

Stratford Primary School Board
Board Minutes
Monday 21 July 2025 at 5.00pm

1. Administration:

- a. Present: Le-arna, Fiona J, Deb, Jason E, Jason B, Fiona R.
- b. Apologies: Nathan, Jack
- c. Public Present (No speaking rights): N/a
- d. Declaration of interests (conflicts): None
- e. Matters arising from Previous Minutes: None
- f. Confirmation of Previous Minutes (Chair to sign):
- g. The Board has reviewed the previous minutes to confirm the accuracy of the discussions which took place and to confirm the authenticity of the minutes.
- h. Added Agenda Items:
 - i. Year 7-8 Camp options - Discussed
 - ii. Achievement Bands - Arts and Culture Update - Discussed
 - iii. Le-arna -> changed Meeting date + leaving dinner - 15th September 5pm - confirmed availability for Nathan and Jack.

Approved Presiding Member

KRUS
Date: 15/9/2025

Minutes/Motion:

Motion: The Board has reviewed the previous minutes from 26 May 2025 and confirm the accuracy of the discussions which took place and confirm the authenticity of the minutes.

Moved: Jason/Fiona R

2. Presentation:

a. Kim Chadwick: New Team Leader

Interesting going into a Team Lead role. She has really enjoyed the opportunities. Role modelling to her team. 2x teachers in 2nd year and the other teacher is in their 2nd year in Year 5-6.

Goal at start of year: Lead by example. Do the work, how she thinks it should be done. Rather than talking at them about how it should be done. Trial it first and then seeing if it can be rolled out.

Management: Have been extremely supportive. A lot of behind the scenes work. Very supportive that she could also be a Mum. Kim is always asking questions.

Biggest challenge: Understanding the systems of the school. Haven't had exposure to all the events that happen in the class.

Chad has been very supportive. Sorted school camp and Nadine has sorted all inter-school sports. This has been a huge help.

Initiative: Jumping June. High impact activity for Feed and Read. If we do Jumping June, we can get free skipping ropes. And lots of learning for the students.

How have you found the new curriculum? English curriculum - quite easy. Maths - quite challenging. The vocabulary is very different. The amount that needs to be covered is massive, and they haven't been provided a lot of guidance from the Ministry. Do they need to be at 100% to pass, or know 50%? It will get better with each year.

The base levels of the kids, how are they going to go with these changes? They are likely going to drop. Year 5 is the biggest change. It will take upwards of 3 years to get an accurate reflection. Teachers in Yr 5-6: How are they going with the math curriculum? All just giving it a go. 90% of their teaching is based on one resource, to see if that will lift the levels of kids. Have realised that they can't rely on that fully, so slightly moving away from it.

Coming from Reading Recovery, are there kids missing this? Yes - There are always going to be children that need more.

Q: Anything missing? Teacher Aide hours? Resources that could help? Every class needs a teacher aide. Lots of students have high needs. Some of the students can take too much of the time for the teacher. Everyone needs support. All of the classes are pretty full. The more children in, the more diluted the teaching becomes for that one-on-one work. Overall, enjoying the team lead role and juggling Mum life. Never finished. Always busy.

3. Strategic Decisions:

a. Governance Matters:

- i. Preparation for the election - Next two newsletters.
- ii. Letter from the Stratford District Council - Building issues in the Junior Block. Notice to Fix. Jason to follow up as soon as possible, as due date 08/08/2025.
- iii. Review the Conflict of Interest Document

b. Policies to review:

- i. **Personnel Policy** - some minor edits were required. Point 6 b and c - Make into one, "with or without pay".
Point 6 f: When the staff runs out of leave, it would be leave without pay and needs to be brought to the Board - re-word.
- ii. **Appointments Policy** - Remove reference to Kahui Ako.
Note: look into the process/wording around internal appointments
- iii. **Protected Disclosures Policy** - Discussed
- iv. **Equal Employment Opportunities Policy** - Discussed
- v. **Reducing Student Distress/Restraint Policy** - Discussed

Motion to move the Protected Disclosures Policy, Equal Employment Opportunities Policy, and Reducing Student Distress/Restrain Policy.

Moved: Jason B/Le-arna

c. Spontaneous Reviews:

- i. n/a

d. OIA Requests: N/a

e. Education Bulletin

f. Other: N/a

Stratford Primary School Principal Report – 15 July 2025

Curriculum Presentations by staff:

Presentation from Kim Chadwick, new Team Leader in 2025.

Current roll:	<p>Provisional Staffing for 2025: 438</p> <p>School Roll= 444/473 as at 11 July 2025</p> <ul style="list-style-type: none"> → Note: 473 would be a maximum roll based on numbers. For example: Yr 1-2: 25 per class; Yr 3-4: 27 per class. Yr 5-8: 30 per class. → We can adjust the numbers to a lower figure based on the needs of ākonga in each year level. <p>Year level numbers: Year 1-2: 114 (+3)/125; Year 3-4: 102 (-1)/108; Year 5-6: 111/120; Year 7-8: 117/120.</p>
Admissions:	As at 16 June 2025 = 64
Withdrawals:	<p>As at 16 June 2025 = 12</p> <ul style="list-style-type: none"> • 1: Home Schooled • 4: Moved schools • 1: SHS Teen Unit • 6: Schools TBC
End of year projection:	<p>1st March: 416</p> <p>1st July: 442 (Four over our funding and staffing roll).</p> <p>Predicted Numbers to 1 October 2025: 460 (approximate 21 NE)</p> <p>Number of Year 1 so far this year: 29</p> <p>Predicted number of Year 8 Leavers at the end of 2025: 62</p>
Enrolment Process:	<p>Term 4, 2025 Enrolment Process: Out of Zone enrolments placements Yr 1 = 5 spaces (TBC); Yr 3= 2; Yr 4 = 3; No spaces in Yr 2, Yr 5, Yr 6, Yr 7 and Yr 8. Applications close on 17 September. Potential Ballot on 18 September.</p>
National Education and Learning Priorities (NELPS):	
<p>LEARNERS AT THE CENTRE: Learners with their whānau are at the centre of education. Priority 1: Ensure places of learning are safe, inclusive and free of racism, discrimination and bullying.</p>	
<p>PB4L Report:</p> <ul style="list-style-type: none"> • N/a due to the holidays and the fact there has only been one school week since the last report. 	
<p>Health and Safety Committee:</p> <ul style="list-style-type: none"> - June 2025 Health and Safety Report. 	

Motion to accept the June Health and Safety Report

Moved: Fiona J/Deb

Discussion in Committee:

- **Follow ups from the last meeting:** Suspension - Swearing and racist comments towards a teacher
- **New Stand Downs (2025):** 1 - 21/7 (Racist comments/targeting another student)
- **Number of actual stand downs:** 7
- **New Restraint Report:** n/a
- **Current total this year:** 8
- **New Suspensions Report:** N/a
- **New Search and Surrender Report:** N/a: **Current total for this year:** 0

In Committee 6.53pm

Out of Committee 6.58pm

Total Stand Downs Report in 2025: 6	Previous Years: 2024 = 27 (5 = alcohol - no vaping); 2023 = 26 (14 = vaping) 2022 = 17 (10 = vaping).
Total Suspension 2025: 1	Previous Years: 2024 = 1, 2023 = 0; 2022= 2
Newly Directed Ākonga in 2025: 0	Previous Years: 2024 = 0, 2023 = 0; 2022 = 1
Total Restraint 2025: 8	Previous Years: 2024 = 6; 2023 = 5; 2022 = 2
Total Search and Surrender 2025: 0	Previous Years: 2024 = 1; 2023 = 5; 2022 = 4

Annual Improvement Plan for 2025: Mathematics Improvement Goal 1...

1. To increase consistency in the teaching of Mathematics across the school, which are aligned to Government expectations.
2. To support teachers to engage and unpack the new Mathematics Curriculum.
3. To continue to improve assessment for learning in Mathematics.

Mathematics:

The Principal will share the following Mathematics Trends:

- **PAT Mathematics Trends:**
- **Mathematics Markbook Data (Progress Term 2):**
 - On average, there is approximately a 5% increase on Term 2 data compared with 2024.
 - Curriculum expectations have increased in the Mathematics Curriculum.
 - By the end of the Year we want to improve on the 2024 results, which were:
 - 3+ No IEP = 67.6% were Within or Exceeding the Milestones
 - Current Cohort (No IEP) = 68.5%
 - Current Cohort (All Ākonga) = 57.5%.

- In Year 8: 12 boys and 4 girls on IEP's
- Will there be an issue with the new curriculum lowering results because expectations are lifting?
- **Priority Learners Progress (Progress Term 2):**
 - **Actions:** Teachers are inquiring into their Mathematics teaching to accelerate priority learners: This involves setting specific teaching goals, videoing their teaching of Mathematics, reflecting on their practice, and engaging in dialogue with their team around their practice.
 - **Actions:** At the same time, teachers are engaged in learning about how to teach from the new Mathematics Curriculum.

Mathematics Priority Learners: End of Term 2 Progress (2025)			
Year	No. of P.Ls	No. achieving At	
2	16	7	44%
3	9	3	33%
4	5	0	0%
5	7	1	14%
6	6	1	17%
7	7	1	14%
8	9	0	0%
Total	59	13	22%

- Remember, we are only half way through the year. Ākonga still have 20 weeks to make accelerated progress.

Annual Improvement Plan for 2025: Writing Improvement Goal 2.

1. All teachers in Year 5-8 will have training with the Structured Literacy Approach, which is appropriate to their teaching level.
2. Selected teachers at Year 1-4 will have BSLA training.
3. New staff will be upskilled with Murray Gadd and the Deputy Principal.
4. We will continue to embed the SPS Writing Framework into daily classroom practice.

Writing Priority Learners Data was shared by the Deputy Principal, illustrating Progress from up to the end of Term 2.

- Remember, we are only half way through the year. Ākonga still have 20 weeks to make accelerated progress.

Writing Priority Learners: End of Term 2 Progress (2025)			
Year	No. of P.Ls	No. achieving At	
3	2	0	0%
4	14	5	35%
5	9	5	55%

6	8	1	12.5%
7	9	5	55%
8	9	0	0%
Total	51	16	29%

Notes:

In Year 3: 7 children are at 1A and only 1-2 points away from being at

In Year 5: 3 children at 2B and not far from 2P. 1 child has reached 3B.

In Year 8: 1 on track to get to 'At'.

LEARNERS AT THE CENTRE: Learners with their whānau are at the centre of education.

Priority 2: Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and culture.

What has been happening around the school:

Term 2:

- **Week 9:** Year 5-6 ākonga enjoyed two interschool exchanges in the last week of Term 2. The rugby and netball teams have made the finals. Year 5-6 ākonga were involved in a Jumping June Fundraiser. The Year 7-8 Basketball Finals were held on the last day of the term. The S.P.S Alpha Team won the Year 7-8 Final.

Term 3:

- **Week 1:** New staff, whānau and ākonga were welcomed on the first day with a pōwhiri. We had two new Year 5-6 ākonga sit on the paepae and share the school karakia and their pepeha. Three camp meetings were held for the Year 5-6 Topec Camp (Day trips). Kapa Haka re-started, where a new Taine Roopu was created from Year 1-4 tamariki. Sports trials were held for the Year 7-8 Interschool events.

What has been happening around the Kāhui Ako - Taranaki Mohoao:

Principals will be meeting with members from the New Zealand Principals Federation last this term. This will include discussion challenges around funding changes and Curriculum implementation.

BARRIER FREE ACCESS: Great education opportunities and outcomes are within each for every learner.

Priority 3: Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs.

BARRIER FREE ACCESS: Great education opportunities and outcomes are within each for every learner.

Priority 4: Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.

Attendance Report: 1/1/2025 - 27/6/2025	S.P.S	MoE Goal 2026
<i>Regularly attending: Over 90% attendance</i>	58%	80%
<i>Irregular attending: More than 80% and up to</i>	27%	

90%		
	85%	
Moderately attending: More than 70% and up to 80%	12%	4%
Chronically absent: 70% attendance or less	3%	3%

Attendance Report for Term 3:

- Sickness affected attendance over Term 3. When you compare regular (90+%) and irregular attendance (80 - 89%) we sit at 85%.
- Chronic absence is at the MoE 2026 goal.
- Provisional Report: Regular attendance is at 66% compared with 73% at the same time in 2024. Why: Increased sickness with flu and influenza. 85% of Students were on time to class over the term.
- Next steps for 2026: Attendance Plan and reporting to the Board based on new MoE expectations.

QUALITY TEACHING AND LEADERSHIP: Quality teaching and leadership make the differences for learners and their whānau.

Priority 5: Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning

French: Year 5-8 ākonga were offered the opportunity to learn French this term. Five ākonga will be involved in the programme, which includes three Year 7-8 and two Year 5-6 ākonga. All tamariki were offered this experience.

Sign Language: Room 1 will be learning Sign Language over the next two terms.

Te Reo Māori: There will be two online classes for Term 3 and 4. This involves ākonga from Year 5-8. 18 ākonga are taking part in additional online Te Reo Māori classes. They include six Year 5-6 ākonga and 12 Year 7-8 ākonga. 14/18 are Māori. All tamariki were offered this experience.

QUALITY TEACHING AND LEADERSHIP: Quality teaching and leadership make the differences for learners and their whānau.

Priority 6: Develop staff to strengthen teaching, leadership and learner support capability across the education workforce

Professional Development, including Kāhui Ako PLD:

Week 9 Term 2:

- **Monday 23 June - Mathematics PLD:** Teachers from across Taranaki Mohoao participated in Mathematics Professional Development with two external facilitators.
- **Friday 27 June - Principal PLG Hui:** The Principal met with other colleagues to unpack the current changes in the Curriculum. This occurs twice a term for 2 hour sessions.

Week 1 Term 3:

- **Thursday 10 July - Team Leaders Hui:** The Leadership Team and Team Leaders met in the holidays to unpack their role as Team Leaders. They also explored a professional reading around acceleration, reviewed the Mathematics Curriculum Plan, reviewed PB4L expectations and discussed future staffing and the 2026 School Calendar.

- **Friday 11 July - Call Back Day:** Teachers held a Connection Hui to go over the start of Term 3. Teams then met to discuss Priority Learners. Teachers then set up classes and finished planning before leaving just before the rain hit Stratford - New Plymouth at 1pm.

FUTURE OF LEARNING AND WORK: Learning that is relevant to the lives of New Zealanders today and throughout their lives.

Priority 7: Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work.

N/a.

Legislative Areas not covered under the NELPS

ERO Review

The agreed actions for the next improvement cycle and timeframes are as follows.

Every six months:

- Analyse and report attendance information which provides evaluative insights into the impact of actions the school has undertaken to achieve the Government targets.
- Leaders will provide ongoing coaching for teachers to promote consistency in delivery of their writing framework and embed structured literacy to benefit learner outcomes.
- Teachers will align their inquiry process to achievement targets in writing and mathematics to support evaluation of strategies that determine the impact of practice on achieving positive outcomes for learners.
- Engage teachers in review of current mathematics assessments and provide PLD to strengthen their collective understanding and delivery of the refreshed mathematics curriculum.

Annually:

- Teachers will share the evidence from their inquiry to determine the impact of their practice on accelerating the progress of identified learners working toward curriculum expectations in writing and mathematics.
- Leaders' statement of variance will report evaluative evidence which shows the impact of their improvement plans in writing, mathematics and attendance on outcomes for learners.
- Leaders and teachers' participation in PLD will inform relevant changes to approaches in the delivery of their mathematics curriculum guidelines establishing shared strategies of effective practice.

Actions taken against these next steps are expected to result in:

- Actions to increase attendance successfully meet the Government target and are sustained over time.
- Effective teaching in literacy and mathematics that lifts achievement toward the Government targets and achieves equitable outcomes for priority learners.
- Curriculum guidelines reflect shared agreement for the effective delivery of literacy and mathematics that support teacher practice and provide consistency for learners.

Creative Commons Policy

n/a

School Year

The Principal has reviewed the School Calendar for 2026, in consultation with other schools and the Leadership Team/Team Leaders. Option 2 is the preferred option as the Option One is creeping closer and closer into the middle of January 2026 when staff come back in to prepare for the year.. Option 2 means the school year finishes on Wednesday 16 December, which is still nine days before Christmas. Option 1 finishes very early on Friday 11 December (two weeks before Christmas).

The Board agreed to Option 2. School year starts 2nd February.

Motion: To confirm option 2 as the preferred Calendar for 2026.

Moved: Fiona J/Jason B

Self Review: Board work plan review areas.

Completed Self Review Areas from the Board's Annual Work Plan 2025.

- Tabling the 1 July Roll Return - See the Board Mail.
- Preparation for the Board Elections.
- Reviewing the following policies: Appointments, Protected Disclosures, EEC.
- Reviewing the Policy around Student Distress/Restraint.
- Latest Government changes - RTLit + Kāhui Ako → see the mail.
- Annual Improvement Plan → Priority Learners Progress.
- Taranaki Mohoao monthly report was shared.
- Appointments Process - Policy under review.
- SUE Reports - Discuss the process e.g. Principal role, Presiding Member role, Finance Committee role.
- June Property Report
- Surrender and Retention Process - See the Board Folder. Are there any questions?
- Attendance Report: Term 2 - Provisional Report for Term 2.

Future Meetings: As previously discussed

- Delayed: Health Education Plan: We are currently waiting for guidance from the MoE as they have the revised Health Education document out for consultation.
- Moved to when we complete the change over to School Docs. Policy to create: Artificial Intelligence Policy.

Personnel:

Equal Employment Opportunities (EEO):

- The EEO Policy has been reviewed by the Board.

Teaching staff updates:

- The Principal will be consulting with Teachers around their intentions for 2026. He will also complete an Environmental Scan of the current permanent staff, including staff who are on leave.
- Letter from Jasmine - Has requested that she would like to remain employed at S.P.S for a further 30 weeks to complete her study. She would also like the option to work part time as a relief teacher during this time. The MoE would fund her 30 weeks employment, including her unit, as part of the settlement agreement. This is protected through the Collective Agreement.

Motion: To approve Jasmine's request.

Moved: Fiona J/Jason B

Support staff updates:

- The funding for tamariki in the SENCO Team will drop in 2026 as ORS tamariki move on to High School. Some High Health Funding is also ending. This will impact the make-up of this team for 2026.
 - 2025 ORS Funding= \$125832 approximately;
2025 High Health Funding = \$43630
 - 2026 ORS Funding= \$95940 (estimated);
2026 High Health Funding = \$31830
 - Shortfall over \$43879 (estimated). This equates to about a drop of 34 teacher aide hours. 13 are currently fixed term. 21 further hours will need to be reduced from the Permanent Support Staff. One member has indicated they would like to reduce their hours in 2026. Jason will consult with Support Staff from the SENCO Team and then seek advice from NZSTA.
 - Discussed.

Staff Leave: Staff requiring Board Leave approval as they have had 5+ days over the year or require an extended break of 5+ days in a row):

- N/a

Staff Wellbeing:

- Number of staff who have had 5+ days away with sickness this month = N/a
 - Term 1 sickness: 71 Days (Teachers); 38.5 Days (Support Staff).
 - Term 2 sickness to date: 77 Days (Teachers); 36.5 Days (Support Staff)
- Gemma Schmeling is available to support staff with their Wellbeing.

Finance:

Finance Committee: Next Planned Hui will be on Thursday 31 July at 3.30 pm.
Confirmed. This will be to review the June Accounts

The Finance Approval Process has moved to an online tool. The Principal views and approves invoices. The Presiding Member approves Principal Reimbursements.

The RTLit Lease agreement has been updated. The lease has been extended until the end of the school year.

Motion: To move the updated Car Lease Agreement.

Moved: Le-arna/Fiona R

Motion: To accept the 1 July Roll Return that is tabled.

Moved: Jason B/Deb

Property:**5YA Projects:**

- **Year 3-4 Block:** No new updates.
- **The 5 Year Property Plan:**
 - The Principal is looking to replace the Senior Heating as soon as possible. See below. The panel heaters provide inconsistent heating in the rooms. Heaters have been provided to two classes.

- **10 June:** The Principal spoke with Gordon about the heating issue. He said someone would be in touch about the project. Rachel is currently on leave in the UK.
- **SENCO Space/Board is owed \$10k:**
 - **2024:** The Principal has followed up this project and reimbursement with the MoE Property Advisor. He has assured that the local MoE Property Advisor is sorting the problem. The SENCO (Rm 12) upgrade is still being planned for the near future. We are still waiting for the local MoE Property person to receive the final approved funding pool.
 - **12 March 2025:** The Principal emailed Rachel Vickers (Property Advisor) to seek clarification around the SENCO Project and Board reimbursement. He is yet to receive a response from her on this matter.
 - **30 April 2025:** The Principal emailed Rachel Vickers (MoE Property Advisor) to seek clarification around the SENCO Project and Board reimbursement. He is yet to receive a response from her on this matter. The Principal also requested urgent access to the 5YA to replace the heating in Block A. Rachel advised she was unwell and would follow this up.
 - **19 May 2025:** The Principal had not received an email from Rachel Vickers so he followed this up with another email asking for clarification around the SENCO project. At the time of writing this report, the Principal had not heard back from Rachel Vickers.
 - **10 June 2025:** The Principal spoke with Gordon Gillian from the MoE Property Team. He said that he had approved payment for the \$10k from our 5YA Plan. This was supposed to be a MoE Special Ed Fund? Gordon was quite vague about the SENCO Project?
- **Notice to Fix:** Received from the Stratford District Council on 25 June 2025.

Motion: To accept the Principal Report for July.

Moved: Jason B/Deb

4. Administration

- a. Review the minutes. Secretary to share the key points and decisions made.
- b. Identify agenda items for the next meeting on Monday 15th September 2025 at 5 pm.
- c. Correspondence (see below):

5. Correspondence In:

- a. MoE: Opening and closing instruction - information for school and kura.
- b. MoE: July Roll Return Receipt.
- c. Moe: Resource Teacher of Literacy -> Disestablishment of the role.
- d. MoE: Kahui Ako -> Disestablishment of funding.
- e. School Docs - Agreement -> Cost per year \$1640 (Add to the Adjusted Budget).
- f. Social Workers Registration Board.
- g. Stratford District Council - Notice to Fix.

6. Correspondence Out:

- a. N/a

Minutes/Motion:

Motion: To move the correspondence

Moved: Fiona/Jason B

7. Meeting closure: 7.27pm

- a. Report hours spent by individuals to Fiona so she can update MOE Worksheet

Jack:	Deb: 3.5 hrs	Nathan:
Jason: 3.5 hrs	Fiona.R: 3.5 hrs	Le-Arna: 6 hrs
Fiona.J: 3 hrs		