

MINUTES (in Review)

ZOOM BOARD MEETING

Name:	New Board of Ko Taku Reo_2025
Date:	Wednesday, 25 March 2026
Time:	6:00 pm to 9:00 pm (NZDT)
Location:	Virtual, Zoom
Committee Members:	Victoria Manning (Committee Chair), Adrian Easton , Amy Geue, Barbara Alaalatoa, Chris Sinclair, Chris France, Edeh Sullivan, Oliver Ferguson, Patrick Stokell
Attendees:	Cindy Cascalheira

1. Opening Meeting

1.1 Welcome / Karakia and approval of minutes

Board Meeting - February 2026 20 Feb 2026, the minutes were confirmed as presented. Certain information has been redacted from these minutes due to its commercially sensitive nature. The information is intended to be shared with the community in the near future through the appropriate process.

[Redacted content]

- [REDACTED]
- [REDACTED]

1.3 Present

1.4 Apologies

1.5 Interests Register

2. Principals report

2.1 Executive Principal - Amy Geue

Executive Principals report was taken as read

- The school is currently over its staffing unit allocation, and from 2027 the Ministry will require schools to repay any excess allocation quarterly. A review is underway to bring staffing back within allocation limits.
- Concerns were raised about the current student management system, with feedback that it is not meeting the school's needs, particularly for outreach services, timetabling, and Ministry attendance reporting requirements. A full review of systems has begun.
- Board members discussed negative and inaccurate social media commentary, agreeing that communication with the community should focus on facts, due process, and consistent messaging from the board.
- Questions were raised about staffing contracts and misunderstandings around different teaching roles. It was clarified that different contracts have different conditions and staff cannot simply be transferred between roles without following proper employment processes.
- The board discussed staff retention and future planning, noting that staff turnover is currently low compared to other schools. Members agreed the focus should remain strategic, positive, and centred on supporting the school, staff, and students moving forward

2.2 Strategic Plan - DRAFT

Taken as read

- Term 2 community consultation will take place
 - The questions will be created in consultation with the board
- Term 3 - Summarised and approved
- Term 4 - Planning to ensure we are ready in Term 4
- The strategic plan was identified as a major priority for the board, with agreement that dedicated face-to-face time in Term 3 will be important to support the work and involve leadership staff where appropriate.
- Board members acknowledged the significant work already completed and emphasised the importance of continuing to support the planning process.

- It was highlighted that the strategic plan must be written in plain English and be easily accessible by the wider community. An NZSL version and face-to-face consultation opportunities are also planned to support accessibility and understanding.
- Questions were raised about whether the timeline is achievable, with reassurance given that the current planning process is on track and that the board will continue to receive updates as work progresses.
- The board agreed it is important for all members to have a clear understanding of the draft strategic plan before further detailed discussions take place.

2.3 Implementation plan WIP

Taken as read

- The current implementation plan has been extended from the previous version because the strategic plan developed last year was considered not fit for purpose.
- A new executive team is now in place and is working together to develop a stronger and more effective plan moving forward.
- A key focus will be supporting “eyes only” students and developing programmes that help students learn to read without access to sound.
- Strengthening the literacy continuum will also be a major priority within the new plan

The Presiding member thanked the Executive Principal for her hard work on both the strategic plan and the implementation plan

3. For discussion / Updates

3.1 Presentation on schools U Grading

ES shared a presentation Understanding U-Grading in New Zealand Schools

- A presentation was shared explaining the U-Grade system used by the Ministry of Education, which determines a school’s principal salary band, staffing, funding, and leadership support based mainly on student roll size.
- Concerns were raised that the school is unfairly graded because the current system does not fully recognise the school’s unique structure, including outreach and early childhood services.
- Board members discussed the need to approach the Ministry of Education to advocate for fairer recognition, funding, staffing, and resourcing for the school, acknowledging this has been an ongoing issue for many years.
- Suggestions included exploring partnerships with other specialist schools and considering new approaches to strengthen advocacy efforts.
- It was acknowledged that this would likely be a long-term process, but there was support for continuing to investigate and progress this work so the school is properly recognised for the services it provides.



To approach the MoE in regards to the U Grading of the school

The board approve to approach the MoE to look at regarding the school

Decision Date: 25 Mar 2026
Mover: Victoria Manning
Seconder: Edeh Sullivan
Outcome: Approved

3.2 Unpacking the Code of Conduct

Focus on bullet point 1 of the code of conduct

1. I act with integrity - I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.
 - The board discussed the importance of integrity, trust, transparency, and honest communication when working together as a team.
 - Members agreed the boardroom should remain a safe space where differing views can be shared respectfully and without personal agendas.
 - Concerns were raised about communication processes and decision-making transparency, particularly around email communication and operational decisions.
 - Support was offered to continue discussions privately to better understand concerns and strengthen working relationships within the board.

3.3 Student achievement and progress data - Exec Principal to lead discussion

Taken as read

- Attendance data was available this term, but assessment data was not yet included.
- Concerns were raised that the Ministry's SMART assessment tool is not currently fully accessible or suitable for the school's students, particularly for outreach learners working in mainstream settings.
- The school will work with the Ministry to improve reporting processes and ensure student achievement can be measured more effectively.
- A key focus in the implementation plan is supporting "eyes only" students and using research to strengthen teaching practice and student outcomes.

3.4 Deaf Leadership Program prosoal

Proposal has been taken as read

- Discussions were had about the lack of professional development opportunities designed specifically for Deaf staff and leaders, as most current programmes are hearing-focused.
- A potential partnership with an international specialist was discussed to develop a leadership and allyship programme tailored for Deaf staff, which would eventually belong to the school.
- Board members recognised the opportunity this could provide for strengthening Deaf leadership within the school.
- Concerns were also raised about the cost and the school's limited professional development budget, with agreement that funding options need to be explored further.



The board request the finance team to justify the PD amount on the budget

The board would like to understand why the PLD budget is so light given the staffing numbers and size of the school

Due Date: 30 Apr 2026
Owner: Cindy Cascalheira



Deaf Leadership Program proposal

The board approve for this programme to be investigated and for AG to work with finance to see what possibilities there are to finance this proposal

Decision Date: 25 Mar 2026
Mover: Amy Geue
Seconded: Victoria Manning
Outcome: Approved

4. Actions

4.1 Filling the vacant board member role



The board voted and the vacancy has been filled

Voting was completed in full and a board decision was made

Next steps will be for the chair to contact the candidate and then an induction arranged

Decision Date: 25 Mar 2026
Outcome: Approved

5. Correspondence taken as read

5.1 Correspondence

6. Reports / Updates taken as read

6.1 School area reports

6.2 Overview or board workplan

6.3 Policies for review

There are two aspects to this review

- We are reviewing it as a board
- It goes into a pool of feedback for Schooldocs
- Schooldocs review it with a legal lens
- Schooldocs then advise the school on changes that could be made or risks in making any changes etc

6.4 Student elections

Voting is completed

- 2 student reps have been voted for
- They will be contacted to let them know they have been voted on to the board
- They will be present at our next meeting

7. Action updates

7.1 Action List

Due Date	Action Title	Owner(s)
30 Jan 2026	Constitution change discussions to take place Status: In Progress	Victoria Manning
27 Feb 2026	A board member seeks advice on taking action to address past issues Status: In Progress	Cindy Cascalheira
27 Feb 2026	Review delegations Status: In Progress	Cindy Cascalheira

8. Closing Karakia

8.1 Closing Karakia

9. Close Meeting

9.1 Close the meeting

Next meeting: Face to Face Board meeting - 16 May 2026, 9:00 am

Signature: _____

Date: _____