**NORTHCROSS INTERMEDIATE SCHOOL**

**BOARD OF TRUSTEES MEETING**

**4 MARCH 2025**

**PRESENT:** David Oakley (Chairperson), Jonathon Tredray (Principal), Kevin Faulkner (Executive Officer), Marc Rowlinson (Staff Trustee), Lynne Potts (Board Secretary), Jacqui Spencer (Acting Board Secretary), Christina England (Deputy Principal), Jill Haslam (Deputy Principal), Steve Mueller (Deputy Principal), Tania Wansink, Jared Cuff, Kelly Young, Steve Murray.

6:04pm School walk through to see covered areas (rooms 17-22) and new classrooms (rooms 23-26) with Board members and Principal.

**WELCOME:** Chairperson David Oakley welcomed everyone and opened the meeting at6.33 p.m.

**SPEAKING RIGHTS:** Speaking rights for Jill Haslam (DP), Christina England (DP) and Steve Mueller (DP) were granted for the period up to the triennial elections, after which the newly elected Board will revisit the matter. Moved David Oakley / Seconded Tania Wansink. Carried unanimously.

**MINUTES OF THE PREVIOUS MEETING:** Minutes from the previous meeting held on 19 November 2024 are a true and accurate record.  Moved David Oakley / Seconded Marc Rowlinson.  Carried unanimously.

**REPORTS:**

**PRINCIPALS:** Jonathon Tredray presented his report to the Board.

**School Demographics:** The demographic composition of the student body at Northcross has changed substantially in the last two years. 39% of students enrolled for 2025 are of Chinese ethnicity, which reflects a shift in our Northcross School community, and highlights the increasing diversity within our school. It is necessary to ensure inclusivity and cultural responsiveness in teaching practices, so all ethnic groups within our school community are supported and represented.

**2025-2027 Annual Plan**:  Jonathan Tredray explained that the annual plan is a comprehensive, transparent document, formulated to guide Northcross’ progress for the next three years by prioritising areas for student learning and professional development.

**Analysis of Variance:** Jonathan Tredray explained how these documents show student progress, based on OTJ’s. Northcross is demonstrating a high level of achievement in maths.

**PROPERTY:**

**Astro Turf:**  Work on the resurfacing is complete and the lighting upgrade is currently underway and should be completed in the next couple of weeks.

**Shade areas:** Jonathan Tredray has requested Board approval to install shade sails which teaching staff have been asking for for some time. Two quotes have been received, one from Shade Systems and one from Lidgard Shades, to  supply and install the shades.

Although four areas were originally highlighted for shade installations, Jonathon Tredray suggested that financially speaking, areas 1 & 2 are sufficient for now, and asked Kevin Faulkner to elaborate. Kevin Faulkner explained that the $480 000 spend approved by the Ministry for the Astro Turf was not fully expended as the project came in under budget. By completing two of the four proposed shade areas, the school will stay within the $480 000 threshold, and not exceed the ministry’s approved amount. David Oakley asked if the Board felt it suitable to proceed with 2 shade areas as recommended by Kevin Faulkner. Moved Marc Rowlinson / Seconded Kelly Young. Carried unanimously. Jonathon Tredray is to provide an update at the next Board meeting.

Yasmin Briden (MOE)has assessed the school’s 10 Year Property Plan and the school property. The school property and buildings are reported to be in a good condition. Jonathon Tredray was satisfied with the 10YPP report which will be signed off. There will be discussion around where to allocate the schools 5YA budget. It is likely that $3,473 387 will be allocated to complete classrooms and upgrades. P3 changes will be reworded to appear as P2, and further documentation from the Ministry.

Jonathon Tredray moved that his Principal's report be accepted / Tania Wansink seconded. Carried unanimously.

**FINANCE:** Kevin Faulkner presented his report to the board. Preparation for the audit is well underway with documentation due with the auditors by the end of March. Kevin Faulkner aims to have the audit completed by the time his successor takes over his position.

Kevin Faulkner presented the 2025 draft budget to the Board. Previous year’s totals acted as the starting point with adjustments for new activities and known changes, eg. an increase in (i) the Maths budget resulting from government policy changes and (ii) in literacy licence fees due to a new contract at higher rates, along with an inflation adjustment set at 2.3%. The draft budget reflects a small operating surplus for 2025 and an end-of-year working capital balance of $350,000 which remains comfortably ahead of the Board’s working capital bottom line of $200,000. Kevin explained that the accompanying cash low budget was negative but that this was due to the cost of the astro-turf upgrade which was using pre-approved, ring-fenced funds and so was already accounted for. He further explained that ongoing ring-fenced funds for a future replacement programme would continue but would be at a lower monthly rate of $2,500 now that the current upgrade had been funded.

Register of interests - Kevin Faulkner asked the Board to declare any conflict of interests. Kevin Faulkner has emailed a form to all Board members asking them to register any conflicts of interest and to return the completed form to him directly.

Jonathon Tredray acknowledged Kevin Faulkner’s work with the budget and school accounts.

**Draft budget 2025:** Jared Cuff moves that the draft budget be approved / Seconded Steve Murray. Carried unanimously.

**Permissions for overnight trips:** Christina England asked the Board to grant permission for the following overnight camps scheduled in 2025:

Year 8 Camp

FPS USA

Student Leader Overnight Camp

Student Leader Trip to Napier

ILC Wellington Trip

AIMS Games

Sports Class camp

Samoa

Jonathon Tredray moved that permission be granted, Jared Cuff seconded. Carried unanimously.

After Board discussion, it was decided that all overnight and EOTC trips, the RAMS are to be sent to Kelly Young for consideration and approval. The Board has also asked Steve Murray to be a back-up in case Kelly Young is unavailable. David Oakley moved that Kelly Young be named as the Board RAMS representative. Carried unanimously.

**Property report** - Andrew Bolland’s report was carried as read. Moved David Oakley / Carried unanimously.

**Staff report** - carried as read. Moved David Oakley / Carried unanimously.

**CORRESPONDENCE:**

**Marc Rowlinson:**  Request to attend “Constructing Modern Knowledge” Conference from 12-15 August 2025 in Melbourne, Australia. Jonathon Tredray supports this request. Jared Cuff moved that permission be given / Seconded David Oakley. Carried unanimously. Jacqui Spencer to send a letter of confirmation.

**Jarrod McCulloch (Landworks Engineers):**  Proposed stormwater extension at 763 East Coast Road. David Oakley explained that the proposed procedure is a relatively simple engineering process. David Oakley and Steve Murray will discuss the proposal and make their recommendation at the next Board meeting.

**Lyndon Hohaia**: Resignation

**Christopher Luxton / Jan Tineti / Erica Stanford:** Board discussion took place around the announcement of the withdrawal of mandated hearing and vision screening for year 7 students at Northcross Intermediate. David Oakley queried the feasibility of the school arranging private testing for these students and the potential costs involved.

**Christina England:** Request for leave from 3-13 June 2025. Jonathon Tredray moved that this be granted / Seconded Jared Cuff. Carried unanimously. Jacqui Spencer to send a letter of confirmation.

**Belinda Hemme:** Request for unpaid leave from 16-27 June 2025. Jonathon Tredray moved that this be granted / Seconded Jared Cuff. Carried unanimously. Jacqui Spencer to send a letter of confirmation.

**Jakdan Zhang:** Further to Jakdan’ request for a dedicated bike shelter, David Oakley has asked for an investigation into the costs for fencing off a bike shed that is lockable during school hours. Steve Murray and David Oakley to investigate and will report back at the next meeting.

**GENERAL BUSINESS**

David Oakley discussed the structure of the Board following the resignation of James de Villiers. The Board could elect to fill the position by inviting expressions of interest via a casual vacancy announcement, or alternatively, by holding a by-election, which will incur costs. David Oakley suggested not filling the vacancy in light of the upcoming triennial elections. Steve Murray noted that the remaining Board members have sufficient expertise and adequate knowledge to continue to manage all Board matters effectively. The Board voted not to fill the vacancy. Moved David Oakley / Seconded Jonathon Tredray. Carried unanimously.

**Meeting Closed at 7:45p.m.**

**Next Meeting will be 8 April 2025**

**Signed: Chairperson**

**Dated:**

**Into Committee at 7:45pm.**

**Out of Committee at 8:08pm.**