TARGET ROAD SCHOOL

Minutes of School Board Meeting
Held in TRS Meeting Room
Wednesday, 26th November 2025 at 6:30pm

OPENED	**6:30 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 minutes from the previous meeting had not yet been posted. It was noted that the minutes will be confirmed via email prior to distribution. (by Siobhan, Shane and Jack)
2.0 Principal's Report	
2.1 Principal's Report	The Board received the Principal's report, covering staffing, enrolment, compliance, and wellbeing. Staffing and Enrolment ● The current roll has increased to 456 students. ● An additional staffing application was submitted to the Ministry ahead of the deadline. ● Current staffing allocation is 27.33 FTTE, with an anticipated increase pending Ministry confirmation. ● Use of banked staffing continues to support reliever coverage without additional board-funded allowances. ● The number of full-time classroom teachers has increased from 18 to 20 during the year. Neurodiverse Learner Support ● A training course has been scheduled for the next teacher-only day, focusing on supporting dysregulated neurodiverse learners. Compliance and School Operations ● Quarter 4 compliance goals have been met. ● Two roles are currently advertised, including one non-teaching position.

	• The 2026 school calendar meets required instructional day calculations, with a slight reduction in teaching days due to mandated curriculum events and revised counting rules. The Board noted the report for information and ongoing oversight.
3.0 FOTS	
3.1 Annual FOTS report 2025 and 2026 plan	The Board received the FOTS Team report. Fundraising and Community Engagement • Total fundraising for 2025 to date: $9,476, with one remaining event expected to lift totals beyond $10,000. • The Cherry on Top Fund raised $947.60, supporting discretionary items such as sports equipment and school resources. • Strong community partnerships were noted with local businesses and organisations. Sensory Space Project • Long-term goal of an $80,000 outdoor sensory space, with a target of approximately $40,000 from grants. • Fundraising and grant applications will continue into 2026, with the Board to revisit contributions if required. Event Planning • Target of 8–10 events in 2026, aligned with the school calendar. • A helper appreciation lunch is planned for volunteers and student helpers. The Board thanked the FOTS Team for its work and noted the report.
4.0 Strategic Annual Plan	
4.1 Draft Annual Plan	The draft 2026 Annual Implementation Plan was presented. Key points included: • Continuation of 2024–2025 strategic goals into 2026, aligned with updated Ministry guidelines. • A proposed 5% school-wide improvement target in reading, writing, and maths. • Transition to the new SMART assessment tool once nationally implemented. • Extension of literacy initiatives, including spelling and handwriting programmes. • Reintroduction of Garden to Table. • Behaviour support strengthened through Collaborative and Proactive Solutions (CPS) professional development. • Commitment to community consultation, with a return to paper-based surveys to improve response rates. The Board noted the draft plan and supported progression to a finished document for approval. Moved: Monique Seconded: Siobhan

	Carried: All
5.0 Principal Appraisal	
5.1 Report from the Presiding Member	The Board received the presiding member's report. ● The Principal's appraisal, conducted by an external coach, highly commended leadership, data-informed practice, and relational strength. ● Recommendation for continued Board support of staff development resources. ● Appraisal documentation to be forwarded to an external principal for certification, in line with policy.
6.0 Committee Reports	
6.1 Finance	2026 Budget: ● A proposed $77,755 deficit budget was presented, largely attributable to depreciation. ● Adjusted operational variance estimated at approximately $13,000. ● Key expenditure includes an additional learning support worker. ● October financials show a $98,000 surplus, expected to reduce following end-of-year commitments. The 2026 budget and October financial statements were approved. Moved: Siobhan Seconded: Monique Carried: All
6.2 Property	● Approval granted for use of a $20,000 one-off maintenance grant for: ○ Hot water cylinder replacement ○ Pathway safety repairs ○ Tree pruning ○ Hall deck and handrail repairs (urgent safety priority) ● Expenditure deadline: end of Term 1, 2026. ● CCTV drain investigation approved, with MOE to cover costs if applicable. ● The board noted the need for clear CCTV signage.
6.3 Health, Safety and Wellbeing	School Pool – Key Hire ● Risks and mitigations reviewed. ● Agreement to continue pool key hire at $150, consistent with previous years. ● Revenue covers chemical and compliance costs. ● Risk assessment to be updated; signage to reflect CCTV use. Other Matters: Shade sail safety upgrades under investigation. Moved: Siobhan Seconded: Erana Carried: All
6.4 Planning & Review	● Draft staff AI use guidelines approved, focusing on privacy and data protection.

	• SchoolDocs updates noted, including bullying records, search and surrender processes, and restraint policies.
6.5 Personnel	Personnel matters were discussed in committee.
7.0 Attendance	
7.1 Draft Plan Submitted	The draft attendance plan was presented and noted, with alignment to national attendance goals and ongoing internal monitoring. The Board reviewed the draft Attendance Management Plan and confirmed it will operate on an annual review cycle, aligned with the national goal of 90% regular attendance, by 80% of ākonga by 2030. Internal year-on-year improvement will be monitored, including term-on-term comparisons. No additional public targets will be set at this stage. An operational definition of “late” was approved as 10 minutes or more after the morning bell, to support smoother morning processes. Moved: Siobhan Seconded: Jack Carried: All
8.0 Board Process Requirements	
8.1 Reporting to Whānau	The Board noted upcoming government guidance on whānau reporting and agreed implementation will occur as details are confirmed.
9.0 Training and Correspondence	
9.1 Training	NZSTA Board training scheduled for Wednesday 3 December, 5:00–7:00 pm.
9.2 Correspondence	No correspondence was noted.
10.0 In-Committee	
10.1 In-Committee	To be documented separately. Meeting started at: 7:58 PM Meeting concluded at: 8:10 PM
11.0 Next Meeting	
11.1 Next Meeting	Next meeting: to be confirmed
12.0 Meeting Close	**Meeting concluded at 8:10 PM**