists updated Ts&Cs, ERO survey
- NZ School Boards Association (NZSBA) - Onboard Magazine Jan-Feb 2026
- NZ School Boards Association (NZSBA) - NZSBA Conference Registrations Now Open!
- GovHub - Sector Update: IEAs from the Public Service Commissioner

6. Principal's Report

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

- Linewize pulse has gone live
- Thank you to those of you who were part of the ERO visit
- TOD last Friday - focus on writing
- Recommendation to report attendance as per the ERO guidelines

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

7. Finance Report

The February report was circulated late to the board.
Finance committee to review and revert

8. 2025 Draft Accounts

Reviewed by the board

*Resolution to approve the 2025 Draft Accounts as tabled.
Passed unanimously*

9. Reporting to Parents Update

New requirements for reporting based on ministry requirements. Exemplars were circulated to the board for feedback.

10. EOTC & Camp RAMS

Link for EOTC Safety Action plan to be circulated to the board

11. ERO evaluation

New colour coding of ERO school reports. Next ERO report in 4 years time.
Will be circulated to the board once received

12. Approval of draft 10 Year Property Plan

Reviewed the suggested project list

ACTION: Encourage Property committee to have a plan for longer term projects

Resolution to approve the 10 Year Property Plan as tabled.

Passed unanimously

13. Overseas trip update

Comms sent out to the parents for BITES trip. 3 parents & 3 staff attending.

No concerns raised from parents

14. Governance Manual review

PM's delegations to stay the same. 2026 Governance manual shared with Board for review

15. Attendance Management Plan

Approved Attendance Management Plan was shared.

Is now live on the school website

16. 2025 Analysis of Variance

Longitudinal data shared with the Board

17. Health & Safety

Walk around planned for Friday

Sickbay information was shared. Board is happy to redact this from the pack and will not be included in the pack going forward

18. Board Newsletter

New (Returned) Board Member

Thanks to the teachers

ERO feedback

Start of Term 2 board morning tea - Friday 1 May

Project list (past & present)

Any further ideas to be given to Damian

19. Code of Conduct

Board to refresh themselves regularly with Code of Conduct

20. Policies & Board Assurances

No updates

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

Board Morning Tea - 1st May

Northcote ANZAC day ceremony

Yearly Board Community Survey - SL & JT to administer this

22. Action points

Action points reviewed and updated.

23. In-Committee

Board shifted to In-Committee at 7.48pm

Meeting closed: 7.48pm

Date: 

Signed: 22/06/26

Damian Lawrence
Presiding Member