MINUTES OF THE HAEATA COMMUNITY CAMPUS PUBLIC MEETING
240 BREEZES ROAD ARANUI CHRISTCHURCH
Held on Thursday 26 March 2026 5.00pm

Present: Dr Peggy Burrows [Manukura] Kelly Gibson [Presiding Member] Michelle Mahuika, Simon Britten, Joseph Tyro [attended online], Mary Luteyn, Rebecca Wilkinson, Samantha Riley - Firth, Marie Grooby and Jodi Brown
Apologies: Hiramoana Maniapoto

1. **WELCOME**
   1.1. The 525pm meeting opened with karakia.

2. **ADMINISTRATION**

   2.1. **Hapori Tours** Board members are welcome to visit the kura and undertake a Hapori tour. Members are encouraged to contact the Manukura to arrange a suitable time.

   2.2. **Open Plan Classrooms** The Board was advised that the open plan classroom mitigation initiative is no longer being funded. The situation will continue to be monitored, particularly in light of the upcoming September 2026 election and any potential changes in government priorities.

   2.3. **Board Annual Planning 2026**
   The Principal recommended that dedicated time be set aside for the Board to develop the 2026 Annual Plan. The Board discussed engaging an external facilitator, potentially through NZSBA, and agreed to schedule a session in Term 3, with outcomes to be reported in Term 4.

   Resolution
   That the Haeata Community Campus public minutes of the meeting held on 26 February 2026 be accepted as a true and correct record of the meeting.
   Moved Dr Peggy Burrows **Seconded Simon Britten** **Carried**

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

   3.1. **Strategic Plan 2024–2026** was circulated prior to the meeting and taken as read. Mary and Peggy have been working on the Board Work Plan, including reformatting it for improved clarity and readability. The Term 1 plan has been developed.

   3.2. **Attendance Management Plan** was received and approved by the Board and has been uploaded to the school website.

   3.3. **ERO** Visited the school on 24–25 March 2026. The Board noted that following the confirmed ERO report received on 29 November 2025, which indicated a four-year return cycle, the Strategic Plan was updated to reflect ERO's recommendations.

      3.3.1. The Manukura raised questions regarding the timing of the follow-up visit so early in the year. The visit was reported as positive, and Dr Katrina Dyne (Review Officer / Evaluation Partner) will provide written feedback to the school.

   3.4. **Ka Ora, Ka Ako** The Ministry of Education continues to review Haeata's submission to deliver its own lunch programme. A proposal has been submitted to Sara Lake, seeking approval for the school to prepare its own lunches.

3.5. **Policies** The Board noted that the following policies 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 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.
Moved Kelly Gibson **Seconded Joseph Tyro** **Carried**

3.6. **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.

3.6.1. Risk register - restraint training tab has updated with new staff members and 2026 health and safety incidents added.

3.6.2. Risks decreased in Learning Support referrals with fully staffed in SLA and accelerated learning areas, Increase in System & Structures due to police vetting and restraint training process.

3.7. **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.

3.8. **Financial Commentary – February 2026**
All transactions have been reviewed for the period January-February 2026 and we note that the accounts are prepared to a high standard – with minimal minor changes necessary. Further detailed review of the period will be completed as part of the Jan-March 2026 report.

February 2026

Operating Surplus	$121,619 (Budget deficit $(292,870))
Working Capital	$1,953,985
% Income budget received	18%
% Expenditure budget spent	11%
Expected position (2/12ths)	17%
Fixed asset additions	$37,712 (Budget $80,000)

Financial Position
The school's financial position remains stable with working capital at $1,953,985 and overall equity at $3,170,230. We note that this working capital remains well above the Board minimum level of $1.4m.
Financial Performance
A surplus is recorded of $122k against the draft budgeted deficit of $(293k)- this surplus is largely due to pay equity income reporting at 67%, the receipt of the Active As income of $34k ahead of related expenditure and below budget learning resources expenses, as expected early in the year.

Key Transactions for the Two Month Period
Total deposits for the period were: $899,662 (2025 $833,054)
Total payments for the period (incl payroll): $382,488 (2025 $357,665)

4 payrolls included in above payments total $209,498 (2025 $214,328)

3.8.1. The financial accounts were reported as being in a strong position, with no concerns raised by the Chair of the RAF Committee, Rebecca Wilkinson. Current expenditure sits at approximately 11% of the annual budget, which is in line with expectations.

3.8.2. It was noted that the school café operates at a deficit, reflecting the intentional approach of providing affordable food to support ākonga and the wider school community.

3.8.3. The RAF Committee met and recommended that the Board approve the 2025 Annual Financial Statements. The Board also reviewed and approved the 2026 full budget.

Resolution
The Board approves the 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.
Moved Rebecca Wilkinson **Seconded Dr Peggy Burrows** **Carried**

3.9. Property

3.9.1. HEB Construction is supporting one of the board funded projects for 2026. The development of an outdoor training area for HSPP. Workers were onsite from Monday 16 March to Friday 20 March, during which six ākonga participated in work experience. This included exposure to traffic management, operating alongside machinery, and laying tar seal. The students were acknowledged for their positive contribution and effort throughout the week. One of the ex students was a team lead of the project. One of our students was offered school holiday work. Michelle and Kelly will prepare a letter of appreciation to acknowledge the support provided by HEB Construction.

3.9.2. The Board noted that Mary has submitted a funding application to support the expansion and development of the school garden.

3.9.3. There has been a notable level of crown property damage across the school, some of which is attributed to deliberate actions by ākonga. The Senior Leadership Team (SLT) is actively monitoring this and working alongside Property Facilities Management (PFM) to address the issues

3.10. PERSONNEL Staffing Entitlement 2026 *was confirmed on March 2026 role return. The 2026 GMFS is set at 40.30*

3.10.1. Recent Appointments The Manukura confirmed the appointment of the following staff members:

Grace Hinton Librarian 1.0 FT
Miro Peehi Komananwa Kaiako 1.0 FT
Patricia Lindsay Math Accelerant Teacher

3.10.2. Resignations Nil

3.10.3. Appointments Pending CRT Teacher – Hikuawa (Years 1–3)

3.11. **Ākonga** roll count for March 2026 is 600. Attendance across the kura remains steady.

3.11.1. Student discipline data for Term 1 records:

- 10 stand-downs
- 2 suspensions
- Directed enrolments

3.11.2. February leaver data currently sits at 40. However the reporting on this was revised and should sit at 1 leaver.

3.11.3. The Board discussed whether current petrol prices may be affecting attendance. Peggy advised that this has not had a noticeable impact, as many of our ākonga live locally.

3.11.4. The Board celebrated the success of the school's Polyfest participation and acknowledged this as a significant achievement for ākonga.

3.11.5. The Haeata secondary school team, coached by Carly Tainui, competed in the South Island Secondary School Softball Tournament held on 23–24 March 2026 and achieved an outstanding second place.

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

4. MATTERS OF DISCUSSION

4.1. **Proposed Curriculum Changes** The Board discussed the proposed curriculum changes and considered how well prepared ākonga will be by the end of Term 1. Peggy advised that strong transition programmes are in place between Years 7–8 and Years 8–9. These include a significant focus on relationship building, tuakana-teina support, and successful Year 7 and Year 9 camps.

4.2. **Ka Ora, Ka Ako Lunches** Peggy advised that Haeata currently returns approximately 200 lunches each day, while receiving more than 500 lunches. The school has been asked to reduce the number ordered; however, it was agreed that current numbers will remain to ensure lunches continue to be available for whānau who choose to access them.

4.3. **NZSBA Conference 2026** Mary Luteyn and Kelly Gibson will attend the NZSBA Conference in Auckland from 17–19 July 2026. They will provide a report back to the Board following the conference. The school will arrange flights, accommodation and the daily allowance.

4.4. **Staff Morning Tea** The Board agreed to provide a morning tea for staff at the end of term as a gesture of thanks and appreciation.

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 6:10pm. The meeting returned to open session at 6.35pm. There being no further business, the meeting was closed

ACTION TABLE

Meeting Date	Agreed Action	Delegation	Date Completed
March 2026	Board Annual Planning Term 3 Find a Facilitator NZSBA	Board	
March 2026	NZSBA book travel accommodation	BwJ	
March 2026	Organise end-of-term morning tea for staff	BwJ BsP	