



**Minutes of the Te Waotu School Board of Trustees Meeting**  
Held on the 24 February 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, 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. Principal to arrange for signed minutes to be uploaded onto website.

Moved: J. Mardell                      Second: C. Graham

Carried: Unanimously

2.2 Presiding member signed minutes.

**2.3 Action Tasks from Previous Meeting**

- Nil

**3. Board Decisions and Processes**

**3.1 Discuss relevant changes to the following policies:**

- Delegations list. Change to be made to the EOTC that the principal has delegated authority to approve low risk activities.
- Delegations of authority – Principal
- All members signed the code of conduct.

Moved: C. Graham                      Seconded: J. Pelham

Carried: Unanimously

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

**3.3 2025 Strategic Plan**

Proposed motion: That the board adopt proposed 2025 strategic plan.

- Board feedback on working document provided at November 2024 board meeting. Community voice gathered via board, poster at reception and informal board-caregiver conversation.

- Changed agreed: To add in a target for students who are at or above. To capture students that are at target at the beginning of the year are all at their target at the end of year target. Students who are above target at the beginning of the year will be above at the end of the year target.
- To add a target for percent of students to be at or above target in English, maths & writing. Target to be set at a 5% increase on 2024 student achievement results

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

### **3.4 2025 Budget**

Proposed motion: That the board approve the proposed 2025 budget subject to reducing camp fee to \$10,500.00.

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

### **3.5 Cyclical Maintenance Plan**

Proposed motion: That the board approve the Cyclical maintenance plan.

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

### **3.6 Physical Restraint - Authorisation of non-teaching staff**

Proposed motion: That the board authorise H. Swan-Hickey and H. Stegen, who have been trained to use physical restraint if required.

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

### **3.7 2025 Elections**

Proposed motion: That the board approve 10 September 2025 for School board election date.

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

Proposed motion: That the board approve Schooled to act as returning officer for parent elections 2025. Staff rep process to be run internally.

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

### **3.8 Minute Resolution of e-motion**

That the board approve proposed safety management plan for year 7 and 8 overnight stay – Yeti Lodge – per e-motion dated 26.11.2024

Moved: J. Mardell

### **3.9 Minute resolution of e-motion**

That the board approve the design consultant agreement for veranda roof to junior block at a cost of \$2,600+GST – per e-motion dated 5.2.2025

Moved: J. Mardell

### **3.10 Minute resolution of e-motion**

That the board approve to apply to We Care Community Trust for a grant for 4X V9 Trolley System with a quote value of \$35,864 inc. GST – per e-motion dated 10.2.2025.

Moved: J. Mardell

### **3.11 Year 4/5 Camp**

- EOTC documentation tabled. EONZ viewing documentation. The board to consider and approve once the review has been received and any amendments required.

### **3.12 Grant**

That the board approve to apply to Pub Charity Limited for a grant for 4X V9 Trolley System with a quote value of \$35,864 inc. GST.

Moved: M. Thompson      Second: S. Parker

Carried: Unanimously

### **3.13 Resignation of BOT member**

That the board accept the resignation of S. Parker effective following the 24 February meeting. The board thanked S. Parker for all what he has contributed to the board.

## **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: J. Pelham

Carried: Unanimously

### **4.2 Student progress and achievement 2024 AoV report**

- See 2024 AoV report and End of Year Analysis

The board approved the 2024 end of year student achievement analysis and AoV report.

Move: C. Graham      Second: J. Pelham

Carried: Unanimously

### **4.3 Chair Report**

- See chair report.
- The board note that the School Docs questionnaire has been submitted. School docs have confirmed a 4 week turn-around from submission date.

### **4.3 Finance Report**

- October and November 2024: Finance rep confirmed the following reports have been sighted & approved by finance rep: Payments list and supporting invoices, receipts list 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.
- November 2024 Management report presented. December 2024 & January 2025 management report to be presented at March 2025 board meeting.

Motion: November 2024 Management report be accepted.

Moved: S. Parker      Second: J. Pelham

Carried: Unanimously

### **4.5 Property**



- 5YA update: Room 3 project complete, awaiting close out documentation.
- Drawings for proposed decking project in progress. Awaiting drawings for room 1 and 2 veranda project.

## **5. Decisions**

### **5.1 Grant development priorities for 2025**

- New classroom TVs, chrome books and iPads.
- Court lines, basketball hoops.
- Kapa haka supplies (i.e. poi)
- Tri shade sails
- Sports gear.

### **5.2 HSE: Safety Management System**

- A hazard register has been updated.
- Board expressed appetite to seek a third party to provide health & safety support to assist management in this specialist field.

## **6. Identify Agenda Items for Next Meeting**

- Finance: Stocktake phase 2
- Student progress and achievement: Unteach racism module 3
- Property
- HR: Inclusion and wellbeing – staff and student survey results
- HSE: Standing item including hazard register

## **7. Administration**

### **7.1 Correspondence:**

- IN: Nil
- OUT: Nil

## **8. In Committee**

Nil

## **9. Meeting Closure**

### **9.1 Preparation for next meeting**

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									
Jess	2	5	15									
Courtney	5	5	10									
Steve	0	0	3									
James	4	0	5									

- Next meeting 24 March 2025
- Meeting closed at 7.34pm