MINUTES OF THE HAEATA COMMUNITY CAMPUS PUBLIC MEETING
240 BREEZES ROAD ARANUI CHRISTCHURCH
Held on Wednesday 25 February 2026 5.00pm

Present: Dr Peggy Burrows [Manukura] Kelly Gibson [Presiding Member] Michelle Mahuika, Hiramoana Maniapoto, Simon Britten, Joseph Tyro [attended online], Mary Luteyn, Rebecca Wilkinson, Samantha Riley - Firth, Mary Grooby and Jodi Brown
Visitor: Tracey Burgess left at 639pm

1. **WELCOME**
   - **1.1.** It was noted that Tracey Burgess English Teacher was present at the meeting in her capacity as a staff member.

2. **ADMINISTRATION**
   - **2.1. Previous Minutes**
     - **2.1.1. Trial late start** The Manukura reported that the 9:30 am late start trial is a success. Whānau and akonga have adjusted well. The staff are very happy with the change.
     - **2.1.2. Board Annual Planning 2026** Mary confirmed her availability to meet with Peggy Burrows to support the development of the 2026 Board Annual Plan. A meeting will be arranged before the next meeting.
     - **2.1.3.** The Board confirmed that there were no issues or amendments required to the minutes from the previous meeting. The minutes were accepted as a true and accurate record and approved to be signed.
   - **2.2. Conflicts of Interest** There were no conflicts of interest declared.
   - **2.3. Board PLD** nothing declared

Resolution
That the Haeata Community Campus public minutes of the meeting held on 3 December 2025 be accepted as a true and correct record of the meeting.
Moved Mary Luteyn Seconded Dr Peggy Burrows Carried

3. **MANUKURA REPORT -** The Manukura spoke to her report

   - 3.1. **The Strategic Plan** 2024–2026 was circulated prior to the meeting and taken as read.
   - **3.2. Manukura 2026 Professional Growth Cycle** Peggy presented the document outlining her strategic goals in curriculum leadership, student achievement, and international conference presentations for 2026. The Board confirmed and approved the document signed by the Presiding Member.
   - **3.3. Junior School Achievement** The Board received the 2025 Structured Literacy report, noting that targeted Tier 2 interventions resulted in 97% of priority Year 2 and 3 ākonga successfully transitioning to independent phonics reading by the end of the year.
   - **3.4. POLICES**
     The Board noted that the following policies Alcohol, Drugs, and Other Harmful Substances., Sun Protection, Digital Technology and Online Safety, Cellphones and Other Personal Digital Devices and Safety and Welfare for Students on Work Experience are scheduled for review and will be brought back for ratification at the next Board meeting:

Resolution
That the Haeata Community Campus Board confirms it has reviewed and ratified the Bullying and Harassment, Behaviour Management; Searches, Surrender and Retention of Property, Minimising Physical Restraint, Stand-down, Suspension and Exclusion, and Staff Wellbeing and Safety Policies.
Moved Dr Peggy Burrows Seconded Kelly Gibson Carried

3.5. RISK REGISTER The Senior Leadership Team provides updates on this at their weekly operations meeting. The Manukura is assuring the Board that the leadership team are adhering fully to the risk management of the school.

3.5.1. The Board asked for the risk register to be updated with new staff members to the restraint training list and 2026 health and safety incidents.

3.6. FINANCE

Solutions & Services Monthly Report

Board members have fiduciary responsibilities, which means that they must act with the highest standard of care and in the best interests of the Haeata Community Campus. The Board's role is to provide resourcing to protect the kura against risk, and ensure it remains sustainable. The Board delegates the day-to-day Risk Management to the Manukura/Principal.

3.7. Financial Commentary – Nov Dec 2025

The results in these reports include all end of year adjustments required for the school's annual financial statements - the mandatory financial statements will be drafted this week, and sent to the school for review and comment at that time. Please note that the result for the 2025 year remains interim subject to the finalisation of the 2025 audit process.

Draft to Audit December 2025

Operating Deficit	$(13,522) (Budget deficit $(298,156))
Working Capital	$1,819,775
% Income budget received	118%
% Expenditure budget spent	102%
Expected position (12/12ths)	100%
Fixed asset additions	$442,806* (Budget $237,362)

** Includes leased asset additions $293,610*

Financial Position

The school's financial position remains stable with working capital at $1,819,775 and overall equity at $3,005,591. We note that this working capital remains well above the Board minimum level of $1.4m.

Financial Performance

A deficit is recorded of $(13,522) against the budgeted deficit of $(298,156), with higher than budget income, and lower than or at budget expenses.

Key Transactions for the Two Month Period

Total receipts for the period were:	$81,784	(2024 $144,792)
Total payments for period (incl 4 payrolls):	$677,986	(2024 $627,204)
Total payroll (NB incl 4 payrolls):	$337,668	(2024 $353,385)

Finance Discussion

3.8. The financial accounts were reported as being in a strong position, with no issues noted by the Chair of the RAF Committee, Rebecca Wilkinson.

3.9. **WIPCE** report was received. It was noted that during the group's presentation, Board members indicated that it would cover any remaining costs if fundraising did not meet the full amount required. However, this was discussed informally at the time and was not formally minuted.

3.10. Board Funded Projects - The Board must maintain fixed holding accounts of no less than $1.4 million. Current reserves remain above this threshold and are sufficient to support proposed Board-funded initiatives.Discussion included. Historical levels of Board-funded projects (previously ranging between $150,000–$400,000 annually).
Sustainability of Education Perfect in light of AI developments. Clarification that RRR allocation applies as Rawiri Waaka holds a unit but is not a registered teacher.

3.11. The 2026 Draft Budget was presented and discussed. The RAF Committee recommended the Draft Budget and associated Board budgets to the full Board for approval, noting that final confirmation will occur once the Ministry operational grant is received following the March roll return.

3.11.1. It was confirmed that reserves remain above the $1.4 million fixed holding requirement and are sufficient to support the proposed Board-funded initiatives.

Resolution
That the Board approve the 2026 Draft Budget and associated Board projects subject to confirmation of the Ministry of Education operational grant following the March roll return.
Moved Rebecca Wilkinson **Seconded Mary Luetyn** **Carried**

3.12. PROPERTY

3.13. The installation of an additional theatre lighting rig remains a school-led project. While costs have been incurred in this year's budget, installation has been delayed and is now scheduled for March 2026. The asset will be capitalised once installation is complete.

3.13.1. The Health and Safety team has requested the installation of an external door to the Hauora space to improve safety for staff and students.

3.13.2. Active As Funding will be making an all weather surface turf basketball & volleyball nets.

Resolution
The Board approve the installation of the all-weather surface turf, funded by the Active As grant, at a cost of $51,628.10.
Moved Dr Peggy Burrows **Seconded Hiramoana Maniapoto** **Carried**

3.14. **PERSONNEL** Staffing Entitlement 2025 *The school's GMFS for 2025 is confirmed as 47.2 FTTE 54 Units 17 MMA.*

3.14.1. **Recent Appointments** The Manukura confirmed the appointment of the following staff members:
Mahuta Tapa-Silbery LAT HSPP Chauntae Neho Komanawa LAT CRT 27 Jan 2026
Amy Malone ESOL Kaiāwhina, Starting 27 Jan 2026
Jenny Greening SLA Kaiāwhina, Starting 27 Jan 2026
Kate Walcott Counsellor, Starting 27 Jan 2026
Aline Taylor Counsellor, Starting 20 April 2026

3.14.2. **Resignations** Nil

3.14.3. **Appointments Pending**
CRT Teacher – Hikuawa (Years 1–3)
Librarian Fixed Term
1.0 FTTE Fixed-Term Teacher Kōmanawa

3.15. **ĀKONGA** The ākonga roll count for February 2026 is 600 and attendance rate across the school is 79.1%

3.15.1. Student discipline data for Term 1 records:
3 Stand-downs
2 Suspensions
2 Directed Enrolments

3.15.2. Additionally, one directed enrollment from the previous year (Terms 3–4 2025) continues to be managed. The Manukura assured the Board that robust monitoring and support frameworks are in place for all affected students. Senior Leadership Team are monitoring behaviour and the Board funded projects will put behavioural supports in place.

Resolution
The Board accepts and approves the Principal's report as presented.
Moved Dr Peggy Burrows **Seconded Rebecca Wilkinson** **Carried**

4. MATTERS OF DISCUSSION

4.1. Updates from Board Members - **Kelly Gibson** shared that she has welcomed a new grandchild and has been busy with work commitments. **Simon Britten** noted that he is enjoying his work in the attendance space.**Hiramoana Maniapoto** has started a new role at He Waka Tapu as a Kaiāwhina, supporting whānau, setting goals, and connecting with external services. **Mary Luteyn** has been supporting the Lahore space in Natalie's absence, working closely with new families. **Marie Grooby** shared that she has a busy home life and is focusing on her wellbeing. **Samantha Riley-Firth** has been busy in her role as student leader and is enjoying

the experience, including leading her first assembly. **Michelle Mahuika** shared her involvement on the Eastern Eagles Board and highlighted the positive community atmosphere at registration day with over 400 junior registrations.. **Rebecca Wilkinson** spoke about recent bike competitions and shared that her son competed in the Coast to Coast event. **Dr Peggy Burrows** shared that she has been focusing on whānau and spending time with her grandchildren, and provided an update on her and her husband's health.

4.2. **PLD – Māori Governance Wānanga:** A wānanga will be held at Rāpaki Marae from 9.00am – 3.00pm. All are welcome to attend, including senior students. The session is facilitated by Joseph in partnership with the Institute of Directors. Joseph will circulate the registration link.

4.3. **Hapori Tour** A tour of the hapori will be organised for Board members to gain a deeper understanding of the kura.

4.4. **Assembly Invitation** Board members are invited to attend next week's assembly on 3 March 2026 which will include a presentation to the Coast to Coast student participants.

4.5. **General Election 2026** The senior school will receive support from NZ General Elections to engage students in enrolling to vote. The Board will consider how it may support this kaupapa, including potential use of the kura as a voting venue.

4.6. **Fundraising** The Board expressed its willingness to support fundraising initiatives across the kura.

4.7. **Lunches** Ka Ora Ka Ako The Board were updated about the moldy lunches. The Manukura reported that the Ministry for Primary Industries (MPI) finished its look into the mouldy lunches and has now closed the file. Dr. Burrows asked for a formal apology for the school, but MPI stated that since the investigation is finished, they consider the matter settled.

4.7.1. Sara Lake Ministry of Education is currently supporting the kura with a new submission for us to prepare and provide lunches onsite. Peggy will keep the Board updated with the progress.

Resolution

On Tuesday 16 December 2025 the Haeata Community Campus Board approved the continuation of support from Chris Shannon, lawyer with Duncan Cotterill, to work with the Munukura to resolve ongoing matters arising from the issue of the mouldy lunches incident on Monday, 1 December 2025.

Moved Peggy Burrows **Seconded Rebecca Wilkinson** **Carried**

4.8. **International** Peggy recorded her thanks to Sue Anderson for her extensive work on the policy and compliance requirements for the international student program. It was noted that the Board will need to investigate funding options for the International staff position.

4.9. **NZSBA Conference in Auckland 17–19 July 2026** Due to budget constraints the Board is unable to fund all members attendance. Members interested in attending can submit an expression of interest to Kelly Gibson by Friday 13 March 2026 outlining their reasons for attending and intended learning outcomes. The board noted that Canterbury region is offering scholarships for up to five members to attend.

4.9.1. The NZSBA Canterbury Mini Conference was recommended to Board members to attend as a valuable professional learning and development opportunity.

PUBLIC EXCLUDED

That the public be excluded from the following proceedings of this meeting subject to section 48 (1) of the Local Government Official Information and Meetings Act 1987 because matters pertaining to personnel and ākonga discipline will be discussed.

The meeting moved into Committee at 6:39pm. The meeting returned to open session at 7.00pm. There being no further business, the meeting was closed

ACTION TABLE

Meeting Date	Agreed Action	Delegation	Date Completed
	Open Plan Classrooms - Await concept plans	BsP	April 2026
	Wharenui explore additional funding	All	Ongoing
	International Program / Director	BsP	
	Lunches Ka Ora Ka Ako Update	BsP	
	Hapori Tour for Board Members	All	