



Minutes of the Te Wautu School Board of Trustees Meeting

Held on the 23rd February 2026 at 6:00pm, in the staffroom at Te Wautu School

Meeting opened 6:03pm with a karakia

1. Administration

1.1 Present: J. Mardell, C. Graham, M. Barbour, J. Pelham, M. Wright, M. Thompson, S. Topping and H. Swan, C. Stevenson (public attending)

1.2 Apologies: Nil

1.3 Declaration of interests: Nil

1.4 Correspondence:

In: Report on the results of the 2024 school audits (OAG), mezzanine quotes and project approval documentation, decking/veranda project close documentation.

Out: Board annual community update, decking/veranda close out documentation.

1.5 Delegations:

- The Board unanimously elected J. Mardell to continue in the role as Presiding member.

Moved: C. Graham **Second:** J. Pelham

Carried: Unanimously

- Delegations list: The board unanimously elected to make no changes to delegations list from 2025.
- Code of Conduct signed by all members.

2. Follow-up

2.1 Confirmation of minutes

November 2025 meetings minutes accepted as true and correct record.

Moved: C. Graham **Second:** S. Topping

Carried: Unanimously

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

2.3 Principal confirmed October 2025 meeting minutes are on website.

2.4 Action Tasks from Previous Meeting

Item 3.7 (August 2025 meeting) - Principal to report back on relevant regulatory requirements for science at school / proposed multi-purpose space. Still waiting on advice regarding ventilation requirements.

3. Decisions

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:

- School planning and reporting
- Learning support
- Health education
- Health, safety, and welfare policy
- Worker engagement, participation, and representation
- Health support
- Digital technology and online safety

Every term:

- Risk management
- Emergency management

Moved: C. Graham **Second:** M. Wright

Carried: Unanimously

3.2 Schooldocs - Policy Review Schedule - Board

- Alcohol, drugs, and other harmful substances policy
- Sun protection
- Digital technology and online safety

Moved: C. Graham **Second:** S. Topping

Carried: Unanimously

3.3 Schooldocs - Policy review schedule - Principal

- Cellphones and other personal digital services
- Safety and welfare for students on work experience
- Firearms not allowed

Moved: S. Topping **Second:** C. Graham

Carried: Unanimously

3.4 Governance Policies

Delegation of authority - principal.

Moved: M. Wright **Second:** J. Pelham

Carried: Unanimously

3.5 School Camps

- Year 6/7/8 Camp

Motion: That the board approve year 6/7/8 camp per documentation presented.

Moved: M. Wright **Second:** C. Graham

Carried: Unanimously



- **Year 4/5 camp**

Motion: That the board approve year 4/5 camp per documentation presented.

Moved: J. Pelham **Second:** C. Graham

Carried: Unanimously

3.6 2026 Budget

- Draft budget was presented for feedback in November meeting.

Motion: That the board approve the 2026 budget as presented, showing an operating surplus of \$98.00.

Moved: S. Topping **Second:** M. Thompson

Carried: Unanimously

3.7 Property Decisions

- Mezzanine: Quotes received. Opening documents received after board papers had been sent. Opening documents to be circulated as an e-motion.

3.8 Te Tiriti Letter

- Minute resolution of e-motion dated 26/11/2025 - that the board approve the attached letter to go out to the Te Waotu School community per e-motion.

3.9 Turf Approval

- Minute resolution of e-motion dated 10/12/2025: That the board approve the attached 5YA amended, specifically re-allocating spare funds to the astroturf project (updated total proposed project value \$107,623.39).
- Minute resolution of e-motion dated 15/12/2025: That the board approve attached turf project procurement plan & project paperwork at a cost of up to \$96,366.40+gst.
- Minute resolution of e-motion dated 15/1/2026: That the board approve the attached Game On 'Project supply & install agreement' and payment of attached invoice (50% deposit).

3.10 Basketball and Netball Hoops

- In 2025, school received a \$3,913.04+gst grant for OFI to go towards a new basketball hoop.

Motion: That the board approve applying to OneFoundation for a grant of up to \$7,900+gst for purchase and install of 1x basketball hoop and 2x netball hoops.

Moved: M. Wright **Second:** S. Topping

Carried: Unanimously

Motion: That the board approve purchase and installation of 2x basketball hoops and 2x netball hoops from Game On at a cost of up to \$13,848+gst.

Moved: C. Graham **Second:** M. Barbour

Carried: Unanimously

3.11 10 Year Property Plan - 2026/27

Motion: That the board approve the 2026/27 10 year property plan presented by Maynard Marks NZ Ltd.

Moved: J. Pelham **Second:** C. Graham

Carried: Unanimously



4. Monitoring/Strategic Discussion

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

M. Thompson presented the Principal's report and 2025 EOY Analysis.

Action task: Senior leadership to discuss resourcing needs in senior school, to report back to board.

Motion: That the Principals report be accepted.

Moved: S. Topping **Second:** C. Graham

Carried: Unanimously

Motion: That the board accept the EOY Analysis.

Moved: C. Graham **Second:** J. Pelham

Carried: Unanimously

4.2 National Curriculum Updates

- Board discussed attendance requirements, STAR framework
- Principal assured that school is meeting updated attendance requirements.

4.3 Chair Report

- J. Mardell presented Chair report.

4.4 Finance Report - Monthly Review

- Finance reps confirmed the following reports have been sighted and approved (November, December 2025, January 2026): Payments 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 November, December 2025, and January 2026 Management Report.

Moved: S. Topping **Second:** M. Wright

Carried: Unanimously

4.5 Property - General Update

- See Principal's report
- Decking project: Work complete, job closed.
- Hall mezzanine: Awaiting project approval
- Multi-Purpose room: Staff rep/principal/property rep working on design, in consultation with MOE property rep regarding approval process. Next Step: Concept design.
- Turf: Booked for Term One holiday install. Next Steps: Grant application for second basketball hoop and 2 netball hoops.
- Blasting of drains due (to be booked in)
- Hall Roof Repair: Complete. Monitor in heavy rain
- Concreting outside Room 6 to be reviewed in Term Two.

4.6 Draft Strategic Plan

- Board reviewed and discussed.



- Next Step: Principal to manage community feedback/consultation. Final strategic plan to be presented to board for approval March. Annual implementation plan to be published online by 31 March.

4.7 Evaluation of Board Effectiveness

- Board participated in shared discussion, feedback provided, and recorded by Chairperson.

5. Preparation - Agenda Items for Future Meetings

- OOZ
- Conference
- Draft Financial Statements for approval
- Confirmation from Principal that school is meeting the updated curriculum requirements. Summary of how these are being implemented.
- Review of induction process: Please reflect and bring for discussion - What went well/not so well in induction process?
- School Bus Route – March 2026
- Board term 2 class walk & afternoon tea. Staff morning tea 11 March.
- Unteach Racism Module 5

6. In Committee

Board moved meeting in committee at 7:52pm

- The Chair moves that the public be excluded from the following parts of the proceedings of this meeting namely, to discuss correspondence, due to reasons of confidentiality. The resolution is made under Schedule 1A of the local Government Official Information and Meetings Act 1987.
- The Chair moves that the board moves out of committee.

9. Meeting Closure

- Next meeting 23 March
- Meeting closed at 7:58pm

Volunteer Hours 2026												
	Ja n	Fe b	Marc h	Apri l	Ma y	Jun e	Jul y	Au g	Se p	Oc t	No v	Dec 202 5
Sarah	10											5
Jess	5											15
Courtne y	10											10
James	1											5
Malissa	5											5
Matt	2											5

