

Dunsandel School Board Meeting Minutes



Minutes of the Dunsandel School Board Meeting held on Tuesday 17 February at 730pm in the Reading Room, Dunsandel School, Dunsandel.

The meeting began at 735pm

Present:

M O'Connor, T Harrold, D Robinson, J Brown, B Dondertman, F Pluck (Minutes)

APOLOGIES

Nil

Declaration of any Conflicts of Interest Yes/**No**

DR welcomes everyone to the first Board meeting for 2026.

DR then called for nominations for Presiding member for 2026.

TH nominated Mick to continue on as presiding member seconded by BD All agreed

MO to be Presiding Member of the Dunsandel School Board for the 2026 year.

PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on Thursday 4 December be adopted as a true and correct record.

MATTERS ARISING

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CORRESPONDENCE

Outward

Inward

-Reinier Undan – DR has responded.

-Esther Weir - DR to respond on behalf of the Board

-Hayley and Tim Anderson – DR to respond on behalf of the Board

-Official information Act request (received 6.2.26) – DR to respond on behalf of the Board

REPORTS

Dunsandel Strategic Plan

The Board approves the Strategic Plan for 2026 with the Student Achievement Targets for Dunsandel School.

Admin and Governance

Curriculum and Assessment

Mandatory curriculum and reporting changes

Following recent changes from the Ministry of Education and the Education and Training Amendment Act 2025, schools must implement new “back to basics” requirements from 2026, focused on standardised assessment, attendance, and structured teaching.

Key requirements include:

Mandatory use of the updated Years 0–10 English and Maths curriculum from Term 1, 2026.

Standardised twice-yearly reporting to parents using national progress descriptors, visual progress graphs, assessment data (e.g., SMART or PATs), and attendance percentages.

Introduction of the new SMART Tool (replacing e-asTTle) for Years 3–8, with testing Literacy & Numeracy. Schools can still use PATs (cost involved - no cost for using the SMART Tool) DR completed seminar 17.2.26

Mandatory phonics checks at 20 and 40 weeks (online platform available from 16 Feb).

Approved Structured Literacy Approach (SLA) staffing for targeted Year 0–6 support (Linda Douglas 0.7 FTTE in 2026).

Attendance

Mandatory Attendance Management Plan (AMP) published online from Term 1, aligned to the STAR framework. SMS attendance Seminar completed FP 10.2.26

Clear action thresholds for absences (early connection through to referral to the National Attendance Service).

Governance & Operations

Board's paramount objective now centred on raising educational achievement, with attendance and access to te reo Māori as secondary objectives.

Cellphone "away for the day" policy remains mandatory.

Kāhui Ako model disestablished end of 2025; schools now manage their own local collectives.

Learning Support - Mel Stenhouse is our LSC and works at our school on Wednesdays, 1 day at Southbridge and 3 days at Leeston based on size.

Although these changes represent significant shifts in frameworks and expectations, the school's PRIDE values should remain central.

Teacher only days

In 2026, there will be three Teacher Only Days:

15 May – Maths PLD

21 August – Maths PLD

12 November – Dunsandel School Teacher Only Day

Parents and whānau must receive at least six weeks' notice, and these dates will be clearly communicated through all school channels.

Maths

In 2026, the school returned to using PR1ME Mathematics as the core maths resource.

Human Resources

2026 Staffing - All staffing for the start of 2026 is in place

Recommendation - Tracey Harrold to be given the due authority allocated to the Principal when DR is off site or unavailable . Agreed by Board

All Support staff have current Police Vets on file.

DR can confirm all teachers are registered

Professional Development

KM will attend three days of Structured Literacy Approach (SLA) training with Liz Kane in early March.

EW will participate in the Incredible Years programme across 2026 (seven full-day sessions in Terms 1–3; facilitators met on 11.2.26).

HB and GL completed the MOE online Restraint module on 30.1.26.

Health and Safety

DR intend to continue with a planned Staff Wellbeing programme in 2026. We have budgeted for the teacher release day in term 3 that was well received by teachers in 2025.

Assessment Management - Finance and Property

Finance report for December 2025 was presented to the Board

Sue Reports and Visa Statements reviewed and signed by Board Presiding member; and to be filed as per the auditor request.

2026 Draft Budget was presented in the last meeting in December, and presented to Board this meeting for discussion. Thank you to Sonia Colenso for her hard work with our finances.

Audit 2025 - Following review of the school's 2025 compliance obligations, documentation, and follow-up actions, we confirm that all audit requests and required actions identified for the 2025 year have been satisfactorily addressed and completed. Evidence provided demonstrates that appropriate processes were implemented, documentation updated where required, and any recommendations actioned within agreed timeframes. No outstanding matters remain in relation to the 2025 audit requirements.

Property over the holidays

Classroom renovations for Rooms 1–4 are complete and officially signed off. The work finished on time for the new school year, with the process running smoothly due to clear communication with contractors during the holidays.

The builders amended the ceiling that needed to be attended to at no extra cost.

Linemarking has been freshly completed over the holidays and funded by the PTA and Ellesmere Lions. We are happy with the quality of the finish.

10 Year Property Plan

1- 10 year PP - The Ministry of Education has directed the school to work with Noble PM (Nelson) to complete a new 10-Year Property Plan, which is required to secure the next five-year funding agreement beginning mid-year. A meeting is scheduled for 11 February to begin the process.

2- Ngā Iti Kahurangi - The Ministry of Education has expanded the Ngā Iti Kahurangi programme, which supports classroom improvements in small or remote schools. Some projects currently planned under the school's 5YA may qualify for this initiative instead. If approved, this would free up 5YA funding and allow additional property projects to be included in the plan going forward.

School house - house inspection is required at the school house. Some maintenance as well.

Maintenance work - a budget has been put aside for maintenance and needs to be spent by April.

Health and Safety

All child records have been updated for procedures at the end of the day as per parent instruction.

Procedures are in place to monitor child absences from school.

There are effective routines in place for children crossing the road to the big field.

School buses - Letter from Hayley and Tim Anderson re bus route and DR proposed response. Completed.

Our Wellbeing education at Dunsandel School has been updated to reflect the current year. There is some work DR wants to do on transition records and data we keep as we enrol new students.

Komodo - we have subscribed to Komodo again for 2026. Our school will be using the platform with R3-R6 children all year and will introduce it to our R2 children in T4.

Self-Review

Strategic Plan 2026-2028 Draft plan shared for approval by the Board.

Policy Review - Alcohol, Drugs and other harmful substances policy - Reviewed by Board

Sun protection - reviewed by Board

IT

In the second year of our Fusion contract, all Chromebooks have been updated, Year 6 2025 accounts closed, and Year 3 students issued devices. All devices and Google accounts are now managed through Linewize, with staff PLD completed to ensure effective use. One notification alert has occurred to date. An online safety hub for parents is available, and families can opt into Qustodio to manage and supervise their child's screen time.

Legislation

Attendance Plan 2026 – Our Attendance Plan as per the MOE requirements has been published on our school website.

Official Information Act request – DR have included a recent formal request in your board papers, along with a recommended draft response.

School Roll - at 11.2.26 - 112

DR would like to thank the Board for the End of Year function in December 2025

With RU resigning from the Board and BD relocating out of the district, the Board now needs to identify and appoint two new candidates to fill these vacancies. The Board agreed to fill this vacancy by selection

End of meeting 9.14pm

Signed as a true and correct record.

M.O'Connor

Presiding Member

26.3.26

Date