TARGET ROAD SCHOOL

Minutes of School Board Meeting
Held in TRS Staff Room
Wednesday, 2nd April 2025 at 6pm

OPENED	**6.00PM**

1.0 Administration Matters	
1.1 Karakia	Led by Fina
1.2 Present	Fina, Shane, Kevan, Anthony, Geoff
1.3 Apologies	Katie
1.4 Invitees	• Siobhan joined the meeting as an observer (no speaking rights) • Madi Phillips (with speaking rights)
1.5 Declarations of Interest	Nil
2.0 Approval for unabridged Expenses	
2.1 Cyber Safety	Presented by Madi Phillips • Madi, newly appointed Learning Lead and former ICT Lead, presented a proposal regarding digital and cyber safety tools for the school. • A parent from the school community introduced Madi to a programme called Linewize, which is being used successfully in their home. Proposed Programmes: • Classwize: Enables teachers to view and manage students' online activity in real-time during class. Features include internet pausing, tab management, focus mode (restricting students to specific sites), and distraction-free video sharing (e.g., YouTube). • Monitor: Screenshots and flags inappropriate content (e.g., cyberbullying, off-task behaviour). • Family Zone Community Safety Hub: A parent tool allowing content filtering, screen time limits, app monitoring, and pausing the internet at home. Available for up to 5 devices per household. Benefits: • Enhances safe use of newly budgeted Chromebooks. • Encourages teacher confidence in using digital tools. • Supports cyber safety education for teachers and parents. • Aids in managing student use of online games and communication platforms.

	• Provides visibility into student device use, supporting IEPs and classroom learning. Discussion: • Compared to other solutions, Linewize offers the most comprehensive package and full school/community access. • Uptake of the parental hub will be monitored in the first year to determine if it is cost-effective for renewal. • Target: uptake by approximately 100 families (~$10/family) to consider continuation. Motion: • Motion passed to trial Linewize (Classwize, Monitor, and the Family Hub) for one year, starting June. • Community hub usage to be reviewed before the next annual renewal. Moved: Anthony Seconded: Geoff Carried: All
3.0 Principals Report	
3.1 Principals Report	• Health and Safety: ○ A student accessed a knife. ○ Staff reminded about knife storage protocols. ○ Updated risk assessments completed. ○ Signage to be posted reminding staff to wash and safely store knives post-use. • EOTC (Education Outside the Classroom): ○ Updates to EOTC documentation to consider UV risk (not just weather) when planning. ○ Changes to include monitored sunscreen application every 2 hours and provision of shade. • Disciplinary Actions: ○ Previously reported one stand-down; this has increased to two. • Risk Management Assurance: ○ Termly assurance underway. ○ Awaiting finalisation of two updated risk assessments (delayed due to a family medical event). • Staffing: ○ New teacher appointed. ○ Additional staff hired for Friday caretaking role

4.Strategic Plan Update – Analysis of Variance	
4.1 Strategic Plan Update	● Annual plan approved and sent to MOE ● Analysis of variance sent to MOE ● Te Tiriti o Waitangi implementation - The Annual Implementation Plan was presented, showing alignment with the articles of Te Tiriti O Waitangi to demonstrate how the board is meeting its obligations. No questions were raised.
5.0 Human Resources	
5.1 Board Well-being Survey	● A Board Wellbeing Survey was created and distributed. ● Trustees were asked to complete it and return it anonymously to the board pigeonhole.
6.0 Attendance	
6.1 Attendance Data	● Attendance data is based on 8 weeks of school and may appear skewed due to short timeframes. ● Summary: ○ 28-hour absences with over 30% attendance issues: ▪ 8 overseas ▪ 3 new to the Kura ▪ 5 with medical reasons ○ 9 students are being supported by leadership. ○ 1 student referred to Attendance Service. ● Discussion noted some families had pre-existing attendance challenges. ● Observations on the new entrant cohort noted a return to stronger oral language and fewer behavioural concerns than the previous 3 years.
7.0 Board process requirements	
7.1 Triennial Elections	● The full board approved via email that School Elections is confirmed as the provider for the Triennial School Elections. They will handle both email and paper-based distribution for the elections.
8.0 Committee Reports	
8.1 Finance	● Auditor Update - Still awaiting confirmation of auditor visit date. Board has agreed that auditors must visit during term time. ● Review of latest finance report – budget is looking good with an unbudgeted surplus. Moved: Geoff Seconded: Anthony Carried: All

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Finance Committee Delegation:

Updated membership:

Fina (Principal)
Kevan (Presiding Member)
Shane (Staff Rep)
Geoff (Board Member)
Mathilda (Office Manager/Financial Admin)

Responsibilities remain the same.
Delegation was approved by the full board.
Moved: Anthony
Seconded: Geoff
Carried: All

Grant application – A request for approval to apply for a $46,000 grant from Trillian Trust for outdoor learning spaces was put forward and approved by the full board.
A quote was received and put forward to the board for the approval of the purchase of 30 new Chromebooks for the kura. It is all within budget.
Moved: Anthony
Seconded: Geoff
Carried: All

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<tr><td>8.2 Property - Updates</td><td>

Update on roof issues – new engineer appointed, awaiting updated report to determine safety and next steps.
Delegation updated to reflect:

Member changes (Brent and Graham removed).
Action items added: drainage, hardcourt development, safety signage, Target Road upgrades.

Jeremy to support Saturday grounds maintenance via Corrections programme.
Asbestos found in old, discarded material have been removed, site retesting pending.
Delegation was approved.
Moved: Geoff
Seconded: Anthony
Carried: All

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<tr><td>8.3 Health, Safety & Wellbeing</td><td>

Leadership team using eliminate/minimise risk framework.

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	• Jeremy now on committee, allowing feedback loops from team to leadership to H&S.
	• Health & Safety toolkit implementation ongoing – 9 of 13 toolkits completed.
	• Delegation updated to reflect:
	  ○ Target Road safety initiatives
	  ○ Monitoring of new build H&S
	  ○ Regular reporting from Principal
	• Delegation was approved
	Moved: Geoff
	Seconded: Anthony
	Carried: All

8.4 Personnel	• N/a
9.0 Administration	
9.1 Confirmation of minutes	***THAT the minutes of the Board meeting held 12 March 2025 be adopted as a true and accurate record of the meeting and be uploaded to the Target Road School website.”*** Moved: Geoff Seconded: Shane Carried: All
9.2 Training	• NZSTA training opportunities for 2025 not yet listed. • No planned attendance at 2025 NZSTA Conference due to upcoming elections. • Members encouraged to explore NZSTA training options.
9.3 Correspondence	• Nothing to note
9.4 Hui Start Time	• Proposal to move start time from 6:00 PM to 5:30 PM discussed. • Decision: Will remain at **6:00 PM** for now due to availability.
10.0 In-Committee	
10.1 In-Committee	To be documented separately. Meeting started at: 6:58 pm Meeting concluded at: 7:06pm
11.0 Next Meeting	
	Next meeting on 21st May 2025 at 6pm

12.0 Meeting Close	**Meeting concluded at 6:57pm**