



**Minutes of the Te Waotu School Board of Trustees Meeting**  
Held on the 18 August 2025 at 6:03pm, in the staffroom at Te Waotu School

Meeting opened 6:03pm with a karakia

**1. Administration**

1.1 **Present:** J Mardell, C. Graham, J. Pelham, M. Thompson via zoom, 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.

Moved: C Graham                      Second: S. Hamilton

Carried: Unanimously

**2.2 Minutes signed**

- Presiding member signed the June 2025 minutes. Principal to upload to the website.

**2.3 Minutes on Website**

- Principal confirmed that May 2025 minutes have been uploaded on the school website.

**2.4 Action tasks from previous meeting**

- Nil

**3. Board Decisions and Processes**

**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:

Term 3:

- Student Attendance
- Reporting about Student Progress and Achievement
- Searches, Surrender, and Retention of Property
- Minimising Physical Restraint
- Stand-down, Suspension, and Exclusion

- School Records Retention and Disposal
- Food and Nutrition

Every Term:

- Risk management
- Planning and preparing for emergencies, disasters and crises

Moved: C. Graham                      Second: J. Pelham

Carried: Unanimously

### **3.2 Schooldocs – Policy review schedule – Board**

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

- Child protection
- Abuse recognition and reporting
- Safety checking
- Police vetting

Moved: C. Graham                      Second: S. Hamilton

Carried: Unanimously

### **3.3 Schooldocs – Policy review schedule – Principal**

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

- Food and nutrition
- Missing student procedure

Moved: M. Thompson                      Second: J. Pelham

Carried: Unanimously

### **3.4 Governance policies**

Principal performance management policy

Moved: C. Graham                      Second: M. Thompson

Carried: Unanimously

Relationship between the board and principal policy

Moved: C. Graham                      Second: M. Thompson

Carried: Unanimously

Relationship between presiding member (chair) and principal policy

Moved: C. Graham                      Second: M. Thompson

Carried: Unanimously

### **3.5 Resignation of Teaching Staff**

The board accept the resignation of Anna-Blair Hunt with her last day being the end term 3 (5 October 2025).

### **3.6 Stairs and Veranda Project**

E-motion: That the board approved the stairs and veranda project per attached documents at a total project cost of no more than \$98,450.00 with leading tender being Clothier Construction Ltd – e-motion dated 7/7/2025

### **3.7 Science Room**

Board discussed quote for drawings for this project of \$4,025 (incl. Consent construction plan), potential funding strategy & staged build. Action points:

- Principal to look into the following – report back to board:
  - Relevant regulatory requirements for science at school (e.g.



- ventilation?) and preparing food in same room/benches as science/art?
  - What other uses would this building have? Science? Enviro? Art? Testing? Other?
- Presiding member to look into the following – report back to board:
  - What stage of project would trigger building consent?
  - Logical stages re funding strategy

### **3.8 Taga Rally**

- Finance rep has taken our concerns to council. Main issue is the afternoon route - can parents still access the school and school buses run as normal.
- Still waiting for feedback from Taga.

## **4. Monitoring**

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

Michael Thompson presented the principals report.

- Principal to investigate the non-compliant remark on the hazard report for the pool area, suggestion possibly historic note.
- Out of Zone enrolments: 4 applications received by 18 August. All 4 have been offered positions

Motion: That the Principals report be approved and accepted.

Moved: M. Thompson                      Second: S. Hamilton

Carried: Unanimously

### **4.2 PAT test summary**

- Principal reported on the PAT testing.

### **4.3 Chair Report**

- Presiding member thanked S. Hamilton for her valuable support and input she has contributed to the board over the years.
- H. Stegen has resigned as secretary of the board and the presiding member thank her for her contribution and work over the years.

### **4.4 Finance and Audit Report**

Finance rep confirmed that the following June and July 2025 reports have been sighted and approved: Payment's schedule and supporting invoices, receipts schedule and 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 June and July 2025 Management report.

Moved: C. Graham                      Second: J. Pelham

Carried: Unanimously

### **4.5 Property**

- See Principal's report
- Decking and room 1 and 2 veranda roof: Approved, work planned for term 3 holidays.
- Hall mezzanine: Drawings received, management to provide feedback
- Science/tech room: see item 3.7 of minutes. Board owned asset- next steps quoting and funding strategy



- Turf: Design phase

#### **4.6 Board induction**

- Board discussed feedback from past induction – no major feedback.

Motion: That the board adopt the updated NZSBA policy with the removal of the boards school email address under section 1.

Moved: C. Graham

Second: J. Pelham

Carried: Unanimously

- Action point: Book morning tea and school tour term 4 – once board elections finalised

### **5. Strategic Discussions**

#### **5.1 Unteach racism module 5**

- Discussion re content

#### **5.2 BOT meeting**

Motion: That the board agreed to cancel September's meeting due to proximity of the election results.

Moved: C. Graham

Second: S. Hamilton

Carried: Unanimously

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

- Budget review
- School bus route – March 2026

### **7. Administration**

#### **7.1 Correspondence:**

- IN: Nil
- OUT: Nil

### **8. In Committee**

Nil

### **9. Meeting Closure**

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

- Next meeting 2025
- Meeting closed at 7:29 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			
Jess	2	5	15	10	10	10	10	10	10			
Courtney	5	5	10	5	10	10	10	10	9			
Steve	0	0	3	0	0	0	0	0	0	0	0	0
James	4	0	5	3	4	4	3	2	4			