AGENDA

Parua Bay School Board Meeting

Date: Monday 14th September 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 Ihu 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 Ihu 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		Mark joining by phone
b) Apologies / Absent		
c) Conflicts of Interest		
d) Public in attendance		
e) Board Administration	Principal Sarah Horton	**a) Board Meeting Dates -** Is Monday still the preferred day? **b) NZSBA Gallagher Study Award** **Moved that** the Board gives approval for Sarah Horton to apply to the NZSBA for a Gallagher School Board Member Study Award, to assist with her Masters Study at Auckland University.
f) Minutes of previous meetings	5 mins	**1. Minutes of Previous Meetings** a) **Moved that** the minutes of the public meeting held on 10th August 2026 are a true and accurate record b) **Moved that** the minutes of the In Committee meeting held on 10th August 2026 are a true and accurate record **c) Moved that** the minutes of the Policy Meeting held 24th August 2026 are a true and accurate record.
h) Review of Self Evaluation	5 mins	

i) Matters arising from previous meetings	10 mins	1. Review Action List (as at 24th August 2026)
MATTERS FOR BOARD DECISION		
Public Excluded Business (in committee)		
Supporting documents to be circulated at the meeting		
PUBLIC MEETING **3. Monitoring Reports**	**20min**	
a) Principal's Report	Principal 15 minutes	1. Principal's Report (tbc) **Moved that** the Principal's report be accepted.
b) Treasurer's Report	Treasurer 20 minutes	1. Governance Report - July 2026 **Moved that** the payments for July 2026 (totalling $177,374.19) were confirmed as per the circulated schedules
c) Health & Safety / Emergency Planning		
4. Strategic Planning	**Chair 45 mins**	
a) Curriculum	10 mins	Reducing Disparity - included in Principal's Report
b) Strategic Focus	10 mins	Bus Shelter (JSD)
c) Policies **C1. The following NZSBA policies were reviewed on 24th August 2026.** B3 Staff Rep Role Description C3 Board Induction Checklist B4 Relationship between Chair and Principal C1 Meeting Protocols B1 Board Remuneration and Expense Policy C2 Committee Principles - including: C2.1 Review Committee ToR C2.2 Disciplinary Committee ToR C2.3 Finance Committee ToR **The following NZSBA policies are awaiting review:** C4.1 Complaints Checklist C5. Internal Evaluation Process C5.1 Board Self Assessment C1.1 Public Attending Board Meetings C1.2 Meeting Agenda - NZSBA example C1.3 Meeting checklist C1.4 Evaluation of Meeting B2. Presiding Member role description (New) Co-opted Board Member Role Description		
C2. SchoolDocs Board Assurances - Term 3, 2026 (ERO requirement)		

The Principal has worked through the Board Assurances for Term 3 and the Board and Community feedback on Term 3 policies and provides the following report: 1. BOARD ASSURANCES **Moved that** the Board receives the Principal's update on assurances, as circulated.

5. Administration	**5 mins**	
a) Correspondence in		a) Letter of 20/8/26 from Jason Miles, President of NZPF re 'Giving effect to Te Tiriti'
b) Matters arising from the correspondence		
c) Correspondence out		
d) General		**FOR INFORMATION OF THE BOARD:** A. Property Update #13 - LM Consulting B. Health and Safety Update 11/8/26 C. School Docs Advisory 1-Sept-26 and recent policy changes due to internal review
6. Meeting Closure		
a) Next Board Meeting		Monday 2nd November

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 10th August 2026

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?				1	5
2. How well do you think the board works as a team?				1	5
3. How satisfied are you with how the meeting was chaired?				1	5
4. How satisfied are you with your participation and contribution as an individual?				3	3
Is there anything that you believe would improve our meeting process?	Keep up with the snacks. Excellent meeting. Thank you for the ZOOM link.				