



Sunnyvale School
Board of Trustees Minutes
Wednesday 12th February, 2025 at 12:00pm
(In the Principals Office)

1. Administration:

a. Present

Katie Pennicott (Principal), Phil Dwyer, Jessica Shirley, Flo Murray, Ellyott Motu, Hannah Lee, Juanita Olson (Secretary)

b. Apologies

Phil Murray,

c. Declaration of Interests

d. Minutes of Previous meeting

1. Matters Arising from Minutes

The Sunnyvale School Board of Trustees resolved that the minutes of the meeting held on 27th November, 2024 be accepted as a true and accurate record

Moved/Seconded

Phil Dwyer / Katie Pennicott

e. Principals Report (as detailed below)

2. Discussion

a. Connect / Learn / Create / Share

Connect -

Enhancements to our Poutama Program to encompass school values. Mericia and Katie met with Phil Gordon from Te Kawerau a Maki to improve the framework. New achievement badges have also been designed to complement our school values.

Positive feedback from our Year 6 Whānau Survey.

Learn -

Goal to achieve Level 4 Te Reo Māori across the whole school. Whaea Kim has been working with staff across the school to implement this and provide additional in-class support. To help achieve this, staff also attend fortnightly Te Reo learning with Whāea Kim.

Attendance this year is looking good. Currently we are sitting at 90%. Renee (TA) is working really hard on this.

Create -

Our new sensory room (located in Room 5) is up and running. Jacqui Wickes has created an environment for students who need some "quiet time / space" and can feel safe. We are not sure how long this will be available, as our roll growth is tracking

towards us needing to open up a new entrant class (possibly in Term 3). If so, this space will need to be relocated.

Share -

Implementation of "Code Is Key" lessons. Resources provided to teachers to help implement this in their classrooms.

We will look to introduce our maths resources "Numicon" next term. This is very involved and we don't want to overwhelm our teachers with all the new resources and content.

b. ERO

Katie and Jessica met with our ERO reviewer Amanda Douglas, This year the review will be more compliance based, different to previous years. Katie and the senior leadership team have worked together to complete the SIF synthesis.

The BAS compliance document will also need to be updated. Katie has had a quick look at the document as it does look in good order. Jessica, Hannah and Phil have agreed to get together and review it (next week) and once this is complete, will get it signed off. Amanda will visit for 2 days next month.

c. Staffing

Staff only day (Tuesday 28th January) was a great success. Guest speaker, Julia Grace, speaking about mental health/wellbeing. Staff loved it. This was then followed by a storytelling session with Te Kawerau a Maki, to briefly go over our Heroes theme for our curriculum this year. This term we are learning about Karanga a Hape.

d. Curriculum

This year our theme is Heroes / Rangatira. Each term we will learn about different heroes (past and present). Going forward we would like to create a book which will be a collection of students stories and artwork, which will be available for parents to purchase at the end of the year.

This week we are lucky to have an interactive waka experience. Students will get the opportunity to work together and construct a double-hulled waka.

We have a whole school Arataki trip planned for next term.

e. CoL

Katie is lead Principal this year working with Linda Allen from Oratia District School. CoL is working towards organising a Henderson Cultural Festival in September at the Kumeu Showgrounds.

f. Property

Katie has been chasing funding from the Ministry and we have finally been paid for the stair nosing project!

The pool changing room project seems to have stalled, Katie will get in touch with the Ministry once funding for the Rooms 11-16 toilets has been received.

Air conditioning/heat pumps have been installed in Rooms 7 and 8 over the holiday period.

A developer who is looking at purchasing the neighbouring property on Ribblesdale Road has asked the school if we would grant access for a drain to be installed, which would

connect to our drain network. The Ministry has approved this and a map of the proposed works has been provided. Board members agreed for the works to go ahead (when needed), as long as all necessary health and safety measures are taken, and any fencing etc is reinstated.

In December the Ministry sent an inspector to look at the condition of the school. A condition assessment report was provided to the school, detailing all the areas that needed to be addressed. Lucas has been working tirelessly over the holiday break to get everything sorted.

Cyclical Maintenance - School painting was completed in the school holidays (January this year).

g. Finance

Katie has met with Lesley Winstanley from the Ministry, to review any finance areas we may need addressed prior to the upcoming audit. Overall she was impressed with our financial management and budgeting. Good to have her knowledge and advice to call on.

Our copier contracts are almost up for renewal (yay!), and Katie has met with multiple contractors. Konica Minolta/Brother have been impressive and look like they can cater for our needs.

We have a few support staff who have Long Service Leave accrued (Lucas, Maree and Karen). This is just to make the Board aware of any salary overspend that could occur if they take this leave this year.

2025 Budget Adjustments -

Increase in TAPEC funding this year.

Increase of the following budgets for this year:

95616 - (Furniture) increase to \$30,000 - upgrade to Room 7 and 8

68340 - (Prof Dev) increase to \$20,000 - Springboard Trust, Yolanda Sorryl, Mana Whenua, Joy Allcock, Julia Grace

68349 - (PCBB) remaining funds to be transferred over to 65043 (Principals Appraisal) to be used for Karen from Ed Group and endorser Leisha Byrnes

Continuation of the Principals Concurrence payment for 2025 as detailed in BoT minutes for 2024.

h. Health and Safety

One of the bolts on the new playground came loose, this was quickly rectified by Dan from Park and Playground.

Staff will undergo First Aid training (refresher) this term

Keeping Ourselves Safe Program will run again this term, Constable Jen will work with staff to implement, and hold a parent information session on the 18th

Juanita is working on our FENZ approval for our fire evacuation procedure.

i. Student Safety

One stand down - no further incidents.

3. Decisions Required

a. Elect Board Chair

Appoint Board Chair for 2025. Phil Dwyer is happy to remain Board Chair up until the elections later this year. All board members were happy with this decision and unanimously agreed.

The Sunnyvale School Board of Trustees approved the re-appointment of Phil Dwyer as Board Chair	
Moved/Seconded	Flo Murray / Hannah Lee

b. Schedule of Delegations

Delegation of responsibilities to the Principal for the day-to-day running of the school.

The Sunnyvale School Board of Trustees approved the schedule of delegations	
Moved/Seconded	Jessica Shirley / Ellyott Motu

c. Budget 2025

Review of Budget for 2025, with changes as detailed:
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Increase of the following budgets for this year:
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The Sunnyvale School Board of Trustees approved the 2025 budget adjustments as detailed.	
Moved/Seconded	Phil Dwyer / Hannah Lee

d. Teacher Only Days

Teacher Only Days for 2025: Tuesday 3rd June (after King's Birthday weekend) and Friday 24th October (before Labour weekend)

The Sunnyvale School Board of Trustees approved the Teacher Only days as detailed above.	
Moved/Seconded	Ellyott Motu / Jessica Shirley

e. 2017 Documents for Destruction

Documents to be destroyed as per the MoE records retention schedule:
2017 - School Leavers - enrolment forms
2017 - Novopay forms
2017 - Creditor Invoices
2017 - SUE Reports
2017 - Auto Payment Invoices

- 2017 - Novopay Leave / Reliever Schedules
- 2017 - Bank deposit schedules
- 2017 - Invoices Out
- 2017 - Visa Statements
- 2017 - Bank Statements
- 2017 - Monthly Financial Reports

The Sunnyvale School Board of Trustees approved the destruction of documents for 2017 as detailed above.

Moved/Seconded

Ellyott Motu / Phil Dwyer

4. Correspondence

Next meeting: Wednesday 12th March, 12:00pm (Via Google Meet)

Meeting Closed at 12:55pm



Chairperson

17/2/25

Date

