



Marlborough Primary School Board

Meeting Minutes- 13:30 pm Thursday 26 August 2026

Present: Michelle Nell, Deanne Wotton, Katie Farrimond, Jen Frecklington, Dana Kuoch

Secretary: Johanna Palvie

Apologies: Lucas De Jong and Tim Mc Mynne

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	Chair for the meeting - Dana Kuoch		
1.2	Confirmation of minutes of the previous meeting	MOTION: That the minutes of the July 2026 meeting minutes  0723 Minutes of meeting 23 July 2026.pdf Dana Kuoch motion and Michelle Nell seconds that the minutes for the July 2026 meeting are accepted as a true and accurate record.	TM	1 min

		5 members voted in favour Differed to next meeting -> MOTION: That the in-committee minutes of the July 2026 meeting are accepted as a true and accurate record (Chair, no seconder required)		
1.3	Matters arising from previous minutes			
1.4	Correspondence			
1.5	Declaration of interests			
2.0	Board activities			
2.1	Policy Review	Differed to next meeting -> Policy Review Workshop led by MN Inclusive - JF AND KF Motion: Lucas and Dana - School comm engagement Motion: DW AND MN - Student Attendance Motion: TIM M - Complaints Motion: AI policy Motion:		30
2.2	Te Arotake Whaiaro (Board Self-Review)	Strategic Plan Update Planning and reporting - MOE The board reviewed recent teacher feedback regarding survey questions, which were noted as lacking clarity around curriculum-based responses but nonetheless offered valuable growth opportunities. In response, a "keep and add" list was established from the primary feedback themes. To strengthen communication between leadership and staff, management will compile a highlight document detailing feedback alongside active programs and student impacts. Additionally, feedback on Structured Literacy was addressed with the presentation of a simplified teacher guidance sheet, and all teachers completed four dedicated Professional Development sessions, with any future funding requests to be reported at the next meeting. Classroom dynamics and staffing challenges were also examined. Feedback on Year 4–6 classes confirmed that academic and social-emotional workloads reflect broad student learning ranges, a matter management is actively working to address. To handle	DK MN	30 10

		reliever shortages during split classes, the board reiterated that affected students must participate in regular group activities rather than spending the day on devices. Looking ahead, the board will schedule a dedicated workshop to develop the new strategic plan, and agreed to send a thank-you email to staff summarizing key feedback themes. In committee 02:30pm Out committee 03:05pm		
3.0	Te Whakaaturanga Kaimahi (Staff Presentation)	Feedback from Composite Classes Staff Meeting.		
4.0	Pūrongo Rautaki (Strategic Reports)	Principal Report -> Differed to next meeting		
4.1	Curriculum Reports	Goal Setting Meetings Feedback We had 92% attendance which includes meetings done at alternative times. We had 22 children overseas at the time.		
4.2	Professional Development	Differed to next meeting -> Professional Development 2027 uLead Conference - Banf (Possibility of presenting - Michelle and Dee) REAIE Conference (Dee and I would like to present) REAIE Abstract Submissions Motion: That MN and/or DW be permitted to attend uLead Conference Motion: That MN and DW be permitted to attend the REAIE conference Overseas Travel Forms to be signed (delete if declined)		
5.0	Personnel	Discussion around planning for 2027 Projected numbers - 430 Projected funds		
6.0	Finance	Differed to next meeting -> International Students Classipe China trip Supporting doc Motion: That Classpice China Trip for MN to is approved.		
7.0	Property	Differed to next meeting Mural design Cost Motion: That the mural design is accepted	MN	5 min

		Motion: That the mural is commissioned		
8.0	Health and Safety			
9.0	Kaupapa Motukahi & Pakihi Whānui (Special Topics / General Business)	Term Dates 2027 Open for Instruction Dates 2027 Term 1 - 02 Feb - 09 April Term 2 - 27 April - 02 July (2 May TOD) Term 3 - 19 July - 24 September (20 August TOD) Term 4 - 11 October - 17 December(22 October TOD, 19 November TOD) Michelle Nell motion and Katie Farrimond seconds that the start date is 02 Feb 2027 for Term 1 in the coming year - 5 members voted in favour Reclassification discussion - MOE information Use contract for use of the school for Election Day 2026 (7 November).  Casual Use Agreement Schools - Election... Motion: Michelle Nell motions and Dana Kuoch seconds that the terms of the Agreement granted by this document are agreed and accepted. 5 members voted in favour		
10.0	Meeting preparation	Next Meeting Thu. 17 September 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
Enviro School - added to Strategic Plan	DW	
Mark GIS feedback - what works well / not	MN / DW	
Funding needed Structure Lit		
Yr.4/5/6 Classes		
Notify board - when morning tea for staff		

A handwritten signature in black ink, appearing to be 'Timothy McMynne', written in a cursive style.

Timothy McMynne 15/09/2026