



Minutes of the Te Waotu School extra-ordinary Board Meeting

Held on 23 April 2025 at 7:00 pm, online

Meeting opened 7:00 pm

1. Administration

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

1.2 **Apologies:** n/a

1.3 **Declaration of interests:** Nil

3. Board Decisions

3.1 Teachers only day

- Board discussed proposed teacher only day including rationale and proposed content.
- Board noted that Te Waotu School will meet minimum number of half days, with the last day of school being 17th December.

Motion: That the board approves proposed teachers only day on Tuesday 3rd June, making the last day of school 17th December a full day at school.

Moved: C. Graham

Second: J. Pelham

Carried: Unanimously

9. Meeting Closure

- Meeting closed at 7:14pm



Minutes of the Te Waotu School Board of Trustees Meeting
Held on the 24 March 2025 at 6:00 pm, in the staffroom at Te Waotu School

Meeting opened 6:00 pm with a karakia

1. Administration

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

1.2 **Apologies:** J. Pelham

1.3 **Declaration of interests:** Nil

2. Follow-up

2.1 Confirmation of minutes

Confirmation of prior meeting minutes per e-motion dated 28 February 2025 as true and accurate.

Carried: Unanimously

2.2 Action Tasks from Previous Meeting

- The principal confirmed that the signed minutes of the previous meeting have been upload to the website.

3. Board Decisions and Processes

3.1 Schooldocs

- School docs website has now been compiled

Motion: That the board approve the adoption of School docs policy management system as our policy suite. Governance policies to be added to SchoolDoc suite include Board remuneration & expenses policy, Presiding member role description policy, Staff rep role description policy, relationship between board & principal policy, Principal performance management policy, relationship between presiding member & principal policy, Meeting protocols, Board induction process, Board review policy, delegations & committee principals policy, concerns and complaints process + checklist, trustee register, annual workplan

Moved: C. Graham Second: S. Hamilton

Carried: Unanimously

3.2 Draft 2024 Financial Accounts

2024 draft annual accounts to be sent out for approval via e-motion (due to auditors 31 March)

3.3 Year 4/5 Overnight camp – e-motion

Motion: That the board approve the year 4/5 overnight camp per e-motion dated 28 February.

Carried: Unanimously

3.4 Year 6/7/8 Camp

Motion: That the board approve safety management planning documentation for the year 6,7 and 8 camp.

Moved: C. Graham Second: M. Thompson

Carried: Unanimously

3.5 Physical Restraint

Motion: That the board authorise A. de Vorm's, who has been trained to use physical restraint if necessary.

Moved: C. Graham Second: S. Hamilton

Carried: Unanimously

3.6 OUC Sign-Off

Motion: That the board approve the signing of OUC for the removal and replacement of heat pump block A.

Moved: C. Graham Second: M. Thompson

Carried: Unanimously

3.7 Resignation of BOT member

E-motion: That the board agreed to not fill the casual vacancy created following S. Parker's resignation due to proximity to September election per email correspondence dated 8-12 March 2025

Carried: Unanimously

4. Monitoring

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

The principal presented the principals report.

The principal confirmed that the AoV has been submitted to the Ministry of Education.

The principal confirmed that the Strategic plan has been submitted to the Ministry of Education.

Motion: That the Principals report be approved and accepted.

Moved: S. Hamilton Second: C. Graham

Carried: Unanimously

4.2 Chair Report

- School roll continues to be strong
- Final ERO documents submitted, awaiting report

4.3 Finance and Audit Report

C. Graham presented the Finance report.

- Summary of 2024 actuals verse budget.
- Finance rep confirmed the following reports have been sighted & approved (Dec 2024, Jan 2025, Feb 2025): Payments schedule & supporting invoices, receipts schedule & supporting invoices, creditors batch payment list & supporting invoices, reconciliation of cash movement in bank statement to payments/receipts/creditors lists, journals as shown in management report



Motion: That the board approve December 2024, January and February 2025

Management reports.

Moved: M. Thompson

Second: S. Hamilton

Carried: Unanimously

4.4 Property

- See principals report
- 5YA update: Room 3 project is complete and awaiting close out documentation.
- Drawings have been received for proposed decking project – awaiting quotes
- Awaiting drawings for room 1 and 2 veranda weather protection project.

4.5 Enrolment Scheme

- Term 2 out-of-zone enrolment applications were due 10 March. 2 Students applied for the out of zone enrolment scheme, both have been accepted.

4.6 School Closure

- The board have noted the school closure letter. The school had to closed due to a power outage on 14 March.

5. Strategic discussions

5.2 Inclusion and well-being

- Principal presented feedback from recent staff survey

6. Administration

7.1 Correspondence:

- IN: Nil
- OUT: Schooled confirmed as returning officer for September election

8. In Committee

Nil

9. Meeting Closure

9.1 Preparation for next meeting

- Next meeting 26 May 2025
- Meeting closed at 7:23pm

Volunteer Hours for 2025												
	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								
Jess	2	5	15	10								
Courtney	5	5	10	5								
Steve	0	0	3	0	0	0	0	0	0	0	0	0
James	4	0	5									

