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Marlborough Primary School Board




Meeting Minutes- 15:30 pm Wednesday 18 March 2026

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

Secretary: Johanna Palvie

Item	Topic		Led By	Time
1.0	Whakahaere (Administration)	<p>Karakia Timatanga (opening Karakia/start of day)</p> <p>E te hui For this gathering</p> <p>Whāia te mātauranga kia mārama Seek knowledge for understanding</p> <p>Kia whai take ngā mahi katoa Have purpose in all that you do</p> <p>Tū māia, tū kaha Stand tall, be strong</p> <p>Aroha atu, aroha mai Let us show respect</p> <p>Tātou i a tātou katoa For each other</p>	TM	2 min
1.1	Attendance and Apologies			
1.2	Confirmation of minutes of	MOTION: That the minutes of the February	TM	1

	the previous meeting	<p>2026 meeting are accepted as a true and accurate record (Chair, no seconder required)</p> <p> 0218 Minutes of meeting 18 February 20...</p> <p>All board members vote that the minutes are correct unanimously</p> <p>MOTION: That the in-committee minutes of the NONE meeting are accepted as a true and accurate record (Chair, no seconder required)</p>		min
1.3	Matters arising from previous minutes			
1.4	Correspondence	<p>Public Service Commission Letter to Boards No impact on school budget</p> <p>Response to OIA Board has responded</p>		
1.5	Declaration of interests			
2.0	Board activities	<p>Discussion of creating committees - The Board discussed the potential formation of sub-groups to distribute the Presiding Member's current responsibilities. Following a period of deliberation, no formal conclusion or resolution was reached at this time. It was agreed, however, that all Board members will undergo relevant training to further support and better understand their role.</p> <p>Katie Farrimond left meeting 4:30pm</p> <p>Strategic Plan Outreach 26Board Workplan Communication/engaging with the school community - The board initiates a community engagement program to solicit feedback for the 2024–2026 Strategic Plan. Board members will lead outreach efforts to gain perspectives from the school community.</p>	TM	30 min
2.1	Policy Review			
2.2	Te Arotake Whaiaro			

	(Board Self-Review)			
3.0	Te Whakaaturanga Kaimahi (Staff Presentation)	<p>Dee - Reggio plan 2026 -</p> <p> 26Marlborough Professional Developmen..</p> <p>Dee - Target students - the current implementation of Ministry funded literacy support for students in Years 1–6. To ensure the protection of individual identities, specific target students were not named; however, the primary objective is to reach an 80% achievement goal within this cohort</p>		
4.0	Pūrongo Rautaki (Strategic Reports)	<p>Principal Report Attendance Management Plan</p> <p>Michelle Nell Motion to ratify the attendance management plan, Deanne Wotton seconds the motion. Jen Freckling abstain - 3 members voted in favour</p>		
4.1	Curriculum Reports	2025 Phonics Report	DW	
4.2	Professional Development			
5.0	Personnel			
6.0	Finance	<p>Refund Request for International Student Zirui Whang</p> <p> Formal Refund Request for Zirui Wang.pdf  Pro Forma INTD1039 WANG.xlsx - Sheet...</p> <p>Tim McMynne motions that the refund is processed less than the admin fee. Dana Kouch seconds the motion.</p> <p>All board members unanimously vote in favour</p>		
7.0	Property	<p>Property Management EOI</p> <p>Michelle Nell motion we put ourselves forward to be part of the property management trials. Tim McMynne seconds the motion.</p> <p>All board members unanimously vote in favour</p> <p>Playground update Post Quotes</p>	MN	15 min

		Seating Quotes Cyclical Maintenance Provision - Carus Exterior Interior		
8.0	Health and Safety			
9.0	Kaupapa Motukahi & Pakihi Whānui (Special Topics / General Business)			
10.0	Meeting preparation	Next Meeting Thu. 21 May 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 from November Meeting

Action	Person	Completed By
Agenda week before meeting	MN	



Timothy McMynne 15/05/2026