



Minutes of the Te Waotu School Board of Trustees Meeting

Held on the 23 June 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, M. Thompson, S. Hamilton, M. Wright 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: S. Hamilton Second: C Graham

Carried: Unanimously

2.2 Sign minutes

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

2.3 Previously approved Minutes on website

The principal confirmed that the approved minutes from March and April 2025 have been uploaded to the website.

2.4 Action Tasks from Previous Meeting

- Nil

3. Decisions/Processes

3.1 Schooldocs

- Nil

3.2 2024 Audit

Motion: That the board approved 2024 audit report per e-motion dated 28 May 2025.

Carried: Unanimously

3.3 Teachers only Day

Motion: That the board approved the proposed teachers only day on Friday 25 July, with parents to be advised by Friday the 13th of June per e-motion dated 8/6/2025.

Carried: Unanimously



3.4 Science Room

- Waiting for drawing quote. Drawings quote to be circulated to board electronically when it comes in. Project manager may be engaged per MOE requirements.

4. Monitoring

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

- The principal presented the principals report.
- Out-of-zone: 1 application was received, and accepted.
- Permissions document: Board feedback sought & provided to principal

Motion: That the Principals report be approved.

Moved: C. Graham Second: J. Pelham

Carried: Unanimously

4.2 Mid-year Reports

- Discussed Mid-year student achievement report, including maori student achievement.

4.3 Chair Report

- Nil

4.3 Finance and Audit Report

Finance rep presented the Finance report.

- Principal confirmed 2024 annual report has been submitted to the MOE and is on the school website.
- Finance rep confirmed the following reports have been sighted and approved (May 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 lists, journals as shown in management report.

Motion: That the board approve May 2025 Management report.

Moved: J. Pelham Second: S. Hamilton

Carried: Unanimously

4.4 Property

- See Principal's report
- Decking and room 1 and 2 veranda roof: Waiting on the final quote. Once received, approval will be circulated via e-motion
- Hall mezzanine: Waiting on drawings.
- Science/tech room: Design confirmed – waiting on drawing quote. Board owned asset – next steps quote collection & funding strategy.

5. Decisions

5.1 School Values Discussion

- Respect, responsibility, honesty, kindness and courage.

5.2 Unteach racism module 4



- Board discussed content and learnings

5.3 Staff morning Tea

- 26 August staff morning tea – 11:15

5.4 Targa Rally

- Currently scheduled for Wednesday 15 October – part of school bus route will be closed 2:20 pm to 6:50 pm.
- Finance rep to make contact with and arrange a meeting with Targa Rally organisers to discuss Wednesday 15 October route timing.
- Principal to circulate flyer to Putaruru Principals as will likely affect their bus routes also

6. Identify Agenda Items for Next Meeting

- Stocktake phase 2
- Schedule morning tea & classroom walk term 4 (with new board)
- School bus route – March 2026

7. Administration

7.1 Correspondence:

- **IN:** ERO report, Audit report
- **OUT:** Annual accounts, audit report

8. In Committee

- Nil

9. Meeting Closure

9.1 Preparation for next meeting

- Next meeting 18 August 2025
- Meeting closed at 7:19 pm

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

