



Minutes of Coatesville School Board of Trustees Meeting

Date:	Tuesday 22 July 2025
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Meeting Opened:	7:20pm Item #1 In; 7:20pm - Out; 7:30pm Item #9 In; 10:25 pm - Out; 10:45pm
Meeting Closed:	11:02pm

Present: (Board)	Belinda Finlayson Karina Mitchell Caleb Rosamond Anna Liguori Bridget Wood Aaron Dando Richard Johnson (Principal)
Staff Presenter	Corin Armstead (7:30pm - 9:37pm)
Observers:	Katie Stubbs (7:30pm - 10:23pm) Andy Staples (7:30pm - 10:23pm) Brendon Cullen (7:30pm - 10:23pm) Kate Blackmore (7:30pm - 10:23pm) Stephen Sangster (7:30pm - 10:23pm) Melissa Blignault (7:30pm - 9:04pm)

Item 1: In Committee

Matters arising:
- Nil

Item 2: Student Achievement

For Approval: Speaking Rights for Staff Presenter
Corin Armstead to be granted speaking rights to present the Year 1-3 Student Achievement Report

Approved:	Unanimous
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Matters arising:
<ul style="list-style-type: none">- The Year 1-3 & Year 4-6 Student Achievement reports were presented to the Board- The challenges of implementation of the new curriculum and the impact that this has had on different cohorts was discussed.- School-wide and team strategies for improving student achievement were shared with the Board by Senior Leadership and discussed.

Action arising	Who	When
Collate the Student Achievement Report information to share with the parent community	Bridget & Richard	By next meeting

Item 3: Action items from the previous meeting

Action	Who	Outcome
Create a short list of key focus areas from the SIF that the Board can examine/unpack and discuss further	Richard & Bridget	To be discussed at the next meeting
Share with Whānau how they can access SchoolDocs to view and provide feedback on School Policies	Richard & Anna	Completed
Review Board Finance Policy	Board	To be completed at this meeting
Review the number of Board nominees	Board	To be completed at this meeting
Share information regarding the Elections at School Assembly	Bridget	Completed
Arrange catering and childcare for the information session	Karina	Completed
Add a review of Emergency Planning to the Board WorkPlan for January/February 2026	Bridget	Completed

Item 4: Consent agenda

For approval:
2.1 Apologies and Correspondence 2.2 Approval of minutes from the previous meetings 2.3 Finance report 2.4 Chairperson's report 2.5 Principal's report 2.6 Conflicts of interest
Matters arising:
- The full finalised Finance Report for June is not yet available due to not having the

Action arising	Who	When
Share the finalised Finance Report with the Board via email	Aaron	As soon as it is available

Approved:	Unanimous
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Item 5: Principal's Report Recommendations

Student Behaviour
Matters arising:
Updates to the Student Behaviour Management expectations and procedures were shared with the Board after being reviewed by the Senior Leadership Team

For Approval: Student Behaviour Expectations & Procedures
The Board approves the Student Behaviour Management expectations and procedures as reviewed by the Senior Leadership Team

Approved:	Unanimous
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Action arising	Who	When
Share the updated Student Behaviour Management expectations and procedures with whānau	Richard	By next meeting

Policy Review: Finance and Asset Management, Child Protection & Abuse Recognition and Reporting
Matters arising:
<ul style="list-style-type: none">- The above policies were reviewed and discussed.- The Board notes that the Child Protection & Abuse Recognition and Reporting policy names specific programmes provided by external organisations which may no longer be suitable

Action arising	Who	When
Share with whānau via the newsletter that the above policies are up for review on SchoolDocs and that they can provide feedback	Richard	By next meeting
Share Board feedback regarding the Child Protection & Abuse Recognition and Reporting policy with SchoolDocs	Bridget	By next meeting

Item 6: FOTS

Event Safety Management Plans
Matters arising:
Quiz Night Safety Management Plan The Board recommends that; <ul style="list-style-type: none">- The naming of Board Members in the Safety Management Plan as appropriate

- Food options be strengthened to ensure they meet the requirements of the Special Licence

For Approval: Event Safety Management Plans

- Ratification of the e-resolution of the Movie Night Safety Management Plan
- Quiz Night Safety Management Plan (subject to the above recommendations)

Approved:	Unanimous
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Item 7: Health & Safety

Matters arising:

- Nil

Approved:	Unanimous
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Item 8: Other matters

- Board Elections
- Comms Calendar
 - Items for Board Spotlight
- FOTs update
- Kahui Ako Update

Matters arising:

- Board Elections - Closing date for nominations for the Board Elections is 30th July
- Items for Board Spotlight
 - Mid Year Student Progress & Achievement Results
 - Policies currently under review on SchoolDocs
 - Student Behaviour Management Procedures & Policies Update
- FOTs update
 - Ag Day - future discussion to be had with the new Board regarding their role on Ag Day

Item 9: In Committee

Matters arising:

- Nil

Item 10: Engagement & Partnership with Local Iwi

Matters arising:

The Board further considered its engagement with Te Kawerau ā Maki and resolved to defer the invitation to meet with them until a later stage.

Approved:	Unanimous
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Item 11: Virtual Attendance of the Public at Board Meetings

Matters arising:

A request was received for a member of the public to attend the Board meeting virtually. This request was discussed and considered by the Board.

For Approval: Public Attendance at Board Meetings

That the Board declines the request from a member of the public to attend the Board meeting virtually, due to privacy considerations, and confirms that, moving forward, virtual attendance by members of the public will not be permitted for Board meetings for the same reason.

Approved:	Unanimous
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Action items for the NEXT meeting

Action	Who	When
Collate the Student Achievement Report information to share with the parent community	Bridget & Richard	By next meeting
Share the finalised Finance Report with the Board via email	Aaron	As soon as it is available
Share the updated Student Behaviour Management expectations and procedures with whānau	Richard	By next meeting
Share with whānau via the newsletter that the above policies are up for review on SchoolDocs and that they can provide feedback	Richard	By next meeting
Share Board feedback regarding the Child Protection & Abuse Recognition and Reporting policy with SchoolDocs	Bridget	By next meeting

Signed:
(Presiding Member)



Date: 11 November 2025