

KIMBOLTON SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING

Date:

14th September 2026

1. Present:

Greg Codyre, Wayne Jenkins, Kirsty Early, Josh Brennan, Sara Martin, Nat Masters and Judy Rush.

Greg read a Karakia.

2. Apologies:

Fiona Quarrie

3. Late Items

Nil.

4. Minutes of the Previous Meeting:

Documentation: Minutes of the BOT meeting held on 3rd August 2026.

Recommendation: That the minutes of the meeting held on 3rd August 2026, subject to amendments, be confirmed as a true and correct record.

MOVED: Wayne Jenkins

SECONDED: Nat Masters Carried.

5. Matters arising from the Minutes

We need to look at a position for a new sign on the corner of Fleury St & Kimbolton Rd.

6. Principal's Report

Taken as read.

The school term dates for 2027 were discussed. It was agreed that Term 1 2027 will begin on Thursday 28th January, and Term 4 will finish on Thursday 9th December. There will be no teacher only days within the school terms.

Our staffing allocation has been worked out on 50 students. Greg has submitted a review as we required it to be 51 to maintain our current staffing. As of 1st March 2027 the roll will be 51. As of 1st July it will be 55. Greg also explained the current staffing overuse.

An information evening was held for families who haven't yet been involved with schooling and we have since had enrolments.

The old desks, chairs and the old microwave have been removed off the asset register.

The faulty heat pump in Room 2 was replaced today.

The upgrade of the staffroom kitchen has begun.

Several families have been contacted regarding the absence threshold.

MOTION: That the Board accept the proposed dates for the 2027 school year.

MOVED: Greg Codyre

SECONDED: Josh Brennan Carried.

Recommendation: That the Principal's report be received.

MOVED: Greg Codyre

SECONDED: Josh Brennan

Carried.

7. Presiding Members Report:

Taken as read -

As term 4 is about to start, we are continuing our Strategic Planning process. Currently we are in the process of gathering data via community feedback, academic results, parent and teacher comments. Our next strategic plan will be for years 2027-2028 with the next plans being in place for 2029-2031. These time periods have been put in place to greater align with the electoral process. Hopefully the draft 27-28 strategic plan can be done by Dec 31, with the new plan beginning on 01 Jan 2027. By March 31 2027 the strategic plan will be published online and submitted to the ministry.

As of Oct 1 2026, the New Zealand School Property Agency (NZSPA) will commence. This crown entity will manage, plan, build, maintain and administer the education property portfolio. There are no immediate changes for schools and their boards, ensuring service continuity.

Recommendation: That the Presiding Member's Report be received.

MOVED: Wayne Jenkins

SECONDED: Kirsty Early

Carried.

8. Finance Report:

Account Balances:

Cheque Account - \$166,498

Construction Contract Retention - \$0

Online Saver - \$44,591

Results as at 31 August 2026

For the month of August the deficit totals (\$9,799) compared with the budgeted deficit of (\$6,095).

For the year to 31 August 2026 the surplus totals \$42,495 compared with the budgeted surplus of \$32,304.

This is eight months through the year, or 66% of the way through the financial year, with 66% of budgeted revenue received, and 61% of the budgeted expenditure spent.

The school has a working capital of \$307,726 and total uncommitted funds of \$278,515 .

Notes:

When does the term deposit end and should the money be reinvested to gain towards the future bus purchase?

The term deposit matures on 20th October 2026. At this stage we will get it paid back into the cheque account rather than reinvest, until we know where we are at with our staffing.

Recommendation: That the Finance Report and the August financials be received and accepted, and payments approved.

MOVED: Sara Martin

SECONDED: Kirsty Early

Carried.

9. Property Report:

The new desks and chairs are looking good and working well. The old desks have been dismantled and have been removed off the asset register.

MOTION: That the Property Report be accepted.

MOVED: Josh Brennan

SECONDED: Wayne Jenkins Carried.

10. Bus Report

The August Bus Health & Safety report was presented.

There is going to be a rally held on 3rd December. This will affect families on Ridge Rd and Peepoday Rd. This will inconvenience two of our school families as roads will be closed.

There will also be a lot of extra traffic on our bus routes this day.

Recommendation: That the Bus Report be received.

MOVED: Nat Masters

SECONDED: Sara Martin Carried.

11. Health & Safety Report

No report

12. General Business

No general business to discuss

MEETING CLOSED: 8.02pm

MOTION: That we move into Public Excluded

MOVED: Wayne Jenkins

SECONDED: Josh Brennan Carried.

MEETING CLOSED: 8.30pm

13. Date of Next Meeting:

Tuesday 27th October 2026 at 7.00pm

Venue: Kimbolton School

Minute Secretary – Judy Rush

Signed_____

Date_____

