TARGET ROAD SCHOOL

Minutes of School Board Meeting

Held in TRS Meeting Room
Wednesday, 1st April 2026 at 6:00 pm

OPENED	**6:10 PM**
1.0 Administration Matters	
1.1 Karakia	Led by Fina
1.2 Present	Fina, Shane, Jack, Erana, Fiona, Siobhan, Monique
1.3 Apologies	Nil
1.4 Invitees	Nil
1.5 Declarations of Interest	Nil
1.6 Confirmation of Minutes/Actions	The previous meeting minutes were reviewed and confirmed with minor amendments. All actions from the previous meeting were reviewed and noted as completed or progressed. Moved: Fiona Seconded: Jack Carried: All
1.7 Minuting of Email Decisions	Email decisions were noted and recorded as part of official minutes.
2.0 Strategic Plan	
2.1 Confirmation of publication of annual plan	The Board confirmed that the 2026 Annual Plan has been finalised and published on the school website. The plan forms part of the Ministry of Education requirements.
2.2 Analysis of variance update	• The Analysis of Variance has been completed and circulated to the Board • Approved for submission to the Ministry (due 31 May) • Noted that curriculum changes impact comparability of achievement data • Emphasis on clearer reporting of progress vs achievement going forward
2.3 Code of Conduct review	The Board reviewed and updated the Code of Conduct: • Clarified Board responsibility as a collective entity • Removed outdated employment references • Updated language to reflect inclusion, Te Reo Māori, and emerging areas such as AI • Agreed that all staff will re-sign the updated Code annually, beginning Term 2

3.0 Principal's Report	
3.1 Principal's Report	The Principal presented an update on operations, staffing, and wellbeing: ● **Health & Safety:** ○ Incident involving student injury from building debris; area secured and additional controls implemented ○ Emergency drill highlighted issues with fire panel; procedures updated ● **Student Wellbeing:** ○ Ongoing support for neurodiverse learners through multi-agency collaboration ○ Monitoring impact of staffing changes in specialist programmes ● **Staffing & Operations:** ○ ORS-funded support in place through specialist providers ○ Staffing allocation currently underutilised and being managed strategically ● **Teaching & Learning:** ○ Ongoing classroom observation and feedback ("walk and talk") ○ Professional development focused on collaborative, data-informed inquiry ● **Other Updates:** ○ KidsCan food programme implemented ○ School cluster realignment confirmed ○ ERO review delayed; internal review to be undertaken in the interim The Board noted the report.
3.2 Attendance	Attendance trends were reviewed: ● Decline noted in Term 4, 2025 compared to previous year ● Contributing factors: illness, travel, and complex family circumstances ● Interventions include: ○ Targeted whānau engagement ○ Incentives (e.g., attendance rewards) ○ Practical support (e.g., petrol vouchers) ● Challenges noted with external attendance services and reporting requirements The Board acknowledged ongoing efforts and improvements for individual students.
3.3 Principal Performance Goals	Performance goals were presented as a separate document and noted. Further discussion to continue as required.
3.4 ERO Update	● School remains compliant with requirements ● ERO engagement currently delayed due to staffing changes ● Internal review of the School Improvement Framework to be undertaken
4.0 Committee Reports	
4.1 Finance	The Board reviewed financial updates: ● Current position reflects a temporary surplus due to timing of income and expenditure ● Grant funding strategy discussed:

	○ External grant writer approved ○ Priority project list to be developed ● Property-related financial considerations: ○ Shade sail proposal (~$10,000) deferred pending playground audit ○ Emphasis on aligning future expenditure with broader planning The Board noted the report. Moved: Shane Seconded: Erana Carried: All
4.2 Health, Safety and Hauora	Delegation formally confirmed Key focus areas: ● Bike track signage to be installed (by end of Term 2) ● Playground safety audit pending ● Ongoing monitoring of wellbeing initiatives (e.g., MITI project) ● Whole-school wellbeing survey actions planned for Term 3 Moved: Siobhan Seconded: Shane Carried: All
5.0 Inclusion and Wellbeing	
5.1 Board Wellbeing Survey	● Survey distributed to all Board members ● Responses due by end of April ● Results to inform future Board wellbeing actions
6.0 Board Process Requirements	
6.1 Annual Accounts to Auditor	Annual accounts remain outstanding. Follow-up required with the auditor.
6.2 Conflict of Interest Register	Register updated to reflect new roles; no conflicts of concern identified.
7.0 Personnel	
7.1 Personnel	Personnel matters were reserved for in-committee discussion.
8.0 Training and Correspondence	
8.1 Training	● Ongoing training opportunities noted ● Emphasis on governance vs operational roles ● Informal Board engagement activity to be organised

8.2 Correspondence	● Relevant guidance from NZSTA/GovHub noted ● No additional correspondence received
9.0 In-Committee	
	To be documented separately. Meeting started at: 19:45 Meeting concluded at: 19:46
10.0 Next Meeting	
10.1 Next Meeting	Next meeting: 27th May 2026
11.0 Meeting Close	**Meeting concluded at 7:46 PM**