

Dunsandel School Board Meeting Minutes



Minutes of the Dunsandel School Board Meeting held on Thursday 26 March 12pm in the Reading Room, Dunsandel School, Dunsandel.

The meeting began at 12pm

Present:

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

APOLOGIES

Nil

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

PREVIOUS MINUTES

It was agreed that the Minutes of the Dunsandel School Board Meeting held on Tuesday 17 February be adopted as a true and correct record.

MATTERS ARISING

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CORRESPONDENCE

Outward

EW approve leave

Hayley Anderson - responded regarding the bus

Inwards

Sir Brian Roche (Public Services Commissioner) 11.03.2026 (Board Presiding Member)

Lizzie Ewing

REPORTS

Dunsandel School Strategic Plan T1/26

- Refreshed English and Mathematics & Statistics curriculum (Years 0–10) now required, moving to *Phases of Learning* instead of curriculum levels.
- Mandatory Phonics Checks at 20 and 40 weeks with reporting to the Ministry of Education via the online portal.
- SMART Tool assessments (Years 3–8) begin Term 2 assessment window.
- Standardised reporting to parents introduced.
- Attendance Management Plans must align with the STAR (Stepped Attendance Response) framework.
- Transition to updated Standards for the Teaching Profession underway with staff.
- Structured Literacy PLD rollout continuing; KM has completed training.
- Financial Education guidance released to support curriculum delivery.
- IEAs to be offered to non-union teachers with processes completed following acceptance or non-acceptance.
- Updated guidelines released for stand-downs, suspensions, exclusions, and expulsions.
- Schools no longer required to collect immunisation records.
- New handwriting resources and lesson plans released.

Admin and Governance

Curriculum and Assessment

- * SMART tools will start at the beginning of term
- * We are currently working through the requirements for Reporting to Parents mandated by the Minister.
- * Year 6 camp proposal for 2026 has been presented to the Board and signed off by Board. Concerns with price increase - DR asked PTA to fund one activity to help with cost.

Human Resources

* The Public Service Commissioner has asked Presiding Members to offer non-NZEI union members new agreements so they can receive immediate pay increases. DR will present these on behalf of the Board and complete the required paperwork depending on whether they accept or decline.
All Support Staff job descriptions have been updated and signed off.

Upcoming staffing

- LE will be taking Maternity Leave for 1 year starting from the end of Term 2- DW will be taking over for the next 2 terms until end of year.
- KG is on unpaid leave 10-31 May
- FP will be on unpaid leave 16-25 June - SC will be in the office during this time.

Assessment Management - Finance and Property

* Finance Report for Jan/ Feb, presented to the Board. SUE reports and Visa Statements reviewed and signed by the Presiding Member and to be filed.

Review of the Directly Resourced School Transport funding for Dunsandel School

* DR met with Transport Delivery Advisor Craig Reynolds on 17 March 2026 regarding the Ministry of Education's review of our bus funding. We need to provide student addresses so they can be geo-mapped and used to create funding routes based on their criteria. Following the discussion, a slight reduction in funding is likely as our transport has not been reviewed for some time. Information graphics have been included with the report for reference.

Other matters discussed:

- Advised the Board to retain Direct Resourcing (DR) status for school transport, allowing the school to make a small profit and continue transporting ineligible township students who pay to use the service.
- Current Travlon contract ends in 2026 and the MOE funding contract ends in 2027. Advice received to extend the Travlon contract by one year to align both contracts.

Recommendation:

That the Dunsandel School Board offer Travlon a one-year contract extension, enabling both contracts to align and allowing tendering to occur at the end of 2027 in line with the MOE funding contract.

The BoT are happy to continue with Travlon for the next year.

Ngā iti Kahurangi Programme

The programme has secured additional funding to complete further property improvements at no cost to the school. These may include carpet replacement in non-teaching spaces, heat pump servicing or installation, electrical testing, and various maintenance works such as joinery, cladding, roof and gutter repairs. Site surveys will be undertaken in the coming weeks to scope eligible work.

Property

- * All paperwork has been completed for the property work done over the Christmas period.
 - * April Holiday - maintenance work to be carried out during this time. TLC Softwash
- Swimming season has come to an end, Thank you to Craig Happer for maintaining the pool. DR will meet with Logic Group to discuss the changing sheds.

Health and Safety

- * Buses
- No complaints during the January and February

Self-Review

Policy Review

* Digital Technology and Online Safety, Responding to Digital Incidents and School Social Media. Seems to be working really well.

Legislation

ERO are introducing a new report format for reviewing schools starting in Term 2. This was presented to the Board.

School Roll is 114.

School attendance Summary

Present 92.% Absent Justified 4.8% Absent Unjustified 3.3%

Staff Rep - Baby shower for LE

School house inspection Friday 27/3

Other Agenda items

Boards reps

End of meeting 12:58pm

Signed as a true and correct record.

M O'Connor
Presiding Member

12.5.26
Date

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