



Minutes of the Te Waotu School Board Meeting

Held on the 20 October 2025 at 6:00pm, in the staffroom at Te Waotu School

Meeting opened 6:00pm with a karakia

1. Administration

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

1.2 Apologies: Nil

1.3 Declaration of interests: Nil

1.4 Correspondence:

IN: Targa, Strike notification, NZSBA strike information

OUT: Targa, Strike notification

1.5 Delegations

- J. Mardell elected as Presiding Member - unanimous.
- J. Mardell lead the meeting as the Presiding Member
- Finance Committee: M. Thompson, C. Graham and M. Barbour elected to Finance committee – unanimous.
- Property committee: M. Thompson, J. Pelham, M. Wright and J. Mardell elected to property committee – unanimous.
- Board approved delegation schedule subject to above updates

2. Follow-up

2.1 Confirmation of minutes

August 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 the signed minutes to be uploaded onto the website.

2.3 Principal confirmed June 2025 minutes are on website

2.4 Action Tasks from Previous Meeting

Item 3.7 – See email correspondence attached.

Item 3.7 – Principal to follow up – carry forward to November meeting

Item 4.1 – Principal investigate historic note regarding non-compliant note on hazard register for pool area. Hazard register has been updated.

3. Decisions

3.1 Schooldocs – Board assurance schedule - To be carried forward to November meeting.

3.2 Schooldocs – Policy review schedule - Board

Motion: That the board confirms review of the following policies and compliance with these:

- Bullying and harassment
- Behaviour management
- Minimising physical restraint

Moved: J Pelham Second: C. Graham

Carried: Unanimously

3.3. Schooldocs – Policy review Schedule – Principal

Motion: That the Principal confirms review of the following policies and compliance with these:

- Searches, surrender, and retention of property
- Stand-down, suspension, and exclusion
- Staff wellbeing and safety

Moved: C. Graham Second: M. Wright

Carried: Unanimously

3.4 Governance policies

- N/A

3.5 Upcoming Strike

Minute resolution of e-motion: That the board approved closing of the school for strike action on 23 October, with appropriate communication to go out to the school community as required. Unanimous

3.6 Concrete area outside room 5/6

Motion: That the board approve concreting grass area outside room 5/6 at a cost of up to \$4,000 +gst (\$3,500+gst plus \$500+gst contingency)

Moved: J. Pelham Second: M. Wright

Carried: Unanimously

3.7 Linewise quote

Motion: That the board approve Linewise quote of \$2,182.13 gst included.

Moved: C. Graham Second: M. Barbour

Carried: Unanimously

3.8 Out of zone enrolment dates 2026

Motion: That the board approve 4 pre-enrolment periods for 2026 (one per term).

Deadlines by which out-of-zone enrolments must be received by as follows:

- Term 1: Monday 9 March 3pm
- Term 2: Friday 29 May 3pm
- Term 3: Monday 24 August 3pm
- Term 4: Friday 13 November 3pm



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

3.9 Property update Priorities

Board discussed current property priorities and remaining 5YA allocation. Decking and veranda project complete subject to minor finishings.

Hall mezzanine

- Concept drawings have been received and approved by principal. Awaiting cost estimate.

Motion: That the board approve collection of quotes per drawings.

Moved: C. Graham Second: M. Thompson
Carried: Unanimously

Turf

Motion: That the board approve collection of 2 additional quotes for turf, pursue MOE approval and investigate funding options for this project.

Moved: S. Topping Second: M. Thompson
Carried: Unanimously

Balustrade, ramp, decking

Motion: That the board approve plan to re-deck ramp, install new ramp balustrade, rehang toilet door, remove decking at base of stairs beside court, shorten handrails and re-deck carpeted area outside room 1/2 as detailed on Clothier Construction quote at a total cost of up to \$16,706+gst

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

Multi-purpose room: Stage 1 – Joinery

Motion: That the board approve the quote of \$900+gst for concept design drawings for joinery replacement (suitable to price building contractors) – subject to confirmation from Clothier design of any height restrictions and confirmation from MOE property rep that this building can be used as a teaching space and that board funds can be used to upgrade this building to a teaching space.

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

3.10 Budget Review

Motion: That the board approve revised budget, subject to amendments discussed showing an operating surplus of \$34,687.

Moved: J. Pelham Second: S. Topping
Carried: Unanimously

3.11 Debit card

Motion: That the board approve purchase of a debit card, subject to amendments to policy. Key additions to policy include:

- Card to be used only by the Te Waotu School Principal
- Principal authorised to spend up to \$100 without prior approval
- Any spend over \$100 requires prior 2 person authorisation
- Daily card limit to be set at \$2,000
- Card must be pin-enabled, and not pay-wave enabled

Moved: C. Graham Second: J. Pelham



Carried: Unanimously

4. Monitoring / Strategic discussion

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

Michael Thompson presented the principals report.

Motion: That the Principals report be approved and accepted.

Moved: M. Thompson Second: C. Graham

Carried: Unanimously

4.2 Chair Report

- Taken as read

4.3 Finance and Audit Report

Finance rep confirmed the following reports have been sighted and approved: August 2025 – Payment's 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 list, journals as show in management report.

Motion: That the board approve August & September 2025 Management reports.

Moved: J. Pelham Second: S. Topping

Carried: Unanimously

4.4 Property

- See principal's report

5. Identify Agenda Items for Next Meeting

- Approval cyclical maintenance program
- Approve board meeting dates for 2026
- Strategic plan – draft for feedback
- 2026 Budget – draft for feedback
- School bus route – March 2026
- Nov/Feb board meetings: Review of induction process
- Unteach racism module 5

6. In Committee

Nil

7. Meeting Closure

7.1 Preparation for next meeting

- Next meeting 24 November 2025
- Meeting closed at 7:44 pm



	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	
Courtney	5	5	10	5	10	10	10	10	9	10	10	
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	
Matt	0	0	0	0	0	0	0	0	0	0	5	
Malissa	0	0	0	0	0	0	0	0	0	0	5	
Sarah	0	0	0	0	0	0	0	0	0	0	5	

