



AGENDA

Parua Bay School Board Meeting

Date: Monday 10th August 2026, 4:00pm - 6:00pm

Venue: Staffroom, Parua Bay School

Attendees: Jemma Scott-Davidson (Presiding member), Mark Ashcroft (Principal), Leon Candy (Staff Rep), David Hermans, Janine Carter, Paulina Grant, Sarah Glen, Lisa Currie (Mins)

KARAKIA		
Haruru ana te tai a lhu waka, Marino ana te tai i roto Ko te kina, te mango, te patiki, Nga kai o nga rangatira Hui e, taiki e!		The tides rumble at lhu waka, but the tides within are calm The kina, the shark and the flounder are the food of champions What say ye, the tide is full. Yes we agree!
Agenda	Lead by/ Time	Notes
2. Opening	Chair	
a) Present		
b) Apologies / Absent		Sarah Horton joining by ZOOM
c) Conflicts of Interest		
d) Public in attendance		Nil
e) Board Administration		
f) Minutes of previous meetings	5 minutes	1. Minutes of Previous Meetings a) Moved that the minutes of the public meeting held on 15th June 2026 are a true and accurate record
h) Review of Self Evaluation		
i) Matters arising from previous meetings	10 mins	1. Review Action List (as at 15th June 2026) a) Follow up on recommendations from Complaint Report findings (refer to Action List) b) Staff Survey - draft questions
MATTERS FOR BOARD DECISION		
Public Excluded Business (in committee)		
Supporting documents to be circulated at the meeting	JSD	a) Parent complaint b) Stand-down processes
PUBLIC MEETING		

3. Monitoring Reports		20min
a) Principal's Report	Principal 15 minutes	1. Principal's Report Moved that the Principal's report be accepted.
b) Treasurer's Report	Treasurer 20 minutes	1. Governance Report - May 2026 2. Governance Report - June2026 3. Audit Management Letter 4. Audited Financial Statements to 31 December 2025 5. Mid Year/Revised Budget to 31Dec2026 6. Discussion on Roll Numbers and impact on Operational funding Moved that the following payments were confirmed as per the circulated schedules: a) May 2026 (totalling \$73,508.51) b) June 2026 (totalling \$20,123.66) Moved that the Board receives the Financial Statements to 31 December 2025 Moved that the Board approves the revised Budget to 31 December 2026 with a total deficit (\$42,573)
c) Health & Safety / Emergency Planning		
4. Strategic Planning		Chair 45 mins
a) Curriculum	10 mins	Reading & Writing Report - M Burgess
b) Strategic Focus	10 mins	Mid Year Data
c) 2026 Policy Review The review process allows the board and principal to confirm that policies are in place, up to date, and being implemented effectively, and/or address any issues that affect compliance. Refer to: 3-year rolling schedule from School Docs 2026 Board Assurances For further information go to: www.schooldocs.co.nz User name: parua Password: parua		
• Content feedback is where you can suggest changes that could improve the content of a policy. • Implementation feedback is where you can comment on policy implementation at your school. The SchoolDocs team uses content feedback to improve policies for all schools. The principal and board should check implementation feedback from the school community to improve processes as required. If you find information that's incorrect during a review (e.g. the location of first aid supplies), please do not submit this through the review tool. Email team@schooldocs.co.nz to notify the SchoolDocs team directly.		

All policies for review in Term 1 and 3 of 2026 are listed below (Term 2 policies were reviewed on 8/6/2026). Policies of particular interest to school boards are noted.

1. [School Docs Advisory - Term 3](#)
2. Board to **ensure it is familiar with the content of all policies under review.**
3. Board to note any queries/suggestions on **content** or **implementation**, to be minuted and addressed with the Principal

TERM 1, 2026

- a) [Alcohol, Drugs and other harmful substances \(Board\)](#)
- b) [Sun Protection \(Board\)](#)
- c) [Digital Technology and Online Safety \(Board\)](#)
- d) [Cellphones and Other Personal Digital Devices](#)
- e) [Firearms Not Allowed / Firearms Policy](#)

TERM 3, 2026

- f) [School Community Engagement \(Board\)](#)
- g) [Inclusive School Culture \(Board\)](#)
- h) [Enrolment](#)
- i) [Student Attendance \(Board\)](#)
- j) [Student Uniform / Dress Expectations](#)
- k) [Concerns and Complaints \(Board\)](#)

Moved that the Board has familiarised itself with the above policies.

4d. Board Assurances - Term 3, 2026 (ERO requirement)

The Principal has worked through the Board assurances for the term and assures the board that the school is compliant with these policies

Policy	Actions
Student Attendance	Assure the board that the school meets all legislative and regulatory requirements for attendance and is managing attendance effectively
Reporting about Student Progress and Achievement	Assure the board that the school meets all legislative and regulatory requirements for reporting on student progress and achievement
Bullying and Harassment	The principal assures the board that the school takes all reasonable steps to eliminate bullying (including online/cyberbullying). Assure the board that anti-bullying programmes for students are provided through the principal and teaching staff that include a focus on racist bullying, bullying of students with special needs, homophobic bullying, transgender bullying, and sexual harassment.
Behaviour Management	Assure the board that the school follows good-practice policy and procedure for managing student behaviour
Searches, Surrender, and Retention of Property	The principal assures the board that the school complies with all legislation, rules, and guidelines

	relating to searches, surrender, and retention of property.
Minimising Physical Restraint	The principal assures the board that school policy and procedures reduce student distress by complying with physical restraint regulations, rules, and guidelines, that teachers or authorised staff members do not physically restrain a student unless appropriate conditions are met, and that the school follows the practice and procedure prescribed by the Ministry's Rules and Guidelines
Stand-down, Suspension and Exclusion	The principal assures the board that all procedures and practices relating to stand-downs, suspensions, and suspension outcomes are implemented in accordance with the relevant legislation, regulations, and Ministry of Education guidance.
Computer Security and Cybersecurity	Assure the board that the school promotes computer security and cybersecurity and implements good practice to manage concerns and incidents
School Records, Retention and Disposal	Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records
Safety and Welfare for students on Work Experience	n/a
Food and Nutrition	Assure the board that the school promotes healthy food and nutrition for students

Moved that the Board receives the Principal's assurance on the above policies.

5. Administration

5 mins

a) Correspondence in		
b) Matters arising from the correspondence		
c) Correspondence out		
d) General		FOR INFORMATION OF THE BOARD: A. Property Update #12 - LM Consulting

6. Meeting Closure

a) Next Board Meeting		Monday 14th September
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KARAKIA	
Kia tau, ki a tātou katoa te atawhai o tō tātou Ariki a Ihu Karaiti me te aroha o te Atua me te whiwhinga tahitanga ki te Wairua Tapu āke, ake, ake, Āmene	May the grace of our Lord Jesus Christ the love of God and the fellowship of the Holy Spirit be with us all evermore Amen

Evaluation of Meeting - Summary for 15th June 2026 (only 3 of 5 completed)

Chaired by: Jemma Scott-Davidson	Not at all 1	2	3	4	Very well 5
1. How well do you think we achieved the objectives for the meeting based on the Agenda?					3
2. How well do you think the board works as a team?					3
3. How satisfied are you with how the meeting was chaired?					3
4. How satisfied are you with your participation and contribution as an individual?					3
Is there anything that you believe would improve our meeting process?					