



Marlborough Primary School Board

Meeting Minutes- 15:30 pm Thursday 23 July 2026

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

Secretary: Johanna Palvie

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	TM	2 min
1.1	Attendance and Apologies			
1.2	Confirmation of minutes of the previous meeting	MOTION: Katie Farrimond motions and Jen Frecklington seconds that the minutes of the June 2026 meeting minutes  0618 Minutes of Meeting 18 June 2026.pdf are accepted as a true and accurate record (Chair, no seconder required)	TM	1 min

		Board members unanimously accepted MOTION: Lucas De Jong motion and Deanne Wotton seconds that the in-committee minutes of the June 2026 meeting are accepted as a true and accurate record (Chair, no seconder required) Board members unanimously accepted		
1.3	Matters arising from previous minutes			
1.4	Correspondence			
1.5	Declaration of interests			
2.0	Board activities			
2.1	Policy Review	Policy Review will be divided up as follows: Inclusive covered by Jen Frecklington and Katie Farrimond Lucas De Jong and Dana Kuoch will cover School community engagement Deanne Wotton and Michelle Nell will cover Student Attendance Tim McMynne will cover Complaints Lucas De Jong will oversee the purchases with Michelle Nell.		60
2.2	Te Arotake Whaiaro (Board Self-Review)	SchoolDocs Policy Reviews for Term 1/2 Login: Marlborough] Password: Primary Moves to amend the Complaints Policy to require that all formal complaints be submitted in writing and officially removing the option for verbal submissions from the complaints process. Following this decision, the NZSPA will be contacted to confirm the relevant procedures. The Strategic Plan update is progressing well, with the community survey now closed after collecting 50 responses, which are available in Google Drive for members to review. To ensure comprehensive representation, consultation with the Māori community and ESOL families remains a critical next step, as direct feedback from these groups has not yet been gathered. Additionally, an anonymous survey will soon be	DK	30

		distributed to all staff members to capture their perspectives. Feedback gathered so far highlights several strengths, particularly the school's warm and welcoming environment, recent facility upgrades, the whānau system, and specialist classes. Areas identified as not doing so well include the Year 4, 5, and 6 class structures, advance notice on communications, and clarity around Te Tiriti o Waitangi commitments. Improvements to communication are already underway, with a long-term plan to simplify channels down to a single app platform by 2027 and weekly notices already being sent out regarding upcoming events. Looking to the future, key priorities will center on creating more opportunities for same-year-level student interactions, expanding learning extensions at home, and developing targeted enhancement programs for gifted learners. Board of Trustees (BOT) email address is dedicated exclusively to handling formal complaints. Going forward, all correspondence sent to this address will be managed and reviewed by Michelle Nell and Tim McMyne. Additionally, the upcoming Staff Survey will be dispatched directly from this BOT email address—there will be a one-week response window. For streamline group discussions - board members will use their own email addresses.		
3.0	Te Whakaaturanga Kaimahi (Staff Presentation)			
4.0	Pūrongo Rautaki (Strategic Reports)			
4.1	Curriculum Reports			
4.2	Professional Development			
5.0	Personnel	Staffing update - MN Application for leave - In committee 17:50 in committee 18:26 out committee		
6.0	Finance			
7.0	Property	Amphitheatre - Pacific Membrane Canopy	MN	5

		Option Drainage connected , planting , mulch, concrete - all done		min
8.0	Health and Safety			
9.0	Kaupapa Motukahi & Pakihi Whānui (Special Topics / General Business)			
10.0	Meeting preparation	Next Meeting Thu. 20 August 2026 Delegation of duties in the next meeting - for drawing of contracts when there is a conflict of interest Review Financial monitoring and reporting 20min feedback on policies		
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 previous meeting

Action	Person	Completed By
Staff survey	Michelle / Tim	
Complaints - phone NZSPA	Tim	
Read through finance policy	All members	

Call NZSPA - Finance policy	Lucas DJ	
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A handwritten signature in black ink, appearing to be 'Timothy McMynne', written in a cursive style.

Timothy McMynne 14/08/2026