



# Normanby School

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## Normanby School Board of Trustees Meeting 25 February 2025 6.30pm

Signed: Tash Campbell

Dated: 27.3.25

**Present:** Jude Sklenars (Principal), Craig Clarke (Acting Presiding Member), Carly Corrigan, Jen Kemp (Board member/Minute Secretary), Stephanie Vaitupu, Tash Campbell

**Apologies:**

**Declaration of Conflict of Interest/Pecuniary interest:** Nil

Item	Agenda Description	Minutes
1.	Whakatauki	
2.	Special Reports	The board passes a resolution that Tash will be co-opted onto the board, until the September elections, at which time she will be nominated and elected on. Tash was approached because she has experienced on the board and in education C. Clarke/S. Vaitupu - Carried  Craig welcomed Tash.
3.	Public Excluded Business	6.29pm Jude left the meeting at 6:38pm so the other members could discuss a request. Jude returned to the meeting at 6:39pm. Board meeting restarted 6.40pm
4.	Reviews	Governance
5.	Special Topics	Craig asked if there would be any conflicts of interests for 2025 that needed to be added to the <u>Conflict of Interest Register</u> .  Strategic plan Improving student attendance has been added as a focus for 2025 under our community section. Ratified that the attendance focus be added to the Strategic Plan and the plan accepted  J Sklenars/Tash Campbell - Carried.  Bank account/term deposit - Jenna at TSB advised against breaking the terms. Will leave as it is until its term is up for renewal.  Draft budget

		<p>Jude presented her budget and moved that it be approved and accepted. The Board approves the budget surplus of \$7,602.00 for the 2025 year and the corresponding Balance Sheet and Cash Flow Budgets.</p> <p style="text-align: right;">J Sklenars/Steph - Carried</p> <p>Property - trees need pruning Mike would like some money budgeted for next year.</p> <p>Drain in netball court doesn't drain - quotes will need to be done to know what needs to be budgeted.</p> <p>Mike is using his own mulcher, could we look at purchasing one in the near future. Mower is edging towards its life. Carley suggested we use the money that we got back from South Taranaki Mowing Group last year (\$12,000) Would look to replace it next year.</p> <p>Room 4 camp -Taylah Gilbard submitted a proposal letter, read out by Craig, seeking approval for the Room 4 camp to Wellington in Term 4. Asked if board would set aside \$4000 towards camp. Approved.</p> <p style="text-align: right;">C Clarke/J Sklenars - Carried</p> <p>Staff By-Election - Board resolved to action via email. Election is to be held Wednesday 12 March. Adrienne Cooper will be the returning officer, her remuneration will be confirmed at March meeting.</p> <p style="text-align: right;">Unanimous</p> <p>The Year 4/5 camp to Eltham Presbyterian Camp/Mountain trip will need to be accepted via email once proposal has been written up.</p>
6.	<b>Presiding Member</b>	<p>Craig handed in his written resignation and requested tonight be his last meeting. Board has accepted his resignation.</p> <p>Tash Cambell was nominated as presiding member - she has accepted the position.</p> <p style="text-align: right;">Unanimous</p> <p>Carly Corrigan was nominated as treasurer - she has accepted the position.</p> <p style="text-align: right;">Unanimous</p>

7.	<b>Financial Report</b>	<p>Moved that the Accounts for Payment of \$5668.91 be passed for payment. C.Corrigan/Tash - Carried</p> <p><b>Balance of Visa Account: 26 November 2024 - 24 December 2024</b> \$714.55</p> <p><b>Balance of Visa Account: 25 December 2024 - 24 January 2025</b> \$999.52</p> <p><b>Balance of accounts as of 31 December 2024</b> BOT account: \$ 476,530.55 Investment account: \$ 86,000.00</p> <p><b>Balance of accounts as of 31 January 2025</b> BOT account: \$ 602,975.60 Investment account: \$ 86,000.00</p> <p><b>31 January 2025</b> As at 1 January 2025 we have spent 7% of what we had budgeted for the year. We have used 4% of the salary budget for the year. We have received 11% of what we had budgeted for the year.</p> <p>Actual available funds as at 31 January 2025 were \$492.003 Budgeted available funds as at 31 January 2025 are \$491,277</p> <p>There were some 2024 invoices that were passed for payment by Jude on the 5th February totalling - \$2931.82 + 8114.00</p> <p><b>Moved the Financial Report to be accepted.</b> C. Corrigan/S Vaitupu - Carried</p>
8.	<b>PTA Report</b>	<p>AGM Monday 17th February followed straight after by the first general meeting of the year. Term one planned fundraisers. Firewood raffle that has kindly been donated. Disco to be held 28 March They plan to donate money for the jubilee and will continue to pay for swimming lessons and duffy books. Carly asked if PTA can apply for grants. No, as grants already get submitted from the school through the board.</p>
9.	<b>Principals report</b>	<p>The roll is 126 compared to 132 this time last year.</p> <p><b>Staffing:</b> We welcomed Jen, Denise and Shelley on staff with a mihi whakatau on Monday 10th February, alongside any new students starting in Term 1 who were able to attend.</p> <p>Full <b>HR review</b> on teaching staff has been completed - LoO, Codes of Conduct, registration, pay grade/step, emergency contacts, job descriptions are all up to date.</p> <p><b>Casual vacancy for staff representative</b> on the Board:</p> <ol style="list-style-type: none"> <li>1. Board must resolve to fill our Staff Representative vacancy by holding a by-election <b>or</b> not fill the vacancy until the September triennial elections take place - minute our resolution.</li> <li>2. Set election date</li> <li>3. <b>By-election timeline:</b> Select returning officer by Sunday 9 February 2025 Close main roll Sunday 16 February 2025 Call for nominations by Tuesday 18 February 2025</li> </ol>

		<p>Close supplementary roll Sunday 23 February 2025 Nomination close (4pm) Monday 24 February 2025 Voting papers issued by Sunday 2 March 2025 Election day Wednesday 12 March 2025 Close poll 4pm on election day Count votes by Tuesday 18 March Board takes office Wednesday 19 March 2025</p> <p><b>Planning and Reporting:</b> <a href="#">Normanby School Strategic Plan 2024-2025</a> <a href="#">Normanby School Annual Implementation Plan 2025</a> Both documents updated and drafts are ready for review by the board. Strategic Plan shared with MoE and published on school website by 31st March, 2025.</p> <p><b>Community:</b> Head Start Hui held and 'Our Community of Helping Hands' sign-up sheets displayed, Friday 7th February. Swimming Sports/Water Fun Day - Thursday 20 February. Parent Information evening and Hero Workshop, Monday 24 February. 150th Jubilee Twilight Gala - Friday 14th March. The Jubilee Committee met Monday 27 Jan and meet again on Monday 10 March. Last year we budgeted \$1000 to contribute to the Jubilee and have budgeted the same amount this year. Move to pay the sum of \$2000 into the Jubilee account. Seconded Tash Cambell</p> <p><b>Health and wellbeing:</b> <b>Accident Register from 11 December 2024 to 10 February 2025</b></p> <ul style="list-style-type: none"><li>• No incidents involving students</li><li>• No incidents involving a staff member</li><li>• No incidents resulting in parents/caregivers being phoned</li><li>• No hazards identified from incidents</li></ul> <p><b><u>School Speed Limit Signs</u></b> We have received notice from the STDC that due to the Government's recent Policy Statement on land transport (June 2024), they are required to change the permanent school speed limit signs outside our school to variable ones. This means the speed limit signs around the school area will only be enforceable during drop off and pick up hours. We are classified as Category 1 which means the speed limits around our school will be changed to 30km/h. I have informed our community via the school newsletter.</p> <p><b>Attendance:</b> <u>Student attendance reporting</u> From Term 1, 2025:</p> <p>Daily attendance reporting is mandatory, with weekly publication of attendance data. Revised attendance codes, provided by the Ministry, must be used.</p> <p><b><u>Attendance action plan</u></b> The Associate Minister of Education has announced an action plan for improving school attendance. The plan is an evolving set of initiatives that work together and support existing efforts to lift attendance.</p> <p>Recent initiatives include:</p> <ul style="list-style-type: none"><li>• introducing a Stepped Attendance Response to guide school actions for each level of absence</li><li>• strengthening accountability of school boards</li><li>• enabling information-sharing to support multi-agency attendance support</li><li>• a public awareness campaign on the importance of school attendance</li></ul>
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- launching an attendance dashboard and regular reporting of daily attendance figures so we all know the number of students attending each day and keep focused on increasing regular attendance
- sharing with schools and parents refreshed health guidance to support good decisions about school attendance.

The MoE will provide updates on further actions as decisions are made.

#### **Breaking news:**

#### **Budget**

##### Draft Budget 2025

#### **Changes:**

1. Provision has been added to train our new Office Manager. At this stage, 5 days of wages and I would like to include funds to cover travel expenses (\$1694.39)

#### **Considerations:**

2. Bequest money transfer

Once the Board have approved the budget, I will email the excel version to our Client Officer (Ed Services), as well as a pdf of the signed version and a copy of the Board minutes showing the budget has been approved.

#### **Aaron Davies Bequest**

\$20,000 bequest from our late colleague, Aaron Davies has been transferred into the Board account. Aaron's mum, Pat, sent me the following message, Discussions about potential projects are yet to take place but I do have some initial ideas that may be fitting:

#### **Waharoa/Tomokanga**

After early discussions with Damon Ritai from the Maori Achievement Collaborative and all the new learning surrounding our school pepeha and our whenua, a waharoa is a gateway or main entranceway and will symbolise the school pepeha through either carved or painted design/imagery. We would engage the skills of local craftspeople/artists. Our tomokanga would show our whakapapa to our mouna and our awa (Waingongoro and Tangahoe). To our iwi (Ngati Ruanui and Ngāruahine), our marae (Ngarongo, Aotea). It would also be great to see a visual of the plentiful land of fresh produce this area once was, as well as our school's 4 STAR Values.

#### **School Pepeha**

It would be great to put a permanent and professionally produced display of our school pepeha and some of the history of our kura and the land we stand upon on the wall in our Hall.

#### **Sensory Play Space**

If 5YA money does not extend to the library/hall courtyard area, use the bequest to transform this into a play space that caters to the sensory needs of neuro-divergent learners.  
Some food for thought.

#### **Board Meeting Schedule 2025**

Board meetings to occur on the 3rd and 8th week of each term in 2025 for a total of 8 board meetings per year with the option of calling special meetings as and when necessary.

J Sklenars/C. Corrigan - Carried

## Curriculum

### National curriculum changes

The New Zealand Curriculum will be knowledge-rich and clear about what students need to **understand**, **know** and **do** in each year from Years 0 to 13.

Teachers will know what to teach, when, and how, based on the science of learning, which provides them with effective teaching strategies and practices.

### Timelines

- Term 1, 2025: Schools and kura must teach the updated English and Te Reo Rangatira curriculum for Years 0 to 6, and maths and pāngarau for Years 0 to 8.
- The fully updated national curriculum, including all the other learning areas, wāhanga ako and subjects, will be available for all schools and kura to use throughout 2026, giving a full year of implementation support before it's officially required from 2027.

### Other changes

Evidence-based teaching practices will be included in the national curriculum, sitting alongside the knowledge, skills, and capabilities being taught.

These changes have been factored into the revised strategic plan and the 2025 Annual Implementation Plan.

### EOTC

#### "Ko Taranaki te Mounga" Term 1 inquiry

##### Plan A

Year 4s and 5s – Activities and overnight stay for the year 4s and 5s from the morning of Monday 17<sup>th</sup> until the morning of Wednesday 19<sup>th</sup>. *Weather and Konini hut availability dependent.*

Year 6s – Will join Monday 10am - 2pm with 4s and 5s for activities.

Year 1s, 2s & 3s – Activities on Wednesday 10am – 2pm

##### Plan B (Hut not available)

Year 4s, 5s 6s – Monday 17<sup>th</sup> Activities 10am – 2pm *possibly 2 day trips*

Year 1s, 2s, 3s – Tuesday 18<sup>th</sup> Activities 10am – 2pm

Activities to be focused on pepeha connection to mounga.

#### Possible pre-mounga trip learning:

- Stories and history of te mounga (Damon Ritae - invite to speak to the students? The history of our mounga from a Māori perspective?)
- [Battle of the mountains](#)
- [Battle of the mountains 2](#)
- [Battle of the mountains 3](#)
- [Battle of the mountains story being read](#)
- Mineral and rock identification information (Claire (TRC) to provide)
- Geology/volcanology of Taranaki (Claire (TRC) to provide)
- House of Science 'Volcanoes', etc

#### Activities on Taranaki Mounga trip:

- [Wilkie's pools loop track](#) – 1.9km 1 hour 20 min if dipping in the pools *need to consider ratios with water activity.* Geology, awa focus
- Dawson Falls track + [PowerStation](#) 20min – History, energy, awa focus
- Visitors centre – Pou investigation/scavenger hunt, games
- Bug hunt and invertebrate info and identification
- Rakau (trees) and manu (birds) investigation and identification

- Rock identification and geology of the Taranaki mountains.

Please get in touch with Konini lodge to book.

Information for Konini lodge:

[Konini lodge info](#)

Information and permission slips out to parents asap - the Y4/5 parents will need plenty of warning about the cost for their child to stay 2 nights on the mountain. I have given everyone a heads-up in the school newsletter.

Cost breakdown: bus transport, food and water, DoC fees, etc

Fundraising?

RAMs

Proposal and costs to the Board for approval - as soon as possible.

#### **Property:**

Our Five-Year Agreement (5YA) budget was allocated on 01/07/2021 and as we are in year three of the five-year cycle the MoE have reviewed our budget taking into account any changes in school roll and building size (as at July 2024). There will be no change to our 5YA budget. The MoE strongly encourage our board to spend any remaining 5YA money by 30 June, 2026. We are anticipating that this will happen with our current project work about to get underway this year.

Our next 5YA budget is due to be calculated in Term 4 this year for the period beginning 01/07/2026.

The final balance (\$5,603) of the Furniture and Equipment grant associated with the 5YA has been paid directly into our Board account. I have budgeted \$2,000 of this to purchase 8 additional desks for our Year 5-6 class and a teacher resource cupboard for Room 5.

#### **Education:**

Nothing to report

#### **Kāhui Ako:**

##### Kāhui Ako 2025 Team

Our Kāhui Ako Lead will consist of Kerri McColl (Hawera Kahui Ako Lead Principal), Shannon O'Brien (Pātea Kāhui Ako Lead Principal) and Amy Boyd (Across School Lead). We currently have three vacancies and will look to advertise for Across School Teachers early in the new year.

##### Kāhui Ako Learning Support Coordinator Appointment Update

Kāhui Ako Learning Support Coordinators for 2025 are Geri Howard, Arahia Pomare, Lisa Wills and Eseta Lemanu. We currently have one vacancy available and will look to re-advertise this position in 2025.

##### Attendance and Engagement

The Attendance and Engagement Lead Team on behalf of the Kāhui Ako would like to acknowledge the work of Theresa Gail-Mancer from Positive Vibe Tribe, Peter Kempthorne, Lewis Domb from Taahakahaka Partnership for their work in our wellbeing space in 2024 and look forward to continuing our partnership alongside

Barnardos in 2025.

##### Ministry of Education Mathematics Curriculum PLD Update

We have two allocated mathematics curriculum PLD days in 2025. The first PLD day for 2025 is Monday 24th March.

##### Achievement Challenge Refresh

Following our initial collective Achievement Challenge Refresh Conference in Term 3 we are in the process of setting up the working groups for the three identified Achievement Challenge Drivers:

Teacher and Leadership Capability

Identity, Sense of belonging and Localised Curriculum

Wellbeing

#### **National Education and Learning Priorities (NELPs)**

##### **Objective 1: Learners at the Centre**

- Head Start Hui with students and their whānau 7th February
- Positive Behaviour 4 Learning (PB4L) refresher training - whole staff 5/12th February

- Trauma Informed Training: 'Classroom Supports for ADHD', 'Healing Developmental Trauma' (2 staff)
- Class treaties/expectations established

#### **Objective 2: Barrier Free Access**

- Trauma Informed Training: 'Classroom Supports for ADHD', 'Healing Developmental Trauma' (2 staff - January)
- Head Start Hui with students and their whānau 7th February
- Positive Behaviour 4 Learning (PB4L) refresher training - whole staff 5th February
- Specialist teacher support engaged from Arahunga Specialist Support Services for two ORS funded students
- Maths No Problem training sessions 27 Jan - 7 Feb (whole staff)
- Maths No Problem Foundations online workshop 30 Jan (Donna)
- Refreshed English Curriculum online workshop 'The Literacy Place' 5 Feb (classroom teachers)
- New Zealand Literacy Association - Building on Our Strengths webinar 20 Feb (Taylah)
- BSLA microcredential training (Irma)
- Employment of Structured Literacy Support Teacher (Denise FTTE 0.4) to provide accelerative teaching support to identified Tier 2 students in Y0-2.

#### **Objective 3: Quality Teaching and Leadership**

- School subscription to Te Puna Reo Māori online language learning hub (classroom teachers). We will be learning together as a staff at weekly PLMs and frontloading prior to teaching classroom lesson content to ākonga.
- Mihi Whakatau 10th February

#### **Jude's PGC (Professional Growth Cycle)**

This year I will be joining a professional learning group comprised of other local beginning Principal's and we will be guided by Nadia Ballantyne (EdLead Consulting Ltd):

Term 1: 2 x half day (3 hour) sessions

Term 2: 1 x half day (3 hour) session and 1 day of school visits

Term 3: 2 x half day (3 hour) sessions

Term 4: 1 x half day (3 hour) session

Each of the 6 PLG sessions will involve:

- Principal Professional Growth Cycle - set time aside in each session
- Discussion of topical issues
- Professional reading or the reading of a shared text selected by the group. edLead can make some recommendations based on the groups interests and priorities. Cost of the text is additional.
- Sharing of strengths, ideas, resources, models of practice.

Meetings will be held at participants' schools on a rotating basis and the host will share a highlight / success / an impactful leadership practice.

Cost of PLG: \$1700 per person for 5 participants. This cost would be reduced if shared across a

greater number of participants and includes per person:

- A robust and structured approach to PCG support and endorsement
- 6 x PLG sessions
- 1 day of school visits organised and supported by the consultant

#### **Staff PLD Term 1, 2025**

- Maths No Problem training sessions 27 Jan - 7 Feb (whole staff)
- Maths No Problem Foundations online workshop 30 Jan (Donna)
- Trauma training webinar: Classroom Supports for ADHD 28 Jan (Jordy)



- Trauma training webinar: Healing Developmental Trauma 23 Jan (Shavorn)
- PB4L Refresher course (4 Feb (whole staff)
- Refreshed English Curriculum online workshop 'The Literacy Place' 5 Feb (classroom teachers)
- Restorative Practice - Restorative Circles/mini-conferencing 12 Feb (Shavorn)
- Healthy Active Learning Workshop 13 Feb (Taylah)
- New Zealand Literacy Association - Building on Our Strengths webinar 20 Feb (Taylah)

#### **Objective 4: Future of Learning and Work**

- Engagement of Arahunga specialist teacher to support ORS funded students in 2025.

#### **Policy Reviews Term 1 2024**

In Term 1 we are reviewing the following topics:

- Health, Safety, and Welfare Policy (board)
- Safety Management System (board)
- Risk Management (board)
- Worker Engagement, Participation, and Representation
- Healthcare (board)
- Recording and Reporting Accidents, Injuries, and Illness

Please take some time over the next 10 weeks to go onto the School Docs site and read to review each of these policies. All reviews are open to board members, staff, students, and the school community (parents/caregivers/whānau). Anyone can review any policy/procedure that has a review button.

The board is responsible for board-level overarching policies.

#### **Board Assurances for Term 1**

The principal assures the board through regular reporting that the school complies with legislative and regulatory requirements, that relevant policies and procedures are up to date, and that appropriate actions have been taken. Some assurances may not be relevant to all schools.

#### **Risk Management**

- The board can be assured that the Principal will meet with the caretaker regularly and walk around the school to ensure all risks according to health and safety guidelines, are identified and mitigated.
- The board can be assured that hazards are identified and are monitored and / or controlled, and measures are continually being re-evaluated to check their adequacy. A Hazard register is maintained, and is discussed with the Caretaker. If he deems it beyond his capability or knowledge we will seek external providers to carry out the repair/maintenance. Hazard Register and Tasks for Caretaker
- The board can be assured that hazardous incidents are documented using an incident report form and steps to mitigate these hazards in future are put in place.
- The board can be assured that EOTC activities are carefully planned for the mitigation of any potential risks and hazards. Water Fun Day RAMs have been completed by the Lead Teacher and approved by the principal RAMs Form

#### **Planning & Preparing for Emergencies, Disasters & Crises**

Assure the board that there are emergency plans in place that provide emergency and evacuation procedures. Confirm that planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date. Assure the board that trial evacuations have been completed every term.

- The board can be assured that emergency and evacuation procedures have been updated in our Staff Administration Guidelines and all staff have been made aware of personnel changes; Health and Safety Warden, Chief Warden and Assembly Warden.

Schedule of Trial/Actual Emergency Evacuations 2025	
Term 1	Fire drill
Term 2	Earthquake drill
Term 3	Lockdown drill
Term 4	Fire drill National Shakeout Day - Earthquake drill

### **School Planning and Reporting**

Assure the board that the current strategic plan has been submitted to the Ministry of Education and published online, the annual implementation plan has been published online by 31 March, financial statements have been submitted to the school auditor by 31 March, and the annual report (including audited financial statements) has been submitted to the Ministry of Education by 31 May and published online.

*Draft documents are ready for discussion at board level,*

[Normanby School Strategic Plan 2024-2025](#)

[Normanby School Annual Implementation Plan 2025](#)

### **Learning Support**

Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.

- The board can be assured that transition meetings between teachers have taken place prior to classes starting and students with learning support needs have been identified and teaching strategies/resources/IEP goals have been discussed in detail to ensure a smooth transition into the new year.
- The board can be assured that a SENCo has been appointed to oversee learning programmes for students with learning support needs, to oversee the distribution of Learning Assistant hours, and to support classroom teachers to engage with outside agency supports i.e RTLb, RTLit
- The board can be assured that robust records are kept pertaining to IEP/IBP/ISPs, intervention programmes, and learning support hui with whānau and outside agencies.
- The board can be assured that the Principal, together with the SENCo, apply for additional learning support funding when appropriate and engage with the MoE Learning Support team to ensure our learners' needs are being met to the best of our ability.
- The board can be assured that teachers use evidence and data to identify students requiring additional learning support and that students identified in Year 0-2 are targeted to work with our Structured Literacy Support Teacher to accelerate literacy learning.
- The board can be assured that we have engaged the support of the Arahunga Specialist Teacher Service to support our two ORS students in 2025.

### **Health Education**

Assure the board that at least once every two years, a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.

*Consultation is due in 2025*

		<p><b><u>Board Training</u></b></p> <p>Kickstart your learning in Term 1 with NZSBA live webinars</p> <p>Sharpen your skills with three practical sessions designed to strengthen your governance expertise.</p> <p><b>The Board's Role as Employer: Building the Foundations for Success</b> Explore your responsibilities as an employer, enhance the board-principal partnership, and get expert advice from our panel.</p> <p><b>Education Outside the Classroom: Through the Board Lens</b> Learn your governance role in education beyond the classroom and how to ensure safety through strong policies and practices.</p> <p><b>Building Connections: The Power of Community Engagement</b> Discover how meaningful community relationships can boost student outcomes, enrich school culture, and create lasting impact. J Sklenars/S Vaitupu - Carried</p>
10.	Previous minutes	<p>Moved that the previous minutes be accepted.</p> <p>C Clarke/J Sklenars - Carried</p>
11.	Matters Arising	Nil
12.	Job Sheet:	<ul style="list-style-type: none"> <li>• Jude - Add Tash to email group and remove Craig</li> <li>• Jen - Check what the payment schedule is for board members</li> <li>• Jen - Check Tash's resignation from the board was minuted in December</li> </ul>
13.	Correspondence	<p><b>Inwards</b></p> <p><b>To Presiding Member</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>To Full Board</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Principal's Report</li> <li>• Financial Management Summary - December (Draft)</li> <li>• Visa Statement - 26 November 2024 - 24 December 2024 25 December 2024 - 24 January 2025</li> </ul> <ul style="list-style-type: none"> <li>• Previous Minutes - 19/12/2024</li> <li>• Job Sheet - 19 December</li> </ul> <p><b>To Treasurer</b></p> <ul style="list-style-type: none"> <li>• TSB bank statement - December 24, January 2025</li> <li>• Financial Management Report - December (Draft)</li> </ul> <p><b>BOT Emails</b></p> <ul style="list-style-type: none"> <li>• Accounts for payment February</li> </ul> <p><b>Board Correspondence Received</b></p> <p>Nil</p> <p><b>Outwards</b></p> <p>Nil</p>
14.	General Business	

15.	Agenda Items for next meeting	
16.	Next PTA Meeting:	<ul style="list-style-type: none"> <li>• 17 March 2025</li> </ul>
17.	Next BOT meeting:	<ul style="list-style-type: none"> <li>• 27 March 6.30pm Thursday</li> </ul>
18.	Whakatauki	
19.	Meeting closed	<ul style="list-style-type: none"> <li>• 8.01pm</li> </ul>