**NORTHCROSS INTERMEDIATE SCHOOL**

**BOARD OF TRUSTEES MEETING**

**20 MAY 2025**

**PRESENT:**  David Oakley (Chairperson); Jonathon Tredray (Principal), Anne-Marie Spice (Executive Officer), Marc Rowlinson (Staff Trustee), Jacqui Spencer (Board Secretary), Christina England (Deputy Principal), Jill Haslam (Deputy Principal), Tania Wansink, Jared Cuff, Kelly Young, Steve Murray, Jakdan Zhang (Public attendee)

**WELCOME:** David Oakley welcomed everyone and opened the meeting at 6:03pm.

**APOLOGIES**: Steve Mueller (Deputy Principal)

**MINUTES OF THE PREVIOUS MEETING:** Minutes from the previous meeting held on 8 April 2025 are a true and accurate record. Moved David Oakley / Seconded Kelly Young. Carried unanimously.

**OTHER BUSINESS:**

Jonathon Tredray updated the board about his recent visit to Vietnam and Singapore. While overseas, he met with agents who will be bringing five prospective international students to visit Northcross. Sharon Hines has created a report that will be presented at the next board meeting.

Northcross Bullying Policy: Jonathon Tredray reported that Jo Robson has been approached in regard to updating Northcross’s bullying policy. No date has been set to begin the process.

Moved David Oakley / Seconded Marc Rowlinson. Carried unanimously.

**REPORTS:**

**PRINCIPALS:**

Jonathon Tredray acknowledged Anne-Marie Spice and commended her seamless transition into her role as Executive Officer in the midst of an audit.

Jonathon Tredray presented his report to the board.

Jonathon Tredray shared slides based on an address by Michael Fullan, author of ‘The New Meaning of Educational Change’ with the board for discussion. The slides identified the top skills identified by employers as worthwhile, and the competencies considered beneficial for deep learning. The board discussed whether the current school curriculum adequately develops these skills and competencies. Jonathon Tredray wants to ensure that Northcross brings these characteristics into the curriculum.

Steve Murray joined the meeting at 6:11pm.

Jonathon Tredray spoke about the changes to the Maths and English curriculums, and the impact on the school. He highlighted the corresponding Professional Development schedule designed to equip and support teaching staff. With our highly diverse student population and large proportion of ELIP/ESOL students, there is a diverse range of students for teachers to teach, across the curriculum.

Jonathon Tredray moved that his report be accepted / Seconded Jared Cuff. Carried unanimously.

David Oakley invited public attendee Jakdan Zhang to speak to the board. Jakdan Zhang detailed how, in 2024, while enrolled as a student at Northcross, he arranged a petition with around 220 signatures to have a bike shelter erected at Northcross. Jakdan Zhang asked for an update to his request. David Oakley explained that the possibility of a bike shelter was discussed at an earlier board meeting, and the board needs to consider whether shelter is viable, or if security is enough. David Oakley explained that a number of building projects are currently under consideration, and commended Jakdan Zhang for his continued engagement with Northcross Intermediate.

**FINANCE:**

Anne-Marie Spice thanked Jonathon Tredray and his team for embracing the changes she is making. She explained that she plans to run a paperless office, using Xero, with automation a key work in progress.

Anne-Marie Spice presented her report to the board.

**Finance**

Finance is on target and the audit for 2025 is almost finalized.

**Audit**

The audit team have noted a few timing matters in relation to Painting and Cyclical Maintenance that were considered immaterial in the overall picture. The only other item they raised was the negative accrual which was due to the Tiger Tuff invoice being coded to the accrual account (Current Liability) and technically should be in the current assets as a prepayment / WIP.

Given this was immaterial the audit team were happy for us to take note of the recommendations and no changes were made. Going forward this will be reallocated in accordance with the auditors’ recommendations

With regard to Budget and Policy, the auditors have requested that two matters be discussed tonight:

1. Formally approve the budget that was presented by Kevin Faulkner at the March Board meeting.
2. Honorarium policy – due to the nature of this payment they would like you to formally approve this payment received by all board attendees going forward. This currently sits at $55 per attendee and $75 for the Chair.

**General Items**

Overall YTD, camp has been finalized & with income sitting at $252,747 and costs at $249,939, costs have been covered this year with a buffer of $2.8K.

We have $400 000 working capital as at the end of last year, plus an additional $480 000 for the Astro. The Astro Turf project is almost completed with final lighting adjustments underway, after which final payment will be due.

The April accounts are in a draft form and will be emailed out before the end of May to realign the reports with the board meetings.

**Discussions:**

The board discussed the matters raised by the auditors:

1. Previous minutes stated that the draft budget was accepted and approved. No changes to the draft are required, and the budget is thus approved. Moved Marc Rowlinson, seconded Steve Murray. Carried unanimously
2. The Honorarium policy or remuneration for board members and staff attending board meetings is approved; the sitting board will continue the policy per the guidelines set by the [New Zealand School Boards Association](https://www.resourcecentre.org.nz/helpforboards?aId=ka0RF0000007oGDYAY).

Steve Murray asked if there were any concerns with how the school’s finances are managed. Anne-Marie Spice reported that all is as expected but automation is the biggest change to be made. Jonathon Tredray reported that $37k moved through KINDO this week. Having payments automated makes tracking and monitoring them more efficient, and requires less teacher and admin input.

David Oakley moves Anne-Marie Spice’s report / Seconded Marc Rowlinson. Carried unanimously.

**PROPERTY:**

The board appreciated Andrew Bolland’s demonstration of the new remote activated lighting for the Dome and Astro.

Jonathon Tredray spoke about the 10YPP report, with budget approval expected by 14th June. He explained that $101k was approved, but because that figure has increased, it needs approval again.

Jonathon Tredray thanked the board for approving the new shades recently erected, and commented on the positive difference they have made for the school community.

David Oakley called attention to Andrew Bolland’s report of vandalism and a break in at Northcross during the school holidays. The possibility of installing security cameras was discussed. David Oakley moves that the board ask Andrew Bolland to source quotes and solutions, to be presented at the next board meeting. Seconded Marc Rowlinson. Carried Unanimously.

Traffic management - Jonathon Tredray acknowledges that the school is around 10 car parks short. Steve Murray proposes laying grass pavers as an economic and viable solution. Jonathon Tredray will arrange quotes and contact Yasmin Briden about funding for paving new car parks. Robust discussion around visitor parking for parent coaches, and signage and a car park barrier arm took place. The board also discussed East Coast Road and the potential dangers to students. Tania Wansink mentioned a system where staff photograph motorists who are breaking the law at drop-off and pick-up times, and potentially endangering students. The photos are sent to the police, who follow up and issue tickets. The goal is long-term behaviour changes by motorists.

A technician has been booked to attend to the security gate and fire alarm for the music block.

Andrew Bolland’s report is carried as read. Moved David Oakley  / Carried unanimously.

**Staff Report**

Marc Rowlinson presented his report. The board acknowledged Mark Jensen’s recent Stuff and Nonsense (Stuffy) production, and the positive impact the productions have on the students and school community.

The Staff report was carried as read. Moved David Oakley / Carried unanimously.

**CORRESPONDENCE:**

**J McCulloch (Landworks):** East Coast Rd Stormwater connection. David Oakley reported that surveyors have found some issues. Andrew Bolland has highlighted gas and power lines running near the drain and suggests an upgrade to the stormwater drain. Discussion around the worsening erosion and associated safety risks to the students and school ensued. Steve Murray proposed that access be conditional on council fixing the drain. David Oakley will respond, and advise the board.

**Tom Roberts:** Request for 12 month leave of absence from 27 June 2025 - Term 3 2026. Jonathon Tredray moved that this be granted / Seconded Tania Wansink. Carried unanimously. Jacqui Spencer to send a letter of confirmation.

**Sonia Gobindlal**: Request for 5 days personal leave during term 3. Jonathon Tredray moved that this be granted / Seconded Tania Wansink. Carried unanimously. Jacqui Spencer to send a letter of confirmation.

**Meeting Closed at 7:13p.m.**

**Next Meeting will be 24 June 2025**

**Signed: Chairperson**

**Dated:**