Minutes of the Te Waotu School Board of Trustees Meeting

Held on the 29th June 2026 at 6:00pm, in the staffroom at Te Waotu School

Meeting opened 5.58pm 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

1.2 Apologies: Nil

1.3 Declaration of interests: Nil

1.4 Correspondence: Nil

2. Follow-up

2.1 Confirmation of prior minutes
May 2026 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 signed minutes to be uploaded onto website.

2.3 Principal confirmed March 2026 meeting minutes are on website.

2.4 Action Tasks from Previous Meeting

- Use of personal emails

3. Decisions

3.1 Minute Resolution of E-motion
That the board approved the attached 2025 final audited financial statements showing a net surplus of $101,609 for the year.

3.2 Book Term 3 Morning Tea Shout
Booked in for Tuesday 11 August.

3.3 Pool Cover
That the board approve purchase and installation of pool cover + cover at a cost of up to $3,980.87 + gst.
Moved: C. Graham **Second:** J. Pelham
Carried: Unanimously

3.4 Teachers Only Day
That the board approve the government sanctioned Teachers Only Day on 21 August.
Moved: C. Graham **Second:** S. Topping
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 Principals report.
Motion: That the Principals report be approved.
Moved: S. Topping **Second:** C. Graham
Carried: Unanimously

4.2 Curriculum: Learning Supports Needs (SENCO)
Principal and teacher representative provided feedback and information regarding SENCO report. Board engaged in discussion regarding content.

4.3 Out of Zone Applicants for Term 3 Intake
One application received - position offered.

4.4 Conference Feedback
Principal shared key learnings from conference and how these can be applied within the Te Waotu School environment. Board engaged in discussion regarding content.

4.5 Chair Report
- J. Mardell presented the chair report.

4.6 Finance Report - Monthly Review
- Finance rep confirmed the following reports have been sighted and approved (May 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.
- May 2026 management report to be reviewed at August board meeting (not circulated in June board pack)

Moved: S. Topping **Second:** M. Barbour
Carried: Unanimously

4.7 Property - General Update
- See Principal's report
- Hall mezzanine: Booked for July holidays, pre-start meeting 30th June.

- Multi purpose room: Awaiting concept design. Next steps: Review/finalise design, request 2-3 quotes for glazing (stage 1), progress MOE approval, grant application.
- Turf: Junior games installed smaller than quoted. Principal in discussion with supplier to correct.

4.8 Unteach Racism Module 6 – module no longer available.

4.9 School Resource Update - Distribution of Bus Funds

- Staff feedback received, senior management to collate, discuss priorities & prepare proposal for Board.
- Playground audit will feed into above process

5.0 Practice closing karakia

5. Preparation - Agenda Items for Future Meetings

- Student progress & achievement: mid-year report.
- Unteach Racism Module 7
- Lockdown review

Meeting Closure

- Meeting Closed 6.59pm
- Next meeting 24 August 2026

Volunteer Hours 2026												
	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec 2025
Sarah	10	5	5	5	5	5						5
Jess	5	10	10	10	10	10						15
Courtney	10	10	10	10	10	5						10
James	1	5	5	5	5	2						5
Malissa	5	5	5	2	5	2						5
Matt	2	5	5	10	2	2						5