Marlborough Primary School
WHAKAPUĀWAI
FLOURISHING FORWARD
AS KAITIAKI GUARDIANS · BY BEING ME AHUREA TUAKIRI · WITH RESILIENCE AUMANGEA · THROUGH PĀKIKI CURIOSITY
UNDERPINNED BY RESPECT
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Marlborough Primary School Board

Meeting Minutes- 15:30 pm
Thursday 15 October 2026

Present: Michelle Nell, Lucas De Jong, Deanne Wotton, Katie Farrimond, Jen Frecklington, Dana Kuoch, Kirstin

Secretary: Johanna Palvie

Apologies: Tim McMynne

Item	Topic		Led By	Time
1.0	**Whakahaere (Administration)**	**Karakia Timatanga (opening Karakia/start of day)** **E te hui** For this gathering **Whāia te mātauranga kia mārama** Seek knowledge for understanding **Kia whai take ngā mahi katoa** Have purpose in all that you do **Tū māia, tū kaha** Stand tall, be strong **Aroha atu, aroha mai** Let us show respect **Tātou i a tātou katoa** For each other	All	2 min
1.1	**Attendance and Apologies**	Tim McMynne		
1.2	**Confirmation of minutes of the previous meeting**	**Motion:** Michelle Nell motion Deanne Wotton second that item 2.2 "Plan for improving well-being and staff communication" in the September 2026 public minutes be moved to		1 min

		the September 2026 in committee minutes to protect the natural people's privacy and natural justice. - 3 Members voted in favour - 1 Members voted against - 2 Members abstain - **Motion Passed** Discussion Points: - An OIA could be requested. - It cannot be seen by the public, but the information can still be accessed by board and the outcome stays the same. --- Two motions were presented to the board. **Motion 1:** Michelle Nell motion and Deanne Wotton second that item 4.2 “Professional Development” in the September 2026 public minutes be moved to the September 2026 in committee minutes to protect the natural people's privacy and natural justice. - 2 Members voted in favour - 4 Members voted against - 0 Members abstain - **Motion Failed** **Motion 2:** Dana Kuoch motion and Michelle Nell second to remove the “sentence” from item 4.2 in the September 2026 public minutes. - 0 members voted against - 5 Members voted in favour - 1 abstain - **Motion Passed** Discussion Points: - Parts of the information loaded to support the conversation was incorrect. - The board didn’t have time to read through the correct information. - Previous discussions in relation to travel and professional development weren't done in committee. ---		

		Motion: Jen Frecklington motion and Dana Kuoch second to remove the sentence in item 9 “Members agreed that community consultation is required to gather feedback and finalize the necessary data before submitting the proposal to the Ministry of Education.” in the September 2026 public minutes. - 0 members voted against - 5 Members voted in favour - 1 abstain - **Motion Passed** --- **Motion:** Michelle Nell motion and Katie Farrimond second to add (whanau model) to the part “operational model” item 5 in the September 2026 public minutes. - 0 members voted against - 5 Members voted in favour - 1 abstain - **Motion Passed** --- **Deferred to next meeting** **MOTION:** That the In Committee minutes of the September 2026 meeting are accepted as a true and accurate record.		
1.3	**Matters arising from previous minutes**			
1.4	**Correspondence**			
1.5	**Declaration of interests**	Conflict of Interest Def		
2.0	**Board activities**			
2.1	**Policy Review**	**Deferred to next meeting** AI policy - to workshop	MN	20 min
2.2	**Te Arotake Whaiaro** (Board Self-Review)			
3.0	**Te Whakaaturanga Kaimahi** (Staff Presentation)			
4.0	**Pūrongo Rautaki** (Strategic Reports)	Principal Report Draft Well-being plan Discussion only:	MN MN	10 min 10 min

		- The board will work through the presented well-being plan and email any feedback or questions as an "all members" discussion. To be approved in the November 2026 meeting. ---------- **Motion:** Lucas De Jong motion and Dana Kuoch second that the board have a meeting to focus solely on the strategic plan on Wed 21 Oct. @ 10:30 am. - 0 members voted against - 6 Members voted in favour - 0 abstain - **Motion Passed** Discussion Points: - Get the strategic plan straightened out - Send it to the community for feedback		
4.1	**Curriculum Reports**			
4.2	**Professional Development**	Kirstin - Education Services - Finance PLD for BOT **Motion:** Katie Farrimond motion and Jen Frecklington second that speaking rights be granted to Kristin. - 0 members voted against - 6 Members voted in favour - 0 abstain - **Motion Passed** Discussion Points: - The board's questions were answered to better understand the budget. - Kirstin will report back to the board on whether the MPS budget is on par with other schools of our size. - Who will present the monthly financial reports to the board (Michelle Nell) and what this will look like. - Where are we tracking in terms of yearly budget. ---------- Reggio costs to date - Updated to include every expense of all areas and everyone.	KB MN	60 min 5 min
5.0	**Personnel**	**Deferred to next meeting** Principal Professional Development Principal Professional Development GovHub information for Boards	MN	10 min

6.0	**Finance**	Draft 2027 budget Discussion Points: - Money that come in (income) is based on ratios for amount of students we have through Staffing and operation grants - In the beginning of September 2026 the breakdown is available for 2027 base funding. - The budget draft gets sent to Kirstin to check and give suggested changes and questions regarding unclearities. - The big deficit shown in the draft - out of pocket - is due to reliever costs to be covered next year and another teacher the board would have to pay pending on the conversation in relation to composite classes. - Capital cost explained - to maintain asset value - you have to spend that amount that depreciates for e.g. on the turf or Arch Gola. New assets phase in and old assets phase out. Everything over $500 is an asset. In committee 05:14 pm out 05:17pm to protect the natural people's privacy and natural justice (Kristin leaves the meeting for this period) Kirstin leaves the meeting at 05:30 pm. ---------- Discussion only: Relievers: - The number of the FTTE (Full Time Teacher Equivalent) that we have used solely for relieving this year is 10.47 FTTE for the year = $38 658.00. The board has only budget for $20 000 - The advantages and disadvantages of split classes and reliever teachers Composite Classes: - The board looks at 6 different options presented of what could be considered for 2027 of classes and people available to work with, with 24.38 FTTE. - Non negotiables that are to stay the same are the whanau system, Yr.1 separate and not in a composite class. - Year 2/3 teachers are happy.	MN	30 min

		- Share thoughts on what each thinks is best, there is a general feel of change and all can agree on it. - Option 3 emerged as the most favored choice among the six options with Year 4/5 and Year 5/6 composite classes, taking in consideration the feedback from teachers and community - Option 2 would be an ideal choice provided that money wasn't an option and it can be worked into the budget.		
7.0	**Property**	Playground/Amphitheatre Costings Amphitheatre Shade Proposal **Motion:** Michelle Nell motion and Deanne Wotton second that proposed pacific membrane accepted - 4 members voted against - 2 Members voted in favour - 0 abstain - **Motion Failed** **Motion:** Lucas De Jong motion and Katie Farrimond second to look at cheaper alternative shade port options with turf included. - 2 members voted against - 4 Members voted in favour - 0 abstain - **Motion Passed** Discussion Points: - Quote for other shade options than what is presented to the board. - The difference between being weather proof and for shade only. - Practicality of it - Aesthetic appeal	MN	10min
8.0	**Health and Safety**			
9.0	**Kaupapa Motukahi & Pakihi Whānui** (Special Topics / General Business)	**Motion 21 Sept 2026 - Teacher Survey e…** **Motion:** On 21 September 2026 at 14:50 Tim McMynne motion and Katie Farrimond second that the board asks MN and DW to send the above email to the staff today or tomorrow. - 1 Members voted against - 5 Members voted in favour - Lucas De Jong Absent - **Motion Passed**		

		---------- **Motion:** Lucas De Jong motion and Dana Kuoch second to extend the current meeting to 6:30pm. - 0 members voted against - 6 Members voted in favour - 0 abstain - **Motion Passed** **Motion:** Lucas De Jong motion and Katie Farrimond second to extend the current meeting 7:30pm. - 0 members voted against - 6 Members voted in favour - 0 abstain - **Motion Passed**		
10.0	**Meeting preparation**	Next Meeting Thu. 12 November 2026		
11.0	**Meeting closure**	Karakia Whakamutunga (Closing Karakia/end of day) **Ka whakairia te tapu** **Kua mutu ā mātou mahi** Our work has finished **Mō tēnei wā** For the time being **Manaakitia mai mātou katoa** Protect us all **Ō mātou hoa** Our friends **Ō mātou whānau** Our family **Āio ki te Aorangi** Peace to the universe	TM	2 min

Notes and Actions:

Action	Person	Completed By
Are school budget on par	Kirstin from EDU Services	
Links to monthly finance report to agenda	mn	
Reggio cost to date, Updated to include every expense of all areas and everyone	mn	
Shade and turf quotes - amphitheater	mn	
Work through well being plan	All members	