

**Stratford Primary School Board**  
**Confirmed Board Minutes**  
**Monday 16 March 2026 at 5.00pm**

**1. Administration:**

- a. Present: Le-arna, Fiona R, Deb, Jason E, Kate, Jason B, David
- b. Apologies: Fiona J
- 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):
  - i. 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.
- g. Added Agenda Items: n/a

Approved Presiding Member

*LR*  
 Date: 11 May 2026

**Minutes/Motion:**

**Motion:** The Board has reviewed the previous minutes from 9 February 2026 and confirmed the accuracy of the discussions which took place and the authenticity of the minutes.

**Moved:** Le-arna/Fiona R

**2. Presentation:**

- Gareth King - Year 7 and 8 programme

Progress so far with the teaching programme change at Year 7 & 8 level

Positives	Work ons
<ul style="list-style-type: none"> <li>➤ More structured programme</li> <li>➤ Shared planning - good with new curriculums from MOE</li> <li>➤ Six teachers means better teaching both children who are struggling and who are flying are better catered for</li> <li>➤ Suzie and Greer so organised and professional</li> <li>➤ Having Suzie in class provides continuity</li> <li>➤ Maths, better able to cater for the Year levels, which is the way the new curriculum is set up.</li> <li>➤ Pre loading: Suzie and Greer meet with akonga who are struggling and give them so pre teaching about what is coming up - builds self efficacy (this can be as simple as introducing the key vocabulary)</li> <li>➤ More small group teaching, means more time students get</li> <li>➤ Planning more efficient, consistent and collaborative</li> <li>➤ Covering more of the pakiki which is</li> </ul>	<ul style="list-style-type: none"> <li>★ Maths: will still need more coverage in some areas.</li> <li>★ Timetable: not a lot of wriggle room e.g things that are unavoidable, this means some things get behind</li> <li>★ Some P.E lessons are really not happening at the moment e.g. at the moment all Year 7 &amp; 8 classes are out doing athletics. This is an area that needs fixing up.</li> <li>★ Library time has not worked as well. Next term - trying a 15min block in the flexi slot on a Friday.</li> <li>★ Learning time is not always protected e.g. school events.</li> </ul>

- more engaging for students*
- *Ākongā move classes for maths*
- *Students adjusting to different teachers in front of them*
- *With having two teachers it means that we are able to track the learning better.*
- *Kudos to Jason Elder for having the vision and driving this in the first place.*
- *Leadership has been good at checking what continued support is needed.*

**Questions from Board:**

**Any positives in terms of behaviour?**

- *Not the same cohort, and students are engaged and working well. Some children don't get with all teachers. The team has been able to work around this with the six teachers and cater for their needs well.*

**Are the teachers going to change the maths groups they have?**

- *This is not something we are doing at the moment, but that is not to say that this couldn't be looked at.*

**Numerous questions around how the Maths No Problem teaching works?**

- *Gareth gave an outline of the programme, the books, the teaching alongside the books and how all children are catered for.*

**Will writing be taught the same way as Maths?**

- *Writing is a different beast and there is not the same benefit as maths to be taught in the same levelled way.*

**Are the team looking at the external pressures ahead for Term Two?**

- *We are starting to look at that already and plan ahead. Term Two does not look as busy with external factors at this stage.*

**Is the timetable shared with students?**

- *Yes*

*Can we have Gareth back to follow up on the progress later in the year e.g. Term 3 -4?*

**3. Strategic Decisions:**

**a. Policy Review (Governance):**

**Policy follow ups from the last meeting:**

- *Firearms update to cater for school camps e.g. air rifles.*
- *Cellphones and Other Personal Digital Devices - Parents' contents insurance covers any broken devices from the time they leave home until they drop their phone off at the school office. The Board has no liability during this period. The only liability for the Board is if a phone was damaged/stolen while under the care of the Office Team.*

***Motion to approve the following Policies:***

- *Firearms Allowed With Off-Site External Providers*
- *Cellphones and Other Personal Digital Devices.*

*Moved: Kate /Jason B*

### **Policy Review (Governance):**

- N/a

#### **Other reviews:**

- Concerns and Complaints Policy:
  - Advice from SchoolDocs → keep the current Complaints Policy.
  - The Board may like to add an adapted version of their current Complaints Policy as guidelines (transparent rules to follow).
- Review:
  - Concerns and Complaints Policy
  - Raising Concerns → Process parents follow
  - Concerns and complaints process → Flow diagram → Is this where we add in our guidelines from the old policy → Board Complaints Policy Guidelines?
  - Assessing and Responding to Concerns and Complaints → or do we add it here?

**Motion: To accept the above policies and remove any existing older documents linked to these.**

**Moved: Jason D / Kate**

#### **b. Operational - What are the Board's Responsibilities:**

- i.* n/a

#### **c. Board Work Plan Actions:**

- 1st March Roll Return.
- Charter was updated to the website and MoE website.
- The Annual Improvement Plan has been updated on the school website and MoE website before the 31 March deadline.
- Asset Register Review: See the January Finance Minutes.
- School Donations Scheme - discuss and confirm for 2027.

#### **d. Other:**

- i.* OIA Requests: There has been **one** official information request. → Principal to share.
- ii.* Education Bulletin:

#### **e. Board Training - Do members require any training?**

- Kate is looking at completing the Webinar.

## **Finance:**

### **Finance Committee - Monthly Report:**

- November/December Finance Minutes
- January Finance Minutes
- Brief summary from Fiona.R
- Any questions?

**Motion: To move the November and December Finance Minutes, as well as the January Finance Minutes.**

**Moved: Deborah / David**

# Stratford Primary School

## Principal Report – 16 March 2026

### National Education and Learning Priorities (NELPS):

**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.

**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.

**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.

**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.

**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.

**FUTURE OF LEARNING AND WORK: Learning what 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.

**Curriculum Presentations by staff:**

*Gareth King, Team Leader: Year 7-8 Programme.*

**Current roll:**

*Provisional Staffing for 2026:*

*Funding for 454 ākonga*

*- 22.30 FTTE*

*- 26 Units + 2 additional units (RTLit and Senco)*

*School Roll:*

*418 as at 9 March 2026. We started last year at 410 ākonga.*

**Year Level Numbers:**

*- Year 1-2= 94 (125)*

*- Year 3-4= 102 (108)*

	<ul style="list-style-type: none"> <li>- Year 5-6= 113 (120)</li> <li>- Year 7-8= 109 (120)</li> </ul>
<b>Year projections:</b>	<p><b>1st March: 421 → Actual = 418</b>  <b>1st July: 431</b></p> <p><b>Predicted New Entrant numbers by 1 October 2026: 26</b>  <b>Actual Roll on 1 October 2026= TBC</b>  <b>Number of Year 1 so far this year = 45</b>  <b>Predicted number of Year 8 Leavers at the end of 2026= 56</b></p>
<b>Admissions:</b>	As at 2 February 2026 = 25 (0 have since left)
<b>Withdrawals:</b>	<p>As at 2 February 2026 = 4</p> <ul style="list-style-type: none"> <li>- One child went back to Pembroke Road School</li> <li>- Three students have moved out of the area.</li> </ul>
<b>Enrolment Process:</b>	<p><b><u>Out of Zone Enrolment Process for Term 2, 2026:</u></b>  <b>Term 2: 20 April to 3 July, 2026.</b> The deadline for receipt of applications is 12.00pm on Thursday 26 March 2026.  <b>Date of ballot: Thursday 26 March.</b>  <b>Email to register: office@sps.kiwi.nz</b> to register for Out of Zone spaces.  <b>Current Spaces: Yr 1 = 10 spaces; Yr 2 = 4, Yr 3= 2; Yr 4 = 5; Yr 5 = 2.</b>  <b>Current Spaces: No spaces in Yr 6, Yr 7 and Yr 8.</b></p> <p><b>Stratford Primary School operates approved special programmes, for which enrolment is controlled by particular criteria stated in their enrolment scheme. The special programme places likely to be available for out of zone students are shown below. Spaces Yr 1 = 1 space; Yr 2 = 2 spaces; Yr 3 = 1 space; Yr 5 = 1 space.</b></p> <p><b><u>Future Enrolment Windows:</u></b>  <b>Term 3: 20 July to 25 September, 2026.</b> Deadline for receipt of applications is 12pm on Thursday 18 June 2026: <b>Date of ballot: Thursday 18 June.</b></p>

<b>Attendance Report: Term 1, 2025</b>		
<b>Attendance Report:</b>	<b>Stratford Primary School</b>	<b>MoE Goal 2026</b>
Regularly attending: Over 90% attendance	66%	80%
Irregular attending: More than 80% and up to 90%	19%	N/A
<b>Overall for Regular and Irregular Attendance</b>	85%	N/A
Moderately attending: More	9%	4%

than 70% and up to 80%		
Chronically absent: 70% attendance or less	6%	3%

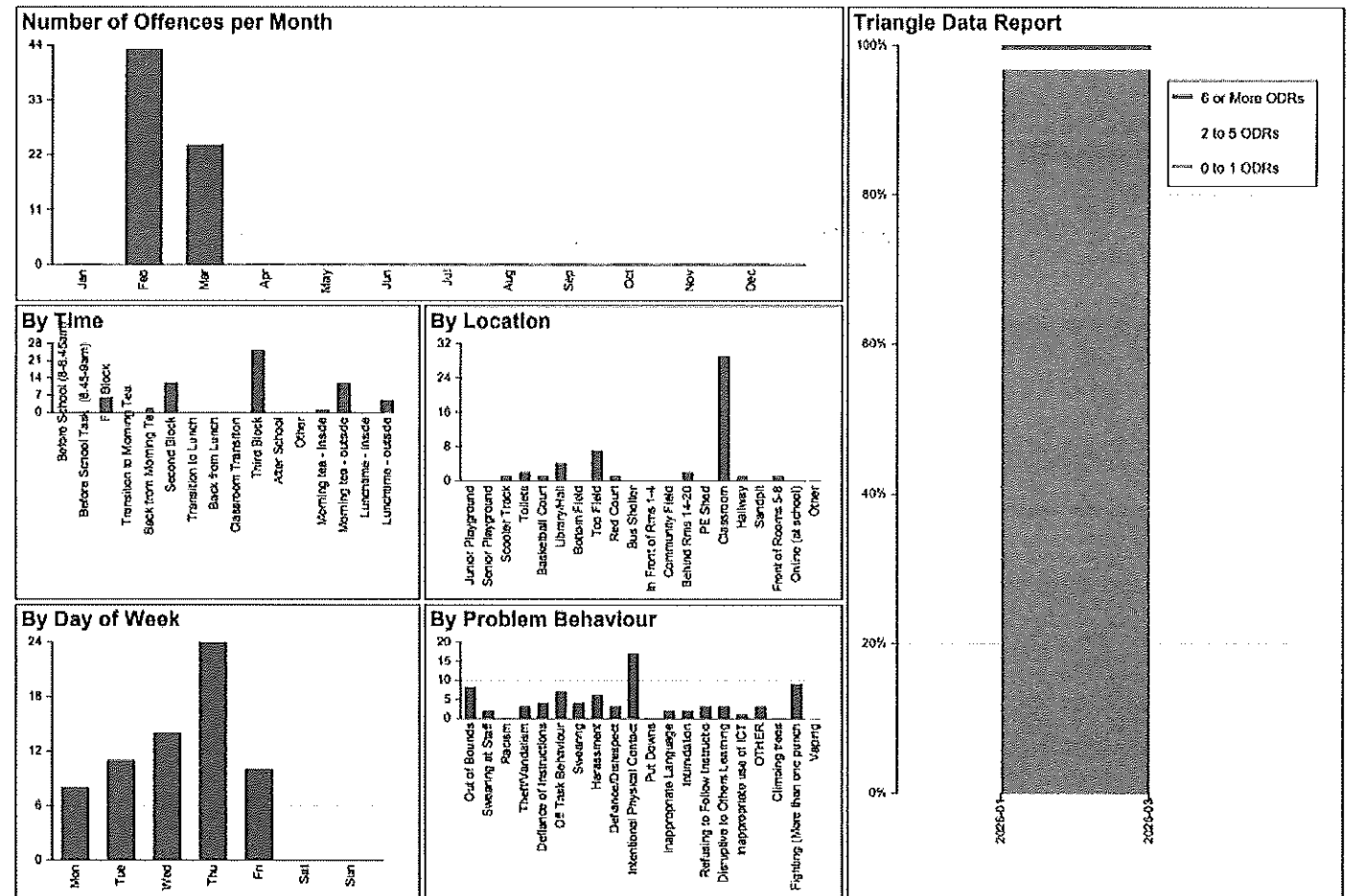
**Attendance Report Comments:**

All schools are required to have an Attendance Management Plan aligned with Ministry of Education expectations:

**Actions:**

1. The Office Administrator is identifying ākongā who have attendance issues.
  - a. Next step: A visit from the Learning Support Coordinator.
  - b. Next step: Meeting with the Principal.
  - c. Referral to Ministry for Chronic Attendance Support
  - d. Jason Elder to come back to the Board next time with information around 'Chronic Absences'.

**PB4L Report: 02 Feb 2026 - 11 March 2026**



There has been a high number of incidents involving intentional physical contact this term. These incidents have predominantly occurred within the Year 5-6 syndicate.

Analysis of the data indicates two main contributing factors:

- overly competitive reactions during sporting activities
- behavioural responses from some of our neurodiverse boys.

Mr Dombroski has addressed the sporting-related incidents directly with the boys across the whole syndicate. This messaging is being reinforced by the Year 5-6 teaching team, who are

*intentionally incorporating social and emotional learning into their classroom programmes in response to the data.*

*The Leadership Team continues to work closely with teachers to support our neurodiverse learners. Many of these students are already on Positive Behaviour Plans, are receiving support through the RTLB service, or are currently waiting for paediatric referrals to be actioned.*

*We have also requested further guidance from the Ministry of Education to ensure that all parties — including the student, classroom teacher, teacher aides, and the wider class — receive the support required so that classrooms can operate as effectively as possible.*

- *Mr Elder to remind ākonga about Vaping at school and the consequences around this.*

**Health and Safety Committee:**

- *February Health and Safety Report*

**Motion to accept the February Health and Safety Report**

**Moved: Fiona J/Le-arna**

*The board moved into 'In Committee'.*

**Discussion in Committee:**

**Follow ups from the last meeting:**

- *N/A*

**New Stand Downs (2026) = 3**

- *18 Feb: Two days for kicking/swearing at a teacher.*
- *19 Feb: Three days for hitting the Principal.*
- *25 Feb: For hitting two staff on camp.*
- *Next steps: The Leadership Team has asked for advice from the MoE to support the above three learners who have complex needs, as well as ensuring staff are kept safe.*

**New Restraints:**

- *19 Feb: See above.*
- *25 Feb: See above.*

**Other:**

- *105 Police Report from the Principal.*

**Other matters to discuss In - Committee:**

- *The Principal lodged a 105 Police Report in February.*

**New Stand Downs (2026): 3**

**Number of actual stand downs: 3**

**New Restraint Report: 2**

**Current total this year: 2**

**New Suspensions Report: 0**

**Suspensions in current year: 0**

**New Search and Surrender Report: 0**

**Current total for this year: 0**

**In Committee at 6pm**

**Out of Committee at 6.12pm**

<b>Total Stand Downs Report in 2026: 3</b>	<b>Previous Years: 2025 = 15; 2024 = 27 (5 = alcohol - no vaping); 2023 = 26 (14 = vaping) 2022 = 17 (10 = vaping).</b>
<b>Total Suspension 2026: 0</b>	<b>Previous Years: 2025 = 4, 2024 = 1, 2023 = 0; 2022= 2</b>
<b>Newly Directed Ākonga in 2026: 0</b>	<b>Previous Years: 2025 = 0, 2024 = 0, 2023 = 0; 2022 = 1</b>
<b>Total Restraint 2026: 2</b>	<b>Previous Years: 2025 = 12; 2024 = 6; 2023 = 5; 2022 = 2</b>
<b>Total Search and Surrender 2026: 0</b>	<b>Previous Years: 2025 = 0, 2024 = 1; 2023 = 5; 2022 = 4</b>

### **Annual Improvement Plan:**

The Improvement Plan has been finalised and uploaded to the Ministry of Education (MoE). It is also located on the school website and drive for Board Members to view.

The Improvement Plan will be a working document, where the Leadership Team will update and share back to the Board at each meeting.

### **Schoolwide Assessment:**

See the attached flyer confirming MoE expectations for 2026.

What processes have been updated:

- SENCO I.E.P
- Year 1 Report

What still needs to be updated:

- Learning I.E.P
- Year 2-4 Report
- Year 5-8 Report

*Note: There are considerable delays with eTap managing the high demand from schools and the MoE. This makes it challenging to adjust the report template.*

### **What has been happening around the school:**

#### **Ākonga:**

**Week 1:** Ākonga were outstanding in welcoming new whānau to the school through our traditional pōwhiri. Senior ākonga also demonstrated strong leadership by organising and leading the Top Team Day.

**Week 2:** A large number of ākonga represented the school at the Turnbull Cup Swimming Competition. Ākonga Council Leaders were appointed to various positions.

**Week 3:** Year 7–8 ākonga enjoyed four fantastic nights at the Te Wera Camp. Whānau support was excellent, ensuring all ākonga were well supported throughout the camp.

**Week 4:** Year 5–6 ākonga participated in golf skills sessions with Taranaki Golf. The Life Education Programme also began during this week. Year 5–6 ākonga attended the Vertical Horizons Camp, which was a fantastic experience over two nights. The Year 5–6 teaching team

were extremely well organised and whānau support was again excellent. On Friday, ākongā also enjoyed attending the Americarna event.

**Week 5:** Ākongā have been excellent at wearing their school hats when outside and returning promptly to class when the bell rings. Classroom routines are being followed exceptionally well across the school.

### **Whānau:**

**Week 2:** A Year 7–8 Camp Hui was well supported by whānau attending camp, along with other whānau who wanted to learn more about the programme.

The Whānau Fun Day was postponed due to poor weather.

**Week 3:** The Year 5–6 Camp Hui was also well supported by whānau.

The Whānau Twilight Evening was a great success and well attended by the school community.

### **Whānau and ākongā Consultation:**

The Strategic Plan has been updated to include the consultation from last year's whānau feedback. Planned consultation this year includes:

- Whānau Day
- Whakapiri Morning
- Whānau Survey - Anti Bullying, other questions.

### **Leadership Team, Teachers, Support Staff and Learning Assistants (e.g. Professional Development, other):**

**Week 1:** Several Year 1–4 teachers participated in Better Start Literacy Approach (BSLA) professional development.

**Week 2:** The Leadership Team and a Team Leader continued to review and establish the Priority Learners process for the year.

**Week 5:** On Monday, teaching staff reviewed the Priority Learners process. Most teachers also participated in Day 3 of the Mathematics Curriculum Teacher Only Day.

A group of teachers continued their BSLA professional development to strengthen literacy practice in Years 1–4.

### **Personnel:**

#### **Equal Employment Opportunities (EEO):**

- n/a

#### **Teaching Staff updates:**

- Geoff Dingle has resigned from his position to take up a new teaching role at St Joseph's Stratford, which will start in Term 2.
- Finn Zeylemaker has been appointed to a Fixed Term position from Term 2 to 16 December 2026. This position is fixed term as Finn will be supporting the current Year 7–8 Project.
- **Plan moving forward:** The Principal will complete a review of the current teaching staff and identify teachers on fixed term positions who would be suitable for a permanent role. Once confirmed, this will allow the Principal to advertise for any external positions.  
Discussion.

**Motion to accept Geoff Dingle's resignation letter.**

**Motion to appoint Finn Zeylemaker on a Fixed Term position.** (Note: This is still confidential as Finn's current school has not informed their community.) This will be confirmed to staff, ākongā and the community at the end of next week.

**Moved:** Le-arna / Fiona R

**Support staff updates:**

- N/A

**Motion:**

**Moved:**

**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):

- Jodene McCowan (Support Staff) has requested 4 school days off without pay to attend a festival for a friend's birthday.
- Deborah Campbell applying for leave 24th November to 7 December (ten teaching days) to manage son's basketball team for Texas / USA tour.
- *Motion to approve Kim Chadwick's leave to attend a wedding in May. She is part of the bridal party.*

**Motion to approve the above leave:**

**Moved:** Le-arna/Jason

**Staff Wellbeing:**

- Number of staff who have had 5+ days away with sickness this month = N/A
  - Term 1 sickness: Days (Teachers) = 28.5
  - Term 1 sickness: Days (Support Staff) = 38.5

**Property:**

**5YA Projects**

- Schools have been invited to apply to manage their own Property Programme as part of a Ministry of Education trial. This initiative is being explored by the Ministry to determine whether it could be expanded to more schools in the future.
- The Principal has discussed this opportunity with the school's Property Advisor, who supports the school submitting an application to be part of the trial. The Board discussed this opportunity.

**Motion to apply for Greater Self-Management of Property:**

**Moved:** Le-arna / Deborah

**5 Year Property Plan**

- The school's 5 Year Property Plan has now been approved.
- The Principal has arranged for Education Services to review the Category Two projects within the plan. These include items such as heating systems, the boiler, drainage, and roofing.

### **Building Project**

- *Phase 1: Installation of the new classrooms onto the foundations is nearly complete.*
- *Phase 2: Work has begun to connect services, decks, and pathways to the new buildings.*
- *Phase 3: The relocation of Room 20 to the front of the school will be delayed due to the need to upgrade the school's fire alarm system. Funding for this upgrade will need to come from a separate Ministry of Education funding stream, which has not yet been confirmed.*
- *Phase 4: Demolition of the back block and landscaping of the area will follow once the relocation work has been completed.*

### **TET Funding**

- *Brad Gibbons Builders have begun work on the project funded through the TET grant and are part way through completing this work.*

### **SENCO Space**

- *At present, there is no allocated budget to improve the SENCO workspace. The Principal will continue to monitor this area and advise the Board should additional Government funding opportunities become available.*

### **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.

**Motion:** To accept the Principal Report for March 2026

**Moved:** Jason B / David

**4. Administration**

- Review the minutes. Secretary to share the key points and decisions made.
  -
- Identify agenda items for the next meeting on Monday 11 May 2026 at 5 pm.
- Correspondence (see below):

**5. Correspondence In:**

- MoE: Application for Concurrence - Jason Elder, Principal, Stratford Primary School.
- MoE: 10 Year Property Plan and Five-Year Agreement for signing.
- March 2026 Roll Return.
- OIA Letters to Regan Cunliffe.
- NZSTA: Advice to school boards regarding a recent OIA request.
- Resignation letter for Geoff Dingle.

**6. Correspondence Out:**

- Jason Elder, Principal, has made a complaint to Blair Sutherland (SDC).
- Jason Elder, letter to Geoff Dingle accepting his resignation.

**Minutes/Motion:**

**Motion:** To move the correspondence list above.

**Moved:** Le-arna Russ/Jason.E

**7. Meeting closure: Meeting closed at 8pm**

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

Le-arna: 6.0 hrs	Deb: 4.0 hrs	Kate: 4.0 hrs
Jason.B: 3.5 hrs	Fiona.J: 5.0 hrs	David: 2 hrs
Fiona.R: 3.5 hrs		

- *Principal Annual Leave for 2026:*
  - *The Principal took Annual Leave from 22 December 2025 to 18 January 2026.*