

**MIRAMAR NORTH SCHOOL**  
**Minutes of the 326th Board of Trustees meeting**  
**on Monday 24th March 2025 6.30pm**

**Attendees:** Cherida Fraser (Chair), Joyce Adam, Andrea Nonu, Vidisha Ishver

**Apologies:** Nicole Retter, Jay Neilson, Alistair Mason

**Karakia:** Cherida Fraser opened the meeting with a Whakataukī

**Community Input:** None in person but a couple of inquiries:

- Cherida met with a parent of the school to discuss community engagement. There will be a follow up with the parent once more information is available about the 2025 school gala.
- A parent has been in touch regarding communication and missing some information. Referred to teacher and then SLT to ensure notices are getting through.  
The school is continually reviewing the new SMS Edge Learning system to improve how we communicate with our families.  
Our teachers value direct communication with parents but have been feeling disconnected. We're now using the free version of Seesaw, accessible via the Edge app homepage, so parents still only need one app.

**Previous Meeting Minutes:**

Confirmation of previous minutes (Monday 24<sup>th</sup> February) are a true and accurate record of the meeting: Cherida approved; Vidisha seconded.

**Principal's Report:**

- Link sent to all board members prior to meeting for review. Main points discussed:

**2025 Annual Plan:**

- This is due to the MoE by the 31<sup>st</sup> March.
- The senior team is working on the second draft of the final Annual Plan, focusing on embedding sustainable practices for Te reo Māori, Maths, and Literacy. Goals and targets are being refined to reflect student needs and build on last year's evaluation.
- This will be shared with the board for approval.

**Parental Engagement Plan for 2025 and beyond (see link in Principal's Report):**

- This plan will help lay the groundwork for our upcoming Strategic Plan. We aim to survey parents on key focus areas such as property and communication, and explore community values to help guide our direction.
- As part of the engagement survey, we'll ask questions like how likely you are to attend conferences, participate in MNP evenings, or meet with teachers. This will help us understand current levels of engagement. We'll also offer flexible participation options, such as recorded information sessions.

### **Roll Patterns for the Year – Managing the Zone Process:**

- At the start of the year, our roll dropped to 208 students after losing 57—lower than usual.
- Throughout the year, we typically gain 50–60 new students, while around 16 leave annually (about 4 per term). This allows us to take in approximately 10–15 out-of-zone students. Joyce plays a key role in this process, giving tours, sending follow-up emails, and sharing information with families, which has helped streamline the out-of-zone process.
- We advertise twice a year—in June and October—through our newsletter and Facebook.
- A detailed table is included in the Principal's report.

### **Property:**

Plans for 2025 and beyond from the 5ya budget include:

- Roofing (Rooms 1,2,3,8,9,10, Hall, Main block all complete). Pool and sports shed roof to be done next holidays.
- Heat Pumps in Rooms 9, 10, 1, 3 & hall
- Re-concrete Southern side
- Garage painting
- Pool – replace openable windows, install air vents, purchase cleaning robot if possible
- Joyce would like Dave and Paul to attend a Term 2 board meeting to discuss property projects

### **Financial Management:**

- Link to draft budget and February accounts provided in the Principal's Report.
- The budget is due to be approved. Our working capital is in a healthy position, giving us confidence in our ability to meet financial obligations.
- Our cash position is stable but could be improved. To strengthen it, we may need to consider a larger fundraising event—such as a bigger gala or quiz night—with a target of raising an additional \$10,000.

We are currently projecting a small deficit in the working budget, but we hope to offset this with increased funding from the gala. Several smaller budgets are still to be added, and our position will become clearer during the mid-year review.

Cherida moved to approve the budget. Andrea seconded.

### **Health Consultation:**

- There is a standard consultation process regarding the curriculum. The school needs to draft a statement that will be submitted to the board. Once the board provides feedback or direction based on the statement, a Google Doc survey will be shared.
- Do we need to hold a parent information evening about health education?

### **MNS Events Crew 2025:**

- The Gala is being planned to be less classroom-focused and more oriented around outdoor and community-based activities.
- There will be two school discos.

- After-school hui and assemblies are great opportunities to hold bake sales and sell ice blocks.
- Nicky suggests creating a calendar to ensure we're not overwhelming New World with multiple food-related requests (e.g., for the disco, hāngī, etc.) at the same time.

### Self-Review 2025 – Summary:

Joyce explained the school's 2025 self-review process is divided into three main types:

- **Strategic Reviews** (big picture, long-term):  
Focus on school-wide goals like student achievement, teacher development, and resource management. Includes key PLD areas (e.g., Te Reo Māori, PB4L, BSLA, Maths).
- **Regular Reviews** (routine, ongoing):  
Covers everyday operations such as budgets, parent reporting, safety procedures, and school events. Helps track progress and support decision-making.
- **Emerging Reviews** (as needed):  
Address unexpected issues or events as they arise, linking back to strategic or regular reviews when relevant.

### Notification of an ERO Te Ara Huarau School Evaluation for MNS:

- Our Evaluation Partner or Toki ao Mārama, Andrea Rodley, and team member will be at MNS in the week beginning 2<sup>nd</sup> June 2025.
- MNS is in the Hauhake Phase of Te Ara Huarau, this is the evaluation of outcomes and key conditions in our school that informs the published school report.
- For further information, see the information included in the Principal's Report.

### Policy Reviews:


Joyce and Anna completed the following financial policy reviews:

- Managing Income & Expenditure
- Asset Management & Protection
- Gifts
- Prevention of Bribery, Corruption, Fraud, and Theft.

All other key policies have been reviewed and are up to date.

**Next meetings:** Tuesday 13<sup>th</sup> May at 6.30pm and Monday 16<sup>th</sup> June at 6.30pm.

**Meeting Closed at 8:30pm**

Signed by:  \_\_\_\_\_

Date: 23/5/25