



Glenfield Primary School Board

Minutes of the Meeting
 Wednesday, 9 December 2025 at 6:00pm

Present	Kat Porter Rick Gurnell Donovan Smith Natalie Todd James Batu Sarah Goforth Kim Collins	Principal Board Member (Presiding Member) Board Member Board Member Board Member Board Member (Secretary)
Apologies	Sumudu Thode Yoyo Fu	Board Member Board Member
Absent		
In Attendance	Presenting: Principals, Kat Porter Attending: Nil	

1-2	Opening and Apologies	
	The presiding member welcomed all to the meeting. Apologies from Yoyo and Sumudu (received in advance)	
3.	Expert Presentations	
	Kat presented the Principals Report on Milestone Achievements - 18 months journey 2024-2025 <ul style="list-style-type: none"> Donovan, Sarah, Natalie and Rick acknowledged Kat's leadership in overcoming 	<i>Moved: James Carried: Sarah</i>
4.	Administration	
	Conflicts of interest to note - all have updated the register, none to note this meeting.	<i>Noted</i>
5.	Approval of Previous Minutes	
	Minutes of the meeting held in October 2025 were approved. Minutes of the In-Committee meeting for October were approved. There were no Matters Arising from the previous meeting.	<i>Moved: Rick Carried: Natalie Moved: Kat Carried: Rick</i>
6.	Principal's Report	
	The report was tabled and discussed. Key discussion notes are; <ul style="list-style-type: none"> 	<i>That the report be received. Moved: Natalie Carried: James</i>
7.	Board Workplan / Discussions (emergent)	

	<p>Annual ratification of all EOY requirements</p> <p>General business - Board decisions (these are listed from the reports presented where a decision is required)</p> <ul style="list-style-type: none"> • Board meeting dates for 2026 • International Students: Code Self Review Attestation 2025 completed and submitted to MOE • 2025 draft budget to be ratified • Revised cyclical maintenance schedule to be ratified • Asset register review / stocktake completed 30 November 2025 • Useful Life of Assets reviewed <p>Resolution: Approval of the draft 2026 budget The Board resolves to accept and approve the 2026 draft budget.</p> <p>Resolution: Revised cyclical maintenance schedule review Cyclical maintenance updated schedule to be distributed to Board members to be sighted, accepted and approved.</p> <p>Resolution: Asset Register Review / Stock take: The asset register has been reviewed and the stock take completed by 30/12/2025. The board acknowledges and accepts the review.</p> <p>Resolution: Useful Life of Assets The Board has reviewed the depreciation policy for the useful life of the asset categories and accepts that these remain appropriate for the school, except plant and machinery depreciation percentage which is to be confirmed. All other asset values remain the same as 2025-26.</p> <p>Ratify the 2026 Board meeting Schedule The Board resolves to accept and approve the 2026 meeting schedule dates.</p> <p>2026 Annual plan</p>	<p><i>Moved: Donovan Carried: Natalie</i></p> <p><i>Moved: Rick Carried: Donovan</i></p> <p><i>Moved: Sarah Carried: Kat</i></p> <p><i>Moved: James Carried: Natalie</i></p> <p><i>Moved: Rick Carried: James</i></p> <p><i>Moved: Sarah Carried:Kat</i></p>
8.	Information / Risk	
	<p>The Financial Report was approved - tabled and discussed.</p> <ul style="list-style-type: none"> • Looking at costing for work to be done • Audit has finally been approved <p>Property - See principals Report - tabled and discussed.</p> <p>The Health & Safety Report was tabled and discussed.</p> <p>Personnel (in committee)</p> <p>Correspondence Register (in committee)</p>	<p><i>That the following reports/correspondence be received.</i></p> <p><i>Moved: Natalie Carried: James</i></p> <p><i>Moved:Natalie Carried: James</i></p>
9.	In Committee	
	<p>Motion: That the Board move In Committee and that the public be excluded from agenda items pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987. The reason being to discuss matters related to personnel and learners and the grounds is to protect the privacy of individuals.</p> <p>The Board went into committee at 6.35pm The Board came out of committee at 6.38pm.</p>	<p><i>Moved: James Carried: Rick</i></p>
10	Additional Business	

11.	Discussions and Meeting Closure	
	Confirmation of Actions <ul style="list-style-type: none"> • Board discussions (actions listed below) • Board resolutions for current meeting. Confirm date of next meeting <ul style="list-style-type: none"> • 2026 Board schedule 	

	There being no other business, the meeting closed at 6.39pm with a karakia.	
	Next meeting: 9 December 2026 at 6:00pm	

Rick Gurnell Presiding Member	Kim Collins Board Secretary
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