

CONFIRMED MINUTES

BOARD MEETING - 24TH JUNE



At the **Board Meeting - 29th July** on **29 Jul 2025** these minutes were **confirmed as presented**.

Name:	Orewa Beach School
Date:	Tuesday, 24 June 2025
Time:	5:00 pm to 7:10 pm (NZST)
Location:	Default Location, 280 Centreway Road, Orewa, New Zealand
Board Members:	Mr Ben Gibson, Mrs Daisy Docherty, Mr Steve Drury (Chair), Mrs Wendy Naidu, Mrs Andrea Dunn, Mrs Ellie Levy
Attendees:	Mrs Jackie Drury
Apologies:	Mr Aaron Hall

1. Open Meeting

1.1 Finance Report



Board to go through the Auditors Management Plan in November.

Board to go through the Auditors Management Plan in November.

Due Date: 3 Nov 2025

Owners: Mrs Jackie Drury, Mrs Wendy Naidu

Wendy clarified that WaF's bank account signatories are to be the Principal and WaF's Treasurer.
- All agreed

1.2 Opening Karakia

Thank you Wendy

1.3 Apologies

Apologies - Aaron Hall

2. Confirm Previous Minutes

2.1 Confirm Minutes

Board Meeting - 13th May 13 May 2025, the minutes were confirmed as presented.

Previous minutes confirmed by all.

3. Management Reports

3.1 Principals Report

Principal's Report to the Board of Trustees

Tuesday 24 June 2025

Key Documents: OBS Annual Plan 2025, Strategic Goals 2025, Property Risk/Harm Register

Monitoring:

Roll, Attendance, Predictions, Staffing, Health and Safety, Assurances

Current Roll	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
2025	5	62	60	70	71	80	57	405
International Students								

Historic Roll

End of	Feb	March	May	June	August	Sept	Oct	Nov	Dec
2025	391	398	404						
2024	403	411	411	408	424	434	441	443	441
2023	391	401	406	417	426	435	456	463	469
2022	398	398	410	412	429	435	453	455	457
2021	403	407	414	418	427	429	429	434	434

Currently, we have 405 students. In weeks 7 and 8, we had our 8 new entrants complete their Transition to School visits. These students will be joining us at the start of Term 3. While the roll remains stable compared to what was reported in May, we have seen some movement, with some families moving out of the area, while others have moved in.

Attendance: (Rates for Term 1 as at 16/06/25)**Attendance Rate For School**

Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%
2.96%	8.15%	18.77%	70.12%

Attendance Rate Per Year Level

Year Level	Present 0-70%	Present 71-80%	Present 81-90%	Present 91-100%
Year 0	0.00%	0.00%	40.00%	60.00%
Year 1	4.84%	11.29%	20.97%	62.90%
Year 2	1.67%	5.00%	16.67%	76.67%
Year 3	2.86%	11.43%	14.29%	71.43%
Year 4	1.41%	8.45%	23.94%	66.20%
Year 5	2.50%	2.50%	21.25%	73.75%
Year 6	5.26%	12.28%	12.28%	70.18%

Analysis Against Government Goals:**Government Targets:****The government targets are:**

- 2026 Goal: 75% of students attending more than 90% of the term.
- 2030 Goal: 80% of students attending more than 90% of the term.

The report states that the school's overall performance shows 71.54% of students attending more than 90% of the term.

Analysis:

The school is currently close to the 2026 goal of 75%. Some year levels, specifically Year 1 and Year 2, have already exceeded the 2026 goal. However, other year levels need to improve to meet and exceed the 2026 target. The school is making good progress towards the government's attendance goals.

Recommendations:

- Continue to closely monitor attendance patterns and identify students at risk of chronic absenteeism.

- Implement targeted interventions to support students and families facing barriers to regular attendance.
- Engage parents, local organisations, and the community to create a supportive environment for students.

Staffing:

Our current staffing entitlement has decreased to 26.74; this is due to our ORS-funded student moving to another school. Our banked staffing continues to track well.

Period 2606 Actual Total FTTE	Period 2606 Actual \$ Staffing Value	Latest Req'd Avg. Staffing to End Year with Zero Balance	End of Year (Period 2622) Forecasted Total FTTE	End of Year (Period 2622) Forecasted \$ Staffing Value
2.89 Under	\$0 Refund	26.92 (FTTE)	2.09 Under	\$0 Refund

Over the latest pay period, we moved most relievers to Teachers Salaries to use up some of our banked staffing. These relievers were for additional Production release as well as additional CRT time for those teachers who required extra time for testing and reporting. We will keep a close eye on our banked staffing to ensure we finish the year as close to a zero balance as possible, avoiding an overuse recovery fee.

We are currently tracking at 24.35% of our relievers' budget, which still allows plenty in reserve for the upcoming winter months. This will continue to be a budget line that is monitored carefully.

Health and Safety:

We have purchased a new online PLD resource, designed to help principals of NZ primary schools meet their Health and Safety obligations under the Health and Safety at Work Act 2015.

The interactive 1-hour micro-course saves time, reduces stress, and provides clear, NZ-specific guidance on:

- What schools are required to do under the Act
- The roles and responsibilities of Boards, principals, and staff
- How to prepare for ERO reviews focused on Health and Safety compliance

Shane, Darryl, and I will complete this online course and make changes to our current practices as required.

Health Curriculum Community Consultation Update

The revised draft Health Curriculum Statement which incorporated feedback from the community consultation, was shared with the community on Monday, 9 June. Should there be no further suggestions by 27 June, we will adopt this as our 2025 Health Curriculum Statement and publish this on our website.

Term 1 Assurances Carried Over:

✓ Risk Management: Identified hazards are being monitored/controlled, and the measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities. (ONGOING) SD Attended part 1 of a 2 Professional Learning on EOTC

✓ School Planning and Reporting: The current strategic plan has been submitted to the Ministry of Education and published online; the annual implementation plan has been published online by 31 March each year; financial statements have been submitted to the school auditor by 31 March each year; and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online each year.

✓ Health Education: At least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.

Term 2 Assurances:

✓ Safety Checking and Police Vetting: All children's workers employed or engaged by the school have been safety checked before appointment. Children's workers have been safety checked as required within 3 years of the previous check. Any non-teaching staff (who are not registered teachers or hold a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Police vets are updated every 3 years.

✓ Teaching Staff: All teachers employed at the school are registered with the Teaching Council and hold a current practising certificate, or have a Limited Authority to Teach.

✓ Performance Management: The school manages the performance of staff according to employment agreement requirements. We comply with mandatory reporting requirements to the Teaching Council.

✓ Appointment Policy, Staff Conduct, and Professional Development Procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and any board delegation of appointment responsibilities. Supporting policies for induction, staff conduct, and professional development are being implemented.

TBA- Employment Policy and Equal Employment Opportunities: The school operates an employment policy that complies with the principle of being a good employer. This policy (including our equal employment opportunities programme) is available to staff, and a report on compliance has been included in the annual report.

TBA- Child Protection and Abuse Recognition and Reporting: The Child Protection policy is in use, is being implemented correctly, and is publicly available. Staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

✓ Curriculum and Student Achievement Policy: Teaching and learning programmes give effect to foundation curriculum policy statements and national curriculum statements. The school complies with government requirements to teach an average of one hour per day of the following subjects: reading, writing, and maths.

✓ Cellphones and Other Personal Digital Devices The school does not allow students to use cellphones during school hours, including break times, unless students have been granted an exemption.

Asset Management:

Finance, Property, Risks/Potential Risks

Finance

We have experienced some delays in getting our annual report back from the auditors. This has been a result of the change from MYOB to Zero, as well as the change to EdTech Financial Services. Paul Wright from EdTech attended our meeting to share our current position and to answer any questions the Board may have regarding how our finances are reported.

Other Grants

We were successful in securing \$1000 from the Four Winds Foundation to make piupiu for our Kapa Haka group. The cost to make each piupiu is \$500, so we have also added a "Pay it Forward" onto our school Kindo page where whānau can donate.

Shona Roberts has submitted the grant application for the hall sound system. We received a letter on the 19th June, declining our application. We will continue to explore other grant providers.

Property

The remediation of the ceilings in Areas 15, 16, and 17 continues, as we have remained unhappy with the quality of the work that has been done. We continue to work with Yellowstone, our property managers, to have this work completed to an acceptable standard.

We have started some general maintenance around the school, including:

- Clearing out the old Woodwork Room and repurposing this space to our new DREAMS room
- Purchasing a shipping container for storage, allowing us to declutter
- Moving the wheelchair hoist from the hall, as we do not currently need to use this
- Tidying up the overgrown gardens outside the middle and senior school classes - ideally, we would like to convert these gardens into additional seating.

Work on fixing the damage to the Area 13 buildings has begun. This work is due to be completed by the end of the week.

Strategic:

Annual Plan/Strategic Goals Review - refer to the 2025 Annual Plan

Student Progress and Achievement:

Mid-year reports will be going live this Friday. In preparation for this, we have sent the following message out to our families, as they will be quite different from the 2024 reports:

Dear Parents and Caregivers,

We want to let you know about some important changes to how we will report your child's progress in Reading, Writing, and Mathematics from 2025.

The Ministry of Education has introduced a new national curriculum for English (Years 0–6) and Mathematics (Years 0–8). These new curricula are more focused, knowledge-rich, and aligned with international standards. Schools across the country, including ours, started using the new curricula at the beginning of this year.

As part of this change, we are moving away from the previous system where students were assessed against broad curriculum levels that spanned over two or more years. Instead, students will now be assessed against clear expectations set for each school year. This means your child's progress will now be measured in relation to the goals for their specific year level.

As a result, you may notice differences in your child's progress compared to previous years. This doesn't mean your child is doing worse—it simply reflects the new way we are assessing and reporting progress, and the change in the curricula/year level expectations.

Your child's interim progress report will continue to show how they are doing in Reading, Writing, and Maths. It will indicate whether they are:

- Working towards their year-level expectations
- At the expected level for their year
- Above the expected level

The report will also include recent learning your child has achieved and the next steps they are working on.

To help you understand these changes, the Ministry of Education has created a new [Parent Portal](#) with useful information and resources. We encourage you to check it out.

Thank you for your ongoing support. If you have any questions, please don't hesitate to contact us.

Mid-Year Achievement Levels

We will present our Mid-Year achievement levels to the Board at our next meeting.

Sports

This term, we had Football and Rugby Zone Days. Over 60 students were involved in rugby, the biggest contingent we have ever taken, and the children performed very well, with many teams going through undefeated on the day. We had 4 teams in football, with some very exciting games and many results coming down to penalty shoot-outs.

Our after-school sports, basketball and netball, are also well-attended. Huge thanks to our managers and coaches who give up their time after school to ensure we can participate.

Production

The school production was an amazing event, held over two days and involving all children. We are excited to have The Arts featured prominently at the school again. Thanks to the teachers for getting the students "stage ready," and a huge thanks to Nicole as Musical Director. An enormous thank you to Grace and Nicole for their tireless hours of work and dedication that made this production such a triumph! Four "sold-out shows" were performed, and parents loved seeing their children up on the stage.

Choir

We are thrilled to have over 100 children participating in the choir. It is particularly encouraging to see a number of boys joining. Nicole is doing a magnificent job in training the choir, and we can't wait to see them feature again at our End of Term assemblies. Their performances are always a highlight.

Matariki

On Thursday morning, we held our Matariki celebration. The morning started with a coffee cart on site for our whānau and friends to mix and mingle, followed by each team sharing a waiata. Parents were then invited back to the classes to join in with a Matariki activity. This was a very well-attended event and one that we will continue for the years to come.

Professional Development for Staff:

We have continued our ongoing work with Fem Castles looking at our whole school structured literacy. The latest PD day saw Fem going in to classes and co-teaching, providing on the spot support for teachers.

Our recent Teacher Only Day was well utilised, in the morning our teachers worked with Kerry from Math No Problem. It was great to have this PLD tailored to the specific needs of our teachers, providing "just-in-time" learning.

Lou Boot attended a PLD session at Google HQ, looking at AI in the classroom.

School Docs

Term 2 review topics

- Planning and Preparing for Emergencies, Disasters, and Crises
- Communication During an Emergency, Disaster, or Crisis
- Emergency Closure

Other Business:

- PLD Proposal
- BoT Elections
- Incomittee

Important Dates:

Term 3: 14 July - 19 September

24 July - Parent Teacher Interviews - School closes at noon - Interviews 12:30 pm - 7:00 pm

25 July - Red Nose Day

29 July - Board of Trustees Meeting - 5:00 pm

1 August - WAFs Bingo Night

15 August - Teacher Only Day - Math PLD

29 August - Tū Māia Festival

2 September - Board of Trustees Meeting

12 September - School Disco

17 September - Weka Dance Competition and Evening

Staff Report:

- Full term: A very busy couple of months of assessment and report writing. Teachers have commented on the significant progress many of the children have made.
- Te Reo Māori: We launched a school-wide 'word/kupu of the day' during Matariki week to sharpen our Māori pronunciation skills. This is done by a student each morning during our daily announcements.
- Junior Kapa Haka (Yr 2-3 with Whaea Leonie) are proud to have been invited to perform at the re-opening of the Orewa Library on Saturday, June 28th.
- Sport: In addition to the Sport mentioned above, a tackle rugby match is scheduled for the 26th June against Wainui School, and we will be hosting them for a rugby match early next term. Sarah Thornhill reports that they are busy organising a packed Term 3, which includes swimming trials, inter-school hockey, cross country, a second rippa tournament, and inter-school cross country.
- Staff Wellbeing: It was announced recently that Max Powderley and Katie McClennan are taking on this area of responsibility, which was well received by staff. Thank you to Max and Katie.
- Pīwakawaka Team: A fantastic term with a strong focus on the Arts, including exploring various well-known artists and painting techniques as well as taking part in the Performing Arts through dance & song.
- Tuī Team: Kelly Fearon has settled well into the team and had a wonderful term with her class. All classes have enjoyed the Storytales concept, lots of rich language teaching/learning. The team expressed their gratitude for the ongoing Structured Literacy

Professional Development with Fem Castles, finding it hugely valuable for their teaching practice.

- Weka Team: Production was a great experience, kids loved it. So blessed to have Grace and Nicole producing this! Pleased with assessment results across the team. Lots of sporting events. Rippa rugby - Y5/6 teams top of the leader board. The Food for Fuel topic went very well. Have a Nutritionist visiting with follow-up lessons and an upcoming visit to New World as part of this topic.

- Principals PLD was approved by all
- Sabbatical request was approved by all - See in committee notes
- Board Elections - The Returning Officer elected - Jackie Drury, agreed by all except Steve Drury due to a conflict of interest.

3.2 Correspondance Outwards

None

3.3 Correspondance Inwards

- SchoolDocs Advisory Mid Term 2 Updates
- North and South Trust Limited - Grant Decline Letter
- Triennial School Board Elections 2025 Memo 2
- Triennial School Board Elections 2025 Memo 1
- Disestablishment of Kāhui Ako and Resource Teachers – Literacy and Māori
- Request Letter

4. Other Business

4.1 Elections 2025

4.2 2026 Term Dates

- 2026 Term Dates approved

5. Close Meeting

5.1 Next Meeting

Next meeting: Board Meeting - 29th July - 29 Jul 2025, 5:00 pm



Mrs Wendy Naidu
30 Jul 2025



Mr Steve Drury
31 Jul 2025