

ELMWOOD NORMAL SCHOOL
MINUTES OF BOARD OF TRUSTEES - FEBRUARY MEETING
Tuesday 24 March 2026 at 6.00pm

1.0 MEETING OPENING

1.1 **Present:**
Jill Evans (Acting Principal), Eden Chan, Lachlan Knighton, Emily Toth-Taylor, Anna Graves and Jamie Hall.

1.2 **In Attendance:** Vicki Harrington (Board Secretary).

1.3 **Apologies:** Claire Peacock-Price (Teacher rep)

Lachlan thanked the board and Matt Bateman for their work around the recruitment efforts.

Jill thanked the board and Claire on behalf of the school. The communication through Claire feeding back in briefing has been very helpful for the staff.

There will be a dual announcement with both the new Principal's school and our school early next week.

2.0 ADMINISTRATION MATTERS

2.1. **Declaration of Interests:** Anna Graves notified the board of an additional declaration of interest. She is relieving in a junior class at Elmwood. Some discussion was had around this.

2.3. **Confirmation of Minutes of Meeting dated 24 February 2026**
There were no comments on the previous minutes.

Recommended: That the minutes of meeting held on 24 February 2026 be approved and adopted as a true and correct record.

MOVED: Jamie Hall
SECONDED: Anna Graves
PASSED:

2.3. **Matters Arising:** There were no matters arising from the previous meeting. All actions were completed.

2.4. **Correspondence:**
Lachlan spoke briefly to the Inwards correspondence received - as follows:

- Quote for the swimming pool from Coombes Aquatic
- A request for reduction of hours by a teacher (previously circulated)
- Email circulated to Board seeking approval around staff reduction of hours
- Letter from Sir Brian Roche re the pay offer for teachers who are not in the Union

Outwards Correspondence:

- OIA request closed and acknowledged related to complaint from 2025
- Thank you letter to ENSCA for funding provided
- Letter to teacher confirming reduction of hours for Term 2 and 3.

The Board correspondence was moved by

MOVED: Jill Evans
SECONDED: Eden Chan
PASSED:

3.0 MONITORING FOCUS

3.1 Principal's Report

Jill tabled her report and advised it was taken as read, however highlighted the following:

The school roll has increased compared with the same time last year, and current projections indicate further growth. Additional enrolments are confirmed for 1 July. Based on this forecast, a new entrant class will open at the beginning of Term 2, with a third class scheduled to commence at the start of Term 3 to accommodate Terms 3 and 4.

Personnel:

Marg and Keryn will be teaching in the new entrant class as a job share. This is a great transition as they have previously worked together very successfully.

Finances:

- Local funds are down on last year due to statements going out a little later this year.
- Financial statements for the period. ENSCA donation of \$16,500.
- Ministry funding less this year, increase in
- OIA costs from Duncan Cotterill
- Sign off last year's accounts which are in draft. Lachlan is required to sign it off.

Property:

Roof

Jill provided an update on the funding required for the removal of the boiler, which is being decommissioned as it is no longer needed. The estimated cost is \$20,000. Three quotes will be submitted to the Ministry of Education, who have indicated support for the removal. Jill is awaiting further advice from Kay McDonald at the Ministry.

Given that roof repairs are currently the most urgent priority, the planned carpet replacement in the Kahikatea block has been deferred.

The board discussed the roof project, noting the need to prioritise:

- What funding may be available from the Ministry of Education
- What support could be sought from ENSCA
- What costs the school may need to cover directly

Jill outlined the work completed to date and the proposed next steps. Hayden has divided the roof project into four sections, allowing the work to be staged. Some components may be funded through the 2027 5YA and then through future cyclical maintenance planning.

At this stage, the board agreed that obtaining a single quote for the carpet would be sufficient. Eden and Jamie supported considering all options before making decisions.

Action: Jill will ask Tina to confirm which company previously completed the carpet installation and get a quote for recarpeting upstairs in Kahikatea block.

Pool

An update was provided on the pool refurbishment. Of the three quotes requested, one has been received from Coombes Aquatic, who currently maintain the pool. Pool Land visited the site on Thursday, and additional quotes are still pending.

Jill noted that the membrane option is not being considered. Two filters are currently broken, and there is fungus present on the pool floor, confirming that some level of expenditure will be required.

If the project proceeds, it would need to be funded by the school, with support sought from the wider community. The board expressed a desire to retain the pool as a

valuable asset, acknowledging that a major overhaul and significant fundraising effort would be necessary.

Potential enhancements, such as a new cover and roller system, were identified as optional additions.

Action: Jill to get quotes for the painting of the pool - in the first instance.

Eden mentioned that there are areas in the asphalt down by Matai block which are bulging. **Action:** Eden to come in and take Jill to show her the dips on the asphalt.

Strategic Goal Reporting:

Jill explained the process of the strategic goal reporting with updates for each term in different colours. These are taken as read.

General

We would like to offer the staff the flu injection for those staff who want it.

The board confirmed they were happy to fund the Flu injections for 2026.

Action: Vicki to organise this for the staff.

4.0 SPECIAL TOPIC:

4.1 New Curriculum update

Jill provided an update on the national curriculum refresh. She noted that the curriculum, last updated in 2007, is currently undergoing a comprehensive refresh, with new components being phased in through 2025–2027. The revised structure replaces traditional levels with Phases. The school is already aligned with the new English and Mathematics requirements.

Jill reported that, of the remaining six learning areas, the school is currently engaging with the draft Science and Social Science curricula. Inquiry learning for the year will follow the planned sequence of Term 1: Social Science, Term 2: Science, Term 3: Social Science, Term 4: Science.

She outlined the shift in national direction back toward a knowledge-rich curriculum, emphasising structured, coherent, and clearly sequenced learning. The refreshed curriculum integrates both knowledge and practices, with practices forming the basis for assessment and school reporting.

Jill explained the structure of learning areas and confirmed that the capabilities common across all areas are already embedded in the school's current practices (REAL Learner profile). The Mathematics and Statistics curriculum is organised into six strands, while English is organised into three.

It was noted that the Social Science and Science curricula are in draft form, as significant concerns and feedback have been raised by teachers and principals nationwide regarding its scope and size.

The staff are confident in what they are doing. Zoe and Cam will present on maths at a later date.

RECOMMENDATIONS:

- 1.0 The financial reports for the month ending 28 February 2026 and the Operating Summary, together with the Principal's Report as tabled is accepted.

Jill moved the adoption of her report together with the recommendations.

MOVED: Jill Evans
SECONDED: Anna Graves

Board Talk:

March - Emily
May - Jamie
June - Eden
August - Anna

Jill and Vicki were asked to leave the board meeting while the remaining trustees had a discussion without them.

6.0 MEETING DATES FOR 2026:

The following are the meeting dates for 2026

19 May; 23 June; 18 August; 22 September; 10 November and 8 December.

The meeting closed at 7.29pm

Signed:



(Presiding Member of the Board)

Dated:

19/05/2026