Minutes of the Te Waotu School Board of Trustees Meeting

Held on the 24th August 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, M. Barbour, J. Pelham, M. Wright, M. Thompson, S. Topping and H. Swan

1.2 Apologies: C. Graham

1.3 Declaration of interests: Nil

1.4 Correspondence: In: 5YA property plan for approval, Playground audit.
Out:

2. Follow-up

2.1 Confirmation of prior minutes
June 2026 meetings minutes accepted as true and correct record.
Moved: J. Pelham **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 May 2026 meeting minutes are on website.

2.4 Action Tasks from Previous Meeting
- Use of personal emails discussed

3. Decisions

3.1 Board Assurances Schedule
Motion: That the principal assures the board that the school complies with key legislation & regulatory requirements, relevant policies are up to date and appropriate actions have been taken:
- Student attendance
- Reporting about student progress and achievement
- Bullying and harassment
- Student behaviour management
- Searches, surrender, and retention of property

- Minimising physical restraint
- Stand-down, suspension, and suspension outcomes
- Computer security and cybersecurity
- School records retention and disposal
- Safety and welfare for students on work experience
- Food and nutrition

Every term:

- Curriculum and student achievement policy
- Risk management
- Emergency management

Moved: M. Wright **Second:** M. Thompson
Carried: Unanimously

3.2 Motion: That the board confirms below policies have been reviewed by Board per review Schedule

- School community engagement policy
- Inclusive school culture
- Student attendance
- Concerns and complaints

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

3.3 Motion: That the Principal confirms that the below policies have been reviewed per review schedule

- Enrolment
- Student uniform/dress expectations

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

3.4 Governance Policies

- N/A

3.5 5YA Property Plan
Motion: That the board approve the 5 year agreement of $200,965+gst.
Moved: S. Topping **Second:** J. Pelham
Carried: Unanimously

3.6 HSE: Playground Audit

- Board discussed Playground audit findings in depth.
- Principal and caretaker working through items raised – some items addressed by caretaker already.
- Principal has booked a site visit with playground Creations representative to provide recommendations of options to repair / replace older equipment, board members to be advised of date of visit once confirmed.
- Principal to present recommendations for further playground remediation work at September board meeting.

3.7 School Resource Update: Distribution of Bus Funds
Note: This is an on-going workstream, with some items still being investigated and priced. Decisions at this point as follows:

Chromebooks and Charging Station
Motion: That the board approve the purchase of 20 Chromebooks and a charging station/trolley at a cost of $13,852 including GST.
Moved: M. Wright Second: J. Pelham
Carried: Unanimously

Playground Chip
Motion: That the board approve the purchase of 60m² playground chip at a cost of $7,750+gst.
Moved: S. Topping Second: M. Barbour
Carried: Unanimously

Stools and Seats
Motion: That the board approve purchase of 22 padded stools and seats at a cost of $5,600 including GST.
Moved: S. Topping Second: J. Barbour
Carried: Unanimously

Teacher Aide
Motion: That the board approve a variation to extend the existing fixed term teacher aide position to include Term 4, finishing 16th December at an additional cost of up to $6,000.
Moved: M. Barbour Second: M. Wright
Carried: Unanimously

Staff Tablets
Motion: That the board approve purchase of 6 tablets at a cost of $1,968.42 including GST.
Moved: M. Wright Second: J. Pelham
Carried: Unanimously

Ongoing workstreams

The following priorities (and cost estimates) were also discussed.
Motion: That the Board agreed to support these initiatives by including in the mid-year budget review process. Formal approval for each item to come as quotes are finalized):

- **Mezzanine Hall Furniture:** May be funded by 5YA furniture grant.
- **Roller Blinds for Classrooms:** Quote 1: $6,335 including GST. Awaiting second quote.
- **Portable Sound System:** Awaiting quote - estimate $1,500 including GST.
- **STEM Robotics:** Awaiting quote - estimate $5,000 including GST.
- **Junior Literacy Resources:** Awaiting quote - estimate $5,000 including GST.
- **Senior Literacy Resources:** Awaiting quote - estimate $3.000 including GST.
- **Library Books:** Awaiting quote - estimate $1,000 including GST.
- **Maths Resources:** Awaiting quote - estimate $2.000 including GST.
- **Classroom Consumables:** Awaiting quote - estimate $2,000 including GST.
- **Playground Remediation:** Principal reviewing