**NORTHCROSS INTERMEDIATE SCHOOL**

**BOARD OF TRUSTEES MEETING**

**24 JUNE 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, Steve Murray

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

**APOLOGIES**: Kelly Young

**MINUTES OF THE PREVIOUS MEETING:** Minutes from the previous meeting held on 20 May 2025 are a true and accurate record. Moved David Oakley / Seconded Jonathon Tredray. Carried unanimously.

**MATTERS ARISING:**

Quotes have not been sourced for security cameras; Christina England will follow up.

The possible procurement of grass pavers to create additional car parking has been referred to Yasmin Briden MOE.

The security gate and fire alarm issues have been resolved.

**REPORTS:**

**FINANCE:**

Anne-Marie Spice presented her report to the board.

The April and May financial reports were presented. Anne-Marie Spice reported that the school’s working capital is in good standing, and she does not recommend any changes. Given the time of the year, the budget is as expected and funds being spent are being allocated appropriately.

Anne-Marie Spice discussed the Action Summary as provided in the Audit Review:

* Regarding the segregation of duties, Anne-Marie Spice explained how admin staff are learning each other’s roles to ensure adequate cover should someone be unavailable.
* A deficit on school extracurriculars was mentioned by the auditors; this will become an operational task that Anne-Marie Spice will monitor. Policies will be revised to ensure that payment for extracurricular activities is made upfront.
* The Board of Trustees payment of staff attending board meetings: David Oakley asked for clarification around payments to the Board of Trustees, and Anne-Marie Spice explained that historically, all board members are remunerated for  attending meetings. The MOE approves this for Board of Trustee members, but not for school staff acting in a BOT capacity. The BOT should decide whether to continue the payments. David Oakley suggests keeping the status quo, and referring the review to the next board. This is an item that should be added to the agenda annually to be discussed at the first board meeting of the year. Moved David Oakley / carried unanimously.
* Cyclical maintenance of journals - Anne-Marie Spice reported that the auditors would prefer the planned maintenance (cyclical and painting) amounts to be combined, whereas, historically they have been separate. Anne-Marie Spice will work to combine these.
* The approved budget has been split over 12 months in Xero accounting system
* Anne-Marie Spice explained that the school accounts are completely transparent and the Board of Trustees representative may have access to Xero and is welcome to view the finances at any time.

David Oakley moves Anne-Marie Spice’s report. Carried unanimously.

A discussion took place around the date for the next scheduled board meeting.The board members agreed to reschedule the meeting from 29 July 2025 to 12 August 2025.

**PRINCIPALS:**

Jonathon Tredray presented his report to the board.

Jonathon Tredray discussed the Student Safety and Wellbeing survey which gathered feedback from 1179 students at Northcross on Student safety, visible learning, Project Based Learning and student perception of their reading progress. The survey indicated a largely positive and supportive school environment, and has given a good indication of areas to focus on improving for next year, especially taking the changing demographics of the school into account.

Sean Watt, Visible Learning mentor, visited Northcross and compiled a Capability Rubric that provides a snapshot of the school’s educational practices. Jonathon Tredray was pleased with the improvements that have been made throughout the school, and the way that students spoke about their learning. Northcross will continue to work on developing visible learning practices.

Concerns and Complaints Policy Review - Jonathon Tredray reported that Joanne Robson from Leading Learning has examined Northcross’ existing documentation and has made recommendations for improvements. David Oakley pointed out that the policies need to be easily accessible on the school website. He stressed that it is imperative that the policies are updated and made available as quickly as possible, to protect our students and staff, and recommends that Northcross proceed and adopt Joanne Robson’s recommendations. Jonathon Tredray moves that Joanne Robson’s recommendations be accepted / Seconded Jared Cuff. Carried unanimously.

Trial lockdown assessment report - David Oakley questioned how the board of trustees would be notified in the event of a lockdown. Jill Haslam will arrange that Donne Greentree  notifies David Oakley in the event of a lockdown, via phone call.

Policy reviews through SchoolDocs - David Oakley asked if there is a way to indicate when a policy has been reviewed. Jonathon Tredray explained that reviewed documents need to be sent back to SchoolDocs. David Oakley encouraged the board to log into SchoolDocs and action any reviews needed.

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

**PROPERTY:**

Jakdan Zhang’s proposal for a covered bike shed was raised by David Oakley. Discussion followed.

5YPP - Jonathon Tredray reported that Yasmin Briden has advised that the Ministry is working on the 5YPP proposal and funds should be available in July.

David Oakley raised the East Coast Road Stormwater connection, and noted that he is awaiting a response from Yasmin Briden at MOE. David Oakley recommends that a contractor survey the area to establish the location of mains, gas and services running along the driveway.David Oakley pointed out that the drain in question is a public stormwater drain, but the erosion is a potential hazard for the school. Steve Murray recommended sourcing a quote from a drainlayer to assess the current conditions, and the steps necessary to make the area safe. It was suggested that the matter be referred to Yasmin Briden to liaise with the MOE and Auckland Council. David Oakley stressed the urgency to respond to Jared McCulloch.

David Oakley will follow up with Yasmin Briden.

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

**Staff Report**

Marc Rowlinson presented his report to the board.

Carl Timmis has been selected as the sole representative from New Zealand to attend the 23rd International Conference of Korean Educators Abroad held in Korea.The board congratulated Carl and wished him well at the conference.

Marc Rowlinson reminded the board that the next Northcross Beacon will be sent out on Thursday.

Marc Rowlinson spoke about Gary Wood’s Hikoi Ki Te Taha programme and how the programme brings out the best in children and is valued by both students and staff at Northcross. The board wished Gary Wood well for his sabbatical, and expressed their appreciation for the work he does with the students at Northcross.

The Staff report was taken as read.

**GENERAL BUSINESS:**

School Board Elections - Anne-Marie Spice explained that online elections must be run by an external provider who will manage the entire process. David Oakley asked whether the Board of Trustees agree to outsourcing the School Board elections to Schooled. Moved David Oakley / Seconded Jonathon Tredray. Carried unanimously.

David Oakley reminded the board of trustees that the election date is drawing closer, and encouraged the board to consider whether they will stand for re-election.

Documents for review - The board reviewed and accepted the changes to the Authorised Signatory Letter and the Fee Protection Policy. Moved David Oakley, Carried Unanimously.

**CORRESPONDENCE:**

**Kel Hartell**: Request for annual leave from 8 August to 15 August 2025. Discussion took place and unpaid leave was granted. Moved David Oakley, Carried unanimously

**Meeting Closed at 7:22 p.m.**

**Next Meeting will be 12 August 2025**

**Signed: Chairperson**

**Dated:**