



**TARGET ROAD SCHOOL**  
**Minutes of School Board Meeting**  
**Held in TRS Meeting Room**  
**Wednesday, 26<sup>th</sup> November 2025 at 6:30pm**



<b>OPENED</b>	<b>6:30 PM</b>
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**1.0 Administration Matters**

<b>1.1 Karakia</b>	Led by Fina
<b>1.2 Present</b>	Fina, Shane, Jack, Erana, Fiona, Siobhan, Monique
<b>1.3 Apologies</b>	Nil
<b>1.4 Invitees</b>	Nil
<b>1.5 Declarations of Interest</b>	Nil
<b>1.6 Confirmation of Minutes/Actions</b>	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**

<b>2.1 Principal's Report</b>	<p>The Board received the Principal's report, covering staffing, enrolment, compliance, and wellbeing.</p> <p>Staffing and Enrolment</p> <ul style="list-style-type: none"><li>• The current roll has increased to 456 students.</li><li>• An additional staffing application was submitted to the Ministry ahead of the deadline.</li><li>• Current staffing allocation is 27.33 FTTE, with an anticipated increase pending Ministry confirmation.</li><li>• Use of banked staffing continues to support reliever coverage without additional board-funded allowances.</li><li>• The number of full-time classroom teachers has increased from 18 to 20 during the year.</li></ul> <p>Neurodiverse Learner Support</p> <ul style="list-style-type: none"><li>• A training course has been scheduled for the next teacher-only day, focusing on supporting dysregulated neurodiverse learners.</li></ul> <p>Compliance and School Operations</p> <ul style="list-style-type: none"><li>• Quarter 4 compliance goals have been met.</li><li>• Two roles are currently advertised, including one non-teaching position.</li></ul>
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- 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.

	<ul style="list-style-type: none"> <li>SchoolDocs updates noted, including bullying records, search and surrender processes, and restraint policies.</li> </ul>
<b>6.5 Personnel</b>	Personnel matters were discussed in committee.
<b>7.0 Attendance</b>	
<b>7.1 Draft Plan Submitted</b>	<p>The draft attendance plan was presented and noted, with alignment to national attendance goals and ongoing internal monitoring.</p> <p>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.</p> <p>Internal year-on-year improvement will be monitored, including term-on-term comparisons. No additional public targets will be set at this stage.</p> <p>An operational definition of “late” was approved as 10 minutes or more after the morning bell, to support smoother morning processes.</p> <p>Moved: Siobhan  Seconded: Jack  Carried: All</p>
<b>8.0 Board Process Requirements</b>	
<b>8.1 Reporting to Whānau</b>	The Board noted upcoming government guidance on whānau reporting and agreed implementation will occur as details are confirmed.
<b>9.0 Training and Correspondence</b>	
<b>9.1 Training</b>	NZSTA Board training scheduled for Wednesday 3 December, 5:00–7:00 pm.
<b>9.2 Correspondence</b>	No correspondence was noted.
<b>10.0 In-Committee</b>	
<b>10.1 In-Committee</b>	<p>To be documented separately.</p> <p>Meeting started at: 7:58 PM</p> <p>Meeting concluded at: 8:10 PM</p>
<b>11.0 Next Meeting</b>	
<b>11.1 Next Meeting</b>	Next meeting: to be confirmed
<b>12.0 Meeting Close</b>	
	<b>Meeting concluded at 8:10 PM</b>