



**Minutes of the Te Waotu School Board of Trustees Meeting**  
Held on the 23rd March 2026 at 6:00pm, in the staffroom at Te Waotu School

Meeting opened 6:01pm 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:**

**In:** OIA request (Regan Cunliffe)

**Out:** OIA request response

**2. Follow-up**

**2.1 Confirmation of minutes**

February 2026 meetings minutes accepted as true and correct record.

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

**Carried:** Unanimously

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

**2.3** Principal confirmed November 2025 meeting minutes are on website.

**2.4 Action Tasks from Previous Meeting**

**Item 3.7 (August 2025 meeting)** - Principal to report back on regulatory requirements.

- Still waiting on official communication regarding regulatory requirements, possibly seeking to contact other schools with similar set-ups for advice.

### **3. Decisions**

#### **3.1 Mezzanine Project**

- Minute resolution of e-motion dated 24/2/2026: That the board approve the transfer of \$5,814.20 of unallocated 5YA to 'Project F: Refurbish mezzanine floor' to support budget.
- Minute resolution of e-motion dated 24/2/2026: That the board approve the hall mezzanine project per attached closed tender recommendation report at a total cost of up to \$73,020+gst.

#### **3.2 Resourcing Needs**

- Minute resolution of e-motion dated 13/3/26: That the board approve employment of a fixed term teacher aide to cover up to 3.75 hours per day during term 2&3 only - up to a maximum cost of \$11,500.00.

#### **3.3 Strategic Plan**

- Feedback period extended to include a survey distributed during parent teacher interviews. Commence rounding out of feedback, summary to be provided with a decision being made by end of week regarding a proposed motion to meet the deadline submission date of 31st March.

#### **3.4 Tree Removal**

- 3 Silver Beech trees near junior playground/ pool shed: dropping leaves etc. into pool, creating hours of vacuuming and pool maintenance. Proposal to remove said trees to reduce pool workload and replace with other trees. Quote attached.

**Motion:** That the board approve removal of 3 large silver beech trees near pool area and grind walnut stump at a cost of up to \$4,500+gst.

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

**Carried:** Unanimously

#### **3.5 Draft Financial Statements**

- Draft financial statements presented for approval prior to submission to audit.

**Motion:** That the board approve 2025 draft financial statements showing a net profit of \$101,609 to be submitted to auditor.

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

**Carried:** Unanimously

#### **4.2 National Curriculum Updates**

Principal assured that school is meeting updated curriculum requirements. Short summary of how these are being implemented.



### **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 (February 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 February 2026 Management Report.

**Moved:** S. Topping                      **Second:** J. Pelham

**Carried:** Unanimously

### **4.5 Property - General Update**

- See Principal's report
- Hall mezzanine: Awaiting MOE project approval. Timing may be too tight for term 1 holidays - may defer to July holidays.
- Multi purpose room: Staff rep working on design. In consultation with MOE property rep regarding approval process. Next step: concept design.
- Turf: Booked for term 1 holiday install. Grant application for second basketball hoop and 2 netball hoops submitted.
- Blasting of drains due (to be booked in)
- Hall roof repair: Complete - monitor for further leaks.

### **4.6 Out of Zone Enrolment**

- Term 2 out of zone enrolment process received 3 applicants - all were accepted.

### **4.7 School Bus Route Update**

- Discussion about new bus routes to start term 2, waiting for confirmed routes to be distributed.

### **4.8 Class Walk and Afternoon Tea**

- Booked in for Tuesday May 19, 2:00pm - 3:30pm.

### **4.9 Review of Induction Process**

- Board participated in shared discussion and feedback provided from new members.

## **5. Preparation - Agenda Items for Future Meetings**

- Unteach Racism Module 5
- Concerns & Complaints Policy
- Confirm accounts sent to auditor
- Confirm AoV/SoV, strategic plan submitted

## **6. In Committee**

Nil

## **7. Meeting Closure**



- Next meeting 25 May 2026
- Meeting closed 7:07pm

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

