

## Board of Trustees Agenda / Minutes

*February 25 2026*

[Link to Google Meet BoT Meeting](#)

**In attendance:** Allison, Jackie, Chris, Elaine, Kerry, Sean

**Apologies:** Gary Sullivan

**Minute taker:** Sean

Topic	Minutes	Actions / Assignee / Due date
<b>1. Administration</b> 1.1 Roll call 1.2 Karakia 1.3 Declaration of interests arising 1.4 Confirmation of previous minutes 1.5 Action points from previous minutes 1.6 Correspondence 1.7 Meeting planning	1.1 Jackie, Allison, Chris, Elaine, Kerry, Sean 1.2 Manawa Mai 1.5 Response letter to Tāne from BOT - Actioned. APIS to be approached for advice - Actioned Eve's curriculum presentation - Actioned Schools support of Te Tiriti - Actioned - Approved to be posted to Website 1.6 1.7	
<b>2. Matters Current/Arising</b> 2.1 Health Syllabus Review 2.2 Finalise Annual Implementation Plan (25 mins)	2.1 - to be reviewed at a later date  2.2 Tweaked from the strategic plan. 3 year strategic plan to be developed for 2027 in line with the new 3 year cycle. Allison spoke to the draft plan - Unanimously approved	
<b>3. Principal's Report</b> 3.1 Principal's report	Principals report tabled Motion to accept the Risk Management systems - Accepted Unanimously	
<b>4. Financial Report</b> 4.1 Monthly report & commentary (November)	4.1 Spending on Staff in 2025 was less than anticipated and this has resulted in a surplus for 2025. 4.2 Approved	

<p>4.2 Asset register to approve (late) 4.3 Resolution of useful life to approve (late)</p>	<p>4.3 Approved</p>	
<p><b>5. Proprietors/Property Report</b> 5.1 Proprietors report 5.2 10YPP</p>	<p>Barn storage replacement discussed viable options not able to be reached due to site coverage.</p> <p>The Board is concerned that the roof hasn't been replaced as per 10YPP due to Proprietor inaction and this is resulting in ongoing damage to the building and impact on H&amp;S</p> <p>5.2 10 yr property plan deferred to next meeting.</p>	
<p><b>6. Discussions &amp; Decisions</b> 6.1 Timatanga Curriculum (Where are we at and next steps)</p>	<p>6.1 -</p>	
<p><b>7. Policy &amp; Procedure Review</b> Carried over from term 2 2025 (needing to be aligned with Proprietor's procedure) <a href="#">Nag 5</a> - to be revisited after Proprietor's meeting (Not on school docs) <b>Carried over from term 3 2025 (needing more consideration)</b> <a href="#">Nag 3 Sexual Misconduct</a> - In school docs this policy is Abuse Recognition and Reporting Carried over from term 4 2025 (ran out of time):</p> <ul style="list-style-type: none"> <li>- <a href="#">Nag 5 Road &amp; Carpark Safety</a> (Not on school docs) - Defer this to meeting with proprietors</li> </ul> <p>Getting to and from School Safely on school docs</p> <ul style="list-style-type: none"> <li>- <a href="#">Nag 5 Recording Hazard Procedure</a> (See Risk management policy on school docs)</li> <li>- <a href="#">Nag 5 School Trips</a> - In school docs this is EOTC event planning</li> </ul>	<p>Do we continue to work with our current policies or do we now adopt school docs...</p> <p><b>Motion</b> - The board adopts school docs policies - All Approve</p> <p><b>Motion</b> to adopt school docs timeline - (Approved pending outcome of consultation)</p> <ul style="list-style-type: none"> <li>- Playground Traffic Safety - Deferred for proprietors meeting</li> <li>- Abuse Recognition and Reporting - Approved</li> <li>- Getting to and from School Safely - Approved</li> <li>- Risk management policy - To be adapted</li> <li>- EOTC event planning and approval - Approved</li> <li>- EOTC Risk assessment &amp; Management - Approved</li> <li>-</li> </ul>	

<p>and approval &amp; EOTC Risk assessment &amp; Management</p> <p><b>Policies:</b>  <a href="#">Nag 2 Special Character of School</a>  See school docs  <a href="#">Nag 5 Health and Safety</a> - see school docs  health safety and welfare policy</p> <p><b>For March meeting</b></p> <p><b>Procedures:</b>  <a href="#">Nag1 Career Guidance</a>  <a href="#">Nag 2 New Enrolments</a>  <a href="#">Nag 2 Enrolments Scheme</a></p> <p><b>Review Governance* Policies:</b>  <a href="#">BOT roles &amp; responsibilities*</a>  <a href="#">Code of Conduct*</a>  <a href="#">Nag 3 Responsibilities of Principal*</a>  <a href="#">Nag 3 Reporting to the Board*</a>  <a href="#">Nag 3 BOT Meeting Procedure*</a>  <a href="#">Nag 3 Principal's Perf Appraisal*</a>  Meeting Process*  <a href="#">Relationship BOT Principal*</a></p>		
<p><b>Meeting Closure</b></p> <p>8.1 Identify agenda items for next meeting  8.2 Confirm next BoT meeting dates  8.3 Comments on meeting procedures and outcomes</p>		
<p><b>Items for our next BOT Meeting</b></p> <ul style="list-style-type: none"> <li>• Policies</li> <li>• Feedback from curriculum working group and a time for Eve to present to BOT and others</li> </ul>		

Signed BOT Presiding Member:

Chris De La Mare