



## **Minutes of the Te Waotu School Board of Trustees Meeting**

Held on the 24 November 2025 at 6:01pm, in the staffroom at Te Waotu School

Meeting opened 6:01pm with a karakia

### **1. Administration**

1.1 **Present:** J Mardell, C. Graham, M. Barbour, J. Pelham, M. Wright, M. Thompson, S. Topping and H. Swan

1.2 **Apologies:** Nil

1.3 **Declaration of interests:** Nil

1.4 **Correspondence:**

**IN:** Lichfield School classification, Parent Emails, Erica Stanford Email

**OUT:** Parent Emails

### **2. Follow-up**

2.1 **Confirmation of minutes**

October 2025 meetings minutes accepted as true and correct record.

**Moved:** C. Graham                      **Second:** J. Pelham

**Carried:** Unanimously

2.2 Presiding member signed minutes. Principal to arrange for signed minutes to be uploaded onto website.

2.3 Principal confirmed August 2025 minutes are on website.

2.4 **Action Tasks from Previous Meeting**

**Item 3.7 (August 2025 meeting)** - Principal to report back  
Enquiry has been made with MOE property rep, awaiting further clarification.

### **3. Decisions**

3.1 **Schooldocs – Board Assurances Schedule**

**Motion:** That the Principal assures the board that the school complies with key legislation and regulatory requirements, relevant policies are up to date and appropriate actions have been taken:

- Opening and closing the school
- Income (govt donation scheme only)
- Gifts
- Protected disclosure
- School swimming pool
- Daily school bus

Every term:

- Risk Management
- Planning and preparing for emergencies, disasters & crises

**Moved:** C. Graham      **Second:** M. Wright  
**Carried:** Unanimously

### 3.2 Governance Policies

- Presiding member (chair) role description policy

**Motion:** That the board adopt policy as presented

**Moved:** S. Topping      **Second:** C. Graham  
**Carried:** Unanimously

- **Board Dates 2026** Triennial review Program/board annual workplan

**Motion:** Board to adopt board annual workplace for 2026

**Moved:** C. Graham      **Second:** M. Wright  
**Carried:** Unanimously

### 3.3 Property Decisions

#### Turf

Three quotes received (attached). Final design to be finalised with preferred supplier. Board is targeting installation end of term 1, dependant on supplier availability & MOE approval process.

**Motion:** That the board agree to proceed with turf project on basis of quotes presented. The board notes \$70,000 currently allocated to project in 5YA. Board agree to request spare 5YA funds be re-allocated to turf project to cover balance of project – however, Board note that if 5YA funds cannot be re-allocated, part of the project will need to be self-funded.

**Moved:** J. Pelham      **Second:** M. Wright  
**Carried:** Unanimously

### 3.4 School Pool

Board discussed school pool plan for summer holidays.

**Motion:** That the board approve summer pool plan.

**Moved:** S. Topping      **Second:** C. Graham  
**Carried:** Unanimously

### 3.5 Year 7/8 Overnight Stay

- EOTC documentation presented
- EOTC review completed for water components of trip only

**Motion:** That the board approve the overnight stay per safety, risk management documentation attached.

**Moved:** C. Graham      **Second:** J. Pelham  
**Carried:** Unanimously

### 3.6 Water Activity Day: Te Awamutu Aquatic Centre Trip

- EOTC risk management documentation attached
- Board discussed competency assessment and permission slip requirements

**Motion:** That the board approve the water activity day per safety, risk management documentation attached.

**Moved:** M. Wright      **Second:** M. Barbour  
**Carried:** Unanimously

### 3.7 Leave Request Proposal

- Principal assured board that this leave will not impact the operational requirements of the School
- Principal & staff rep assured board that any relief teaching / cover put in place will be curriculum teaching for the full 3.5 weeks (not just relieving a classroom).

**Motion:** That the board approve M Thompson's leave without pay request – Monday 20<sup>th</sup> April – Wednesday 13<sup>th</sup> May.

**Moved:** C. Graham      **Second:** S. Topping

**Carried:** Unanimously

### **3.8 Conference/ PD**

**Motion:** That the board approve M Thompson attending the EduLearn conference at a cost of up to \$5,000 plus GST, funded by the Principal professional leadership fund.

**Moved:** M Wright      **Second:** J Pelham

**Carried:** Unanimously

### **3.9 Cyclical Maintenance Plan**

**Motion:** That the board approve cyclical maintenance program as presented.

**Moved:** C. Graham      **Second:** M. Barbour

**Carried:** Unanimously

### **3.10 School Uniforms**

**Motion:** That the board approve purchase of 24 hoodies and 19 polos as per quote at a cost of up to \$3,400 including GST. (\$3,318.90 plus contingency for postage/other.)

**Moved:** S. Topping      **Second:** J. Pelham

**Carried:** Unanimously

## **4. Monitoring/Strategic Discussion**

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

- Principal to advise J. Pelham of next bus meeting – J Pelham indicated interest in attending.

M. Thompson presented the principals report.

### **4.2 Chair Report**

- Board agreed to report back to community in form of newsletter & Presiding member speaking at assembly

### **4.3 Finance Report – Monthly Review**

- Finance rep confirmed the following reports have been sighted and approved September, October 2025 – Payments schedule and supporting invoices, receipts schedule, and supporting invoices, creditors batch payment list and supporting invoices, reconciliation of cash movement in bank statement to payments/receipts/creditors lists, journals as shown in management report.
- Board agreed for C Graham to have 'view' access to the Westpac bank account to assist with finance rep duties.

**Motion:** That the board approve the October 2025 Management report

**Moved:** J Pelham      **Second:** M. Wright

**Carried:** Unanimously

### **4.4 Property – General Update**

- See Principal's report
- Final Decking Work: MOE approval received. Clothiers have been advised
- Hall Mezzanine: Documentation complete, awaiting quotes
- Multi-Purpose Room: Completing MOE approval process before commencing drawings for joinery work
- Turf: Three quotes received. Design to be finalised, then proceed to approval process.

### **4.5 OOO**

- OOO applications closed 13<sup>th</sup> November. Four applications received, one applicant offered placement

### **4.6 Draft Strategic Plan**



- Board reviewed plan and provided feedback.
- Second draft to be presented to the board February 2026 meeting, following learning data analysis
- School community consultation Late Feb/early March (following second board review)
- Final strategic plan to be presented to board March 2026 for approval

#### **4.7 Draft 2026 Budget**

- Board reviewed draft budget. No feedback at this time. Final budget to be presented in February 2026.

#### **4.8 Principal Professional Growth Cycle – Summary Report**

Principal presented report.

**Motion:** That the board accepts the Principal's Professional Growth Cycle report.

**Moved:** C. Graham                      **Second:** S. Topping

**Carried:** Unanimously

#### **4.9 Board Staff Morning Tea**

- Board to provide staff morning tea 3<sup>rd</sup> December 2026
- Board scheduled a 2.00pm class walk-through and afternoon tea 25<sup>th</sup> February 2026.

#### **4.10 Te Tiriti**

- Board discussed recent legislative change regarding Te Tiriti, media coverage, potential impact on Te Waotu School and feedback from a School parent.

**Motion:** That the board agree to form a working group to draft communication for the Te Waotu School community. Draft communication to be reported back to the Board for approval. Working group to consist of S. Topping, C. Graham, M. Thompson, M. Wright, J. Mardell.

**Moved:** S. Topping                      **Second:** C. Graham

**Carried:** Unanimously

#### **4.11 Board Member Honorarium Payments**

**Motion:** That the following board members choose not to receive honorarium board payments for the 2025 year.

- M. Barbour
- M. Wright
- J. Pelham
- C. Graham
- J. Mardell

**Moved:** C. Graham                      **Second:** J. Pelham

**Carried:** Unanimously

#### **5. Preperation - Agenda Items for Next Meeting**

- Evaluation of board effectiveness – Feb 2026
- Review induction process – Feb 2026
- School Bus Route – March 2026
- Unteach Racism Module 5

#### **6. In Committee**

Board moved into committee at 8:34pm

#### **7. Meeting Closure**

- Next meeting 23 February 2026
- Meeting closed at 9:10pm

	Dec 2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Janice	0	0	0	0	0	0	0	0	0	0	0	0
Sandra	0	0	10	2	3	3	2	2	3	3	0	0
Jess	2	5	15	10	10	10	10	10	10	10	10	10
Courtney	5	5	10	5	10	10	10	10	9	10	10	8
Steve	0	0	3	0	0	0	0	0	0	0	0	0
James	4	0	5	3	4	4	3	2	4	10	20	4
Matt	0	0	0	0	0	0	0	0	0	0	5	4
Malissa	0	0	0	0	0	0	0	0	0	0	5	6
Sarah	0	0	0	0	0	0	0	0	0	0	5	5

*Sarah*