

# Dunsandel School Board Meeting Minutes



**Minutes of the Dunsandel School Board Meeting held on Tuesday 12 May 7:30pm in the Reading Room, Dunsandel School, Dunsandel.**

The meeting began at 7:30

## **Present:**

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

Welcome new BOT members Lexie Groundwater and Richard Wall

## **APOLOGIES**

Becs Donderman - final meeting for her, unfortunately she was unable to attend due to sickness.

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

## **PREVIOUS MINUTES**

It was agreed that the Minutes of the Dunsandel School Board of Trustees Meeting held on Thursday 26 March be adopted as a true and correct record.

## **MATTERS ARISING**

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## **CORRESPONDENCE**

### **Outward**

Inwards - LE maternity leave accepted until end of Term 1 2027 - DR replied via email.

KJ maternity leave accepted until end of Term 1 2027 and LD will teach full-time

## **REPORTS**

### **Dunsandel School Strategic Plan T1/26**

#### **Admin and Governance**

#### **Curriculum and Assessment**

**SMART TOOL** - Teachers have started using the SMART Tool this term as per the requirements. Teachers have made the decision for their class using the paper or online format based on what they believe is best for their children.

#### **New Entrant Term 1 Cohort Development Data**

As part of our transition-to-school programme, we assess the skills of each New Entrant cohort during their first five weeks at school. This initial observation period, alongside information gathered from ECE providers, parents/caregivers, and any relevant outside agencies, helps us build a clear understanding of each child's starting point — including their skills, strengths, challenges, and overall readiness for school.

#### **Phonics Testing**

All phonics tests for our 20 and 40 week students were submitted to the MOE as per their requirements.

According to our records for term 1 data shows the following:-

|          | Emerging | Developing | Consolidating | Proficient | Exceeding |
|----------|----------|------------|---------------|------------|-----------|
| 20 weeks | 0%       | 0%         | 14%           | 0%         | 86%       |
| 40 weeks | 0%       | 25%        | 0%            | 50%        | 25%       |

**Reporting to Parents** - Schools are required to provide parents and caregivers with at least two written reports each year, written in plain language, outlining their child's progress and achievement across the curriculum. From 2026, school reports will be expected to include five additional required elements, alongside the information currently included in school reports. These elements are:

- Progress descriptors for each of Reading, Writing and Maths.
- A visual representation of a student's progress over time

- Information about how progress descriptors were selected, and how you can support next learning steps
- Assessment results
- An attendance record.

Moving forward - In response to the updated reporting requirements, the school has reviewed the new Ministry mandates alongside our existing reporting-to-parents format. We have evaluated what is currently working well and compared this with the new requirements. Using this information, we have developed a revised reporting format that incorporates the mandated elements while building on our current practices.

### **Human Resources**

Staffing contracts

NZEI Contract Offer - Teachers union accepted the latest offer from the MOE/ Government. EDpay ensures all payments are correct for members - there is nothing the school needs to do.

**Staff Wellbeing** - Most staff rated their wellbeing as 'Good', with some indicating 'Fair' and one reporting 'Poor'.

**Staffing** - Stephanie Pircher has started as a teacher aide for the rest of 2026. Most of this resource was through High Health Needs Funding. This will now mean we have a teacher aide in all classes during the mornings each day.

KJ will be on Maternity Leave from mid Term 3 until the end of Term 1 2027. LD has agreed to teach fulltime in Room 6 until the end of Term 1 2027.

**Asset Management - Finance and Property** - Finance Report for March and April 2026 was 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** - The Ministry of Education has officially paused the review of Dunsandel School's Directly Resourced (DR) School Transport funding (5 May 2026). The review has been deferred indefinitely while the Ministry prioritises other projects and reviews.

Any potential funding changes or adjustments are currently on hold. The Ministry will provide sufficient notice and make contact when the review process is ready to resume.

**School Phone System** - After several discussions we are going to change our phone provider to Fusion.).

**Property** - April Holiday – Maintenance work completed over the school holidays. This was funded by the MOE. To be completed from this funding is office/foyer painting.

- Swimming Pool – We have had the automatic chlorinator installed by Paramount Pools. This will mean the pool water will remain at the correct chlorine and PH levels automatically.
- 10 Year Property Plan – Noble from Nelson have been working with us to prepare this.
- 5 Year Agreement – Once the Board has accepted the 10YPP and the MOE are happy they will offer the school a 5YA contract (2026-2031); to be signed by the Presiding member on behalf of the Board.
- Ngā iti Kahurangi (NIK) Programme – DR working with Logic on this. They have done assessments on our carpets, heat pumps and buildings and will provide the school with what they are resourcing. DR will then work them, Cameron and Sam (MOE Property Advisor) to see if there is the potential to combine any works and therefore save some of our 5YA funding.

The Board of Trustees are happy with the 10YPP and have accepted as of 12/05/2026 meeting.

**School Camp** - DR approached the PTA for the possibility they could fund an activity for camp - namely the Glacier Boats. PTA has agreed to this request which is appreciated. This, without a doubt, will alleviate the budget shortfall for our camp.

**Health and Safety - Buses** - nothing to report.

**Self Review** - EOTC Education Outside the Classroom policy is up for review. Will be looking closely at some safe practices around private vehicles and booster seats.

**Legislation - Attendance** - The MOE provides an Attendance report based on the information they get from our Student Management System – Term One - Under the current New Zealand Government and Ministry of Education requirements, schools are mandated to follow up with whānau once a student's attendance falls below 90%.

Term 1 we had 20 interventions based on requirements, this was either email or face to face conversations.

School Roll as at 8.5.26 = 121

**School Attendance Summary Year to 4.5.26**

Present 91.9% Absent Justified 4.7% Absent Unjustified 3.4%

**Projected Numbers based on information held at 8.5.26**

Cohort T2/2 = 3NE

Dairy Changeover 3 in 2 out = +1

Cohort T3/1 = 1NE

Cohort T3/2 = 1NE

Cohort T4/1 = 2NE

Cohort T4/2 = 3NE

**Community**

School Cross Country 1.5.26

PTA Quiz evening 22.5.26

Meeting closed at 8.24pm

Signed as a true and correct record.

M.O'Connor

25.6.26

**Presiding Member**

**Date**