Cashmere Avenue School
Marae Roa o Khandallah

BOARD MINUTES OF MONTHLY MEETING
9 September 2025

Meeting Opened: 6.44pm

1. Introductory Matters
The meeting started with a karakia.

1.1 Present
Richard Barrett (Presiding Member), Krish Amirthalingam, Emma Bonner, Abigail Johnston, Tricia Will (Staff Representative), Lily Yin and Adelle Jensen, (Principal)
Also in Attendance: Jenny Fenwick (Board Secretary)

1.2 Apologies
Stacey Bird

1.3 Welcome and introduction to Members of the Public
There were no members of the public present.

1.4 Declarations of Interest
There were no declarations of interest.

2. Administration Matters
The Presiding Member acknowledged all the work of the current board and thanked those members who are stepping down or seeking reelection - Krish Amirthalingam, Stacey Bird and Emma Bonner for their time and service on the Board.

2.1 Previous Minutes
The Minutes of the Meeting held on 5 August 2025 were taken as read and confirmed.

Recommendation: That the Cashmere Avenue School Board agree the minutes of the 5 August 2025 meeting are a true and correct record.
Moved: Emma Bonner; Seconded: Tricia Will
Motion Carried

2.2 Matters Arising

i Summary of Ideas we are planning for in regards to money
This is still ongoing.

ii Updating Neighbours on Drainage:
A letter will be sent to the neighbours at the end of the term to update them.
ACTION: Presiding Member

iii Contacting NZSBA re: Governance Framework
This is ongoing.

iv Painting Quotes
The Principal provided the quotes for painting the School to the Board via email. This action is now closed.

v Contacting the Ministry re: OOZ
The Principal talked to this. This action is now closed.

2.3 Correspondence:
The list of correspondence was taken as read and received.

The Presiding Member briefed the Board on the meeting he and the Principal attended between theatre group KAT and the Ministry regarding KAT's request. The MOE advised at the meeting they would not endorse a structure on the site of where rooms 1 and 2 were.

3. Key Matters for Discussion

3.1 Principal's Report

A copy of the Principal's Report was taken as read and received. The Principal talked to the Report.

Key points included:

- Library is 95% built offsite and preparation is underway for its arrival. We are waiting for the consent to come through and once a date has been confirmed, the Principal will advise the Board.
- It's been a very busy term with an arts focus. A group of our Year 5 and 6 Kapa Haka will be taking part in Mahuru at Te Papa. We are very fortunate to be part of this event.
- The parent support we have received during the term with all our events has been fantastic.
- PLD on deescalation/regulation needs.
- The Principal has had her chats with teaching staff about 2026.
- Staffing entitlement is due out next week and there will be less leadership roles due to the disestablishment of Kahui Ako.
- Fixed term positions.
- Keeping Ourselves Safe programme.
- An engineer will come and look at the current slip on the field.
- We've had a significant leak in Room 9's roof. The ceiling cavity has been dried out and the roof patched. Our Property Advisor has written a case report to accelerate the roofing replacement for that block.

It was noted that Chinese Language week has been successful with a number of parents coming into classes to assist with activities and talk about the culture.

The Board acknowledged the amazing job our teachers have been doing with all the events during Term 3 and the amount of their own time they have spent in making sure the events have been successful for our tamariki.

It was agreed property be discussed during the Board meetings for the rest of 2025 with new members of the board and a decision be made early in 2026 if the property sub-committee should be reformed.

Guidelines have been sent out by the Ministry regarding AI, which will be discussed as a staff at the beginning of 2026. The issue around privacy and data was discussed. The Principal will check with SchoolDocs if a policy in this area will be created.

ACTION: Principal

The Principal advised the Board on the restraint policy, teaching staff and teacher aides are trained in a safe hold. There were concerns around if a teacher aide was required to use restraint as their name needs to be published and it can cause privacy issues for the teacher aide and the child concerned.

3.2 Property Update

Our Ministry Property Advisor is moving to a different role. Our alarm upgrades are almost finished. Roofing above the admin block is currently at the design stage.

A copy of the proposed landscape design was tabled in the now vacant area behind the hall. This is an interactive sensory-type garden. It was noted a top up may be required.

Recommendation: That the Cashmere Avenue School Board approve the proposed landscape design plans.

Moved: Emma Bonner; Seconded: Presiding Member

The Principal talked about the pool painting and an issue has come up with the product that was to be used. The Company is going to investigate further and come back to us. The Board agreed they would prefer to go with the better long-standing product rather than a different coating system if possible.

3.3 2025 Board Election/Induction

The process of induction was discussed. The Presiding Member will induct new members of the Board. Discussions on next steps and succession planning took place.

4. Policies reviewed via School Docs

The following Policies have been reviewed by the Board.

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

It was noted the Principal has talked with the teaching staff about the process if there are any disclosures from a child.

4.1 Governance Framework

This is still being investigated. It was noted it is an inhouse document and is not within the SchoolDocs cycle.

ACTION: Presiding Member

5. Approvals

5.1 Cyclical Maintenance Plan

Discussions took place on the cyclical maintenance plan. The Principal will discuss the plan with our Property Manager regarding the next draft of the plan taking into account the painting which will happen during the summer.

It was noted Schools must put money aside for the cyclical maintenance plan and it must be used in this capacity only.

Recommendation: That the Cashmere Avenue School Board approves the Principal to talk to the Property Manager regarding the next draft of the cyclical maintenance plan.

Moved: Presiding Member; Seconded: Abigail Johnston
Motion Carried

5.2 Donations for 2026

It was agreed to raise donations for 2026 due to inflation. The recommended donations were $360 for one child, $590 for two children and $657 for three or more children.

Recommendation: That the Cashmere Avenue School Board approve an increase to the donations for 2026 to $360 for one child, $590 for two children and $670 for three or more children.

Moved: Emma Bonner; Seconded: Abby Johnston
Motion Carried

The Principal will draft a new letter.

ACTION: Principal

6 Finance

6.1 Management Reports

The AFS Management Report for July was tabled. The August Management Report was received for today.

The Finance Representative briefed the Board. Some of the expenses outside of the budget included the phone upgrades, the fire alarm callouts and an increase in the Kindo rates.

The Board has already preapproved $3,000 for camera upgrade and up to $10,000 for library fit-out.

The Principal noted she and the Finance Representative have gone through the budget line by line to see how we are tracking.

It was noted we may invest some of our uncommitted funds to the new peaceful space behind the hall.

6.2 Payments

The August payments have been sighted by the Board.

6.3 Credit Card

The credit card statement to 1 August has been sighted by the Board.

7. Health & Safety

7.1 Monthly Health and Safety, Attendance and Roll Report

This was taken as read and received.

It was noted there has been a lot of sickness in the wider community over the winter months which has had an affect on students and staff.

8. Meeting Closure

8.1 Self Review

Well done and thanks to everyone.

8.2 Items for Board Shorts

Acknowledgement of those board members who are finishing their term and welcome to the new board members and acknowledge Tricia Will as being reelected as Staff Representative.
Exciting property developments with the new library and to keep an ear open for new events to celebrate its opening.
Reflection on Term 3 and thank staff for all their work outside of school time and looking forward to term 4 and their work on economics and trade.

8.3 Any Other Business

The Board celebrated a cohesive and hard working Board, wishing those who are leaving all the best and thanking them for all their hard work during their tenure.

9. Next Board Meeting: Tuesday 21 October 2025

Meeting Closed at 8.21pm.

Chair **Secretary** **Dated: 21 October 2025**

	To be Actioned	Timeframe	Name
1	Security Camera quotes	Black Friday sales	Principal
2	Summary of items planning for	Ongoing	Emma Bonner
3	Updating neighbours on drainage	End of Term 3, earlier if we receive further information	Presiding Member
4	Contact NZSBA re: Governance Framework		Presiding Member
5	Contacting SchoolDocs re: AI		Principal
6	Draft 2026 Voluntary Donation letter		Principal