



Minutes of the Te Waotu School Board of Trustees Meeting
Held on the 25 November 2024 at 6:01pm, in the staffroom at Te Waotu School

Meeting opened 6:01pm with a karakia

1. Administration

1.1 **Present:** J. Hemingway, J Mardell, C. Graham, S. Parker, J. Pelham,
M. Thompson, S. Hamilton, and H. Stegen

1.2 **Apologies:** Nil

1.3 **Declaration of interests:** Nil

2. Follow-up

2.1 Confirmation of minutes

Previous meetings minutes accepted as true and correct record subject to amendment of seconder in item 3.1 from C. Graham to S. Hamilton

Moved: J. Mardell Second: S. Hamilton

Carried: Unanimously

2.2 Sign Minutes

- Presiding member to sign previous meeting minutes following above adjustment

2.3 Action Tasks from Previous Meeting

- Finance rep presented final review of outstanding uniform receivables. Key points as follows:
- Principal has assured board that staff are familiar with current financial / asset protection polices & systems are in place to prevent unauthorised orders being made.
- Uniforms have been sold below cost (approx. \$1,122 cost to school). Management to correct sales prices for 2025 in line with cost.
- Finance rep & management have worked together to collect funds owing to school – significant progress made. Approximately \$995 still outstanding from current families, approximately \$1121 still outstanding from families no longer attending Te Waotu School. Receivables owing from families no longer attending to be written off.
- School is in process of implementing Kindo to manage collection & tracking of future receipts (cashless service)

3. Board Decisions and Processes

3.1 Review/update policy documents

Presiding member role description policy

Motion: That the board adopt the Presiding Member Role description policy from NZSBA.

Moved: C. Graham Second: S. Hamilton

Carried: Unanimously

Board Annual Work Plan 2025

Motion: That the board adopt the Board Annual Work Plan for 2025 amended to include election timeline details.

Moved: S. Parker

Second: J Hemingway

Carried: Unanimously

3.2 Presiding Member confirmed that previous meeting policy updates have been completed.

3.3 School docs:

Motion: That the board agree to adopt School Docs policy management system.

Moved: J. Pelham

Seconded: S. Parker

Carried: Unanimously

3.4 Teacher only day

Motion: That the board approve a teacher only day for support to embed the new curriculum content on Friday 7 February 2025.

Moved: C. Graham

Seconded: J. Pelham

Carried: Unanimously

3.5 Room 3 refurb project

E-Motion resolution: That the board approved the 'Procurement recommendation report', 'Contract works procurement plan' and associated documents provided by Onform PM LTD to complete room 3 refurbishment project as part of 5YA plan – per e-motion dated 31/1/2024

Moved: J. Mardell

Carried: Unanimously

3.6 Silks Audit

E-Motion resolution: That the board approved the Silks Audit 'Audit fee proposal for the years ending 31 December 2024, 2025, 2026' letter dated 29 October 2024 and the 'Proposal to conduct the audit of Te Waotu School on behalf of the auditor-general for the 2024, 2025 and 2026 financial years.

Moved: J. Mardell

Carried: Unanimously

3.7 Job Check Token with INZ

E-Motion resolution: That the board approved spend of up to \$1,800.00 +gst to apply for a job check token with INZ (note this figure includes a provision to challenge INZ if required). In parallel to this process, management will also be applying to renew Te Waotu School's accreditation status at a cost of \$775 +gst.

Moved: J. Mardell

Carried: Unanimously

3.8 Insurance

Principal confirmed completion of annual review and approval of insurance.

3.9 School Pool

- Board approved pool keys to be made available to families over summer holiday period. Finance rep to review wording of document for safety management
- School pool keys available for \$50 per family.

3.10 Board Payment

The following board members opt not to receive payment for board meetings attended during 2024

- J. Mardell
- C. Graham
- S. Parker
- J. Pelham



Moved: C. Graham
Carried: Unanimously

Seconded: J. Pelham

3.11 2025 Strategic Plan

The board discussed the draft 2025 strategic plan. Discussion included comprehensive student achievement measures, policies/procedures/compliance, HSE developments and culturally responsive practices.

3.12 Board Succession

The board accepted the resignation of J. Hemingway effective following 25th November meeting.

The board decided that this position will remain vacant until the September 2025 elections. Presiding member to advise community of decision per NZSBA guidance.

Moved: S. Parker Seconded: C. Graham

Carried: Unanimously

3.13 Personnel Changes

The board accepted resignation of Nadia Roberts, effective from 30th January 2025

That the board accepted resignation of Trish Wairua-Harpur, effective from 30th January 2025.

3.14 Year 7 and 8 Overnight Stay

- Board received safety management plan documentation for Yeti lodge trip with board pack
- Management discussed presence of toxic algae readings in Lake Arapuni & decision to avoid all water activities to eliminate risk. Board accepted this recommendation.
- Management currently working through whether trip will be altered to Yeti lodge overnight without water activities, or Yeti lodge overnight with other activities. Management to supply safety management plan to board as appropriate for approval.

4. Monitoring

4.1 Ongoing summary of progress to date in relation to annual plan - Principals Report

The principal presented the principals report.

Motion: That the Principals report be accepted.

Moved: C. Graham Second: S. Hamilton

Carried: Unanimously

4.2 Chair Report

- Discussed getting the best out of board members in board discussions
- Succession planning: Board members indicated intention to stand or not at September election
- ERO update ahead of review 2025

4.3 Finance and Audit Report

- October Management report presented, discussed.
- Finance rep to complete October accounts checks ahead of next board meeting

4.4 Property

- See Principal's report
- 5YA update: Room 3 Pre-start meeting completed. Work to progress over the school holidays

Motion: The board approve exterior painting of room 1 & 2 and whole school year 1 wash/paint maintenance at a cost of up to \$24,480.00 +gst.

Moved: S. Parker Seconded: J. Hemingway

Carried: Unanimously



4.5 Enrolment Scheme

- 15 students applied for out of zone enrolment in current round – all have been offered places for term 1, 2025.

5. Strategic Decisions

5.1 Board review 2024

- Board discussed/reviewed current practice & next steps using ERO BAS framework as framework for discussion.
- Discussed NELPs link in strategic plan, reporting student achievement data to community, EOTC safety management planning, donation scheme annual opt in, tuck shop rules & physical restraint approval.

5.2 Board feedback to community

- Presiding member update community in newsletter following each meeting
- Presiding member to provide annual update to community at end of year assembly

5.3 Safety management system

- The board member and principal have been working together on the first stage of the safety management document.
- Need for EOTC coordinator.

7. Administration

7.1 Correspondence:

- IN: Personnel update
- OUT:

8. In Committee

Nil

9. Meeting Closure

9.1 Preparation for next meeting

- Next meeting 2025
- Meeting closed at 8:17 pm

Volunteer Hours for 2024

	Dec 2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Janice	0	0	3	3	0	2	2	4	5	3	6	5
Sandra	0	0	3	3	2	6	2	3	3	3	6	3
Jess	10	10	15	15	15	15	15	10	10	15	15	15
Courtney	5	5	10	10	10	10	10	10	10	10	10	10
Steve	0	0	3	3	4	6	3	3	3	5	8	8
James	0	0	3	6	4	2	3	5	5	12	20	5