

## Board of Trustees Agenda / Minutes

*January 29 2026*

[Link to Google Meet BoT Meeting](#)

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

**Apologies:**

**Minute taker:** Sean

Topic	Minutes	Actions / Assignee / Due date
<p><b>1. Administration</b></p> <p>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</p>	<p>1.1 a.l BOT members present</p> <p>1.2</p> <p>1.3</p> <p>1.4. Confirmed</p> <p>1.5            Jackie to be added on to the BOT email list            Kerry to draft a letter supporting Te Tiriti for BoT to approve - To Do            Allison to give a student form to German family - Done            -Email from the Board to the proprietors re Gate locking processes - morning and afternoon, working bees and potential for school functions - Done, new response from T. L., response needed            Organising a date for a special meeting regarding the future of the school - TBC</p> <p>1.6 Response re- Driveway - response to be sent - Board to approve            BOT wishes to meet with directors to see if a win/win solution can be found.            Suggestion that mid March (14 or 15th) ideal time to meet in person.</p> <p>1.7 -</p>	

<b>2. Matters Current/Arising</b> 2.1	Discussion regarding future of the school if proprietors withdraw support	
<b>3. Principal's Report</b> 3.1 Principal's report	Attendance Management plan is mandatory and needs to be approved for the start of business. - Plan shared by the Principal. The Board is satisfied with the plan and happy to have it implemented. Review mid term  RABs form for School camp was approved by the Board unanimously.  The principal has shared the Achievement Commentary with the board. The board has noted and responded to this.	
<b>4. Financial Report</b> 4.1 Monthly report & commentary (November) 4.2 2026 Draft Budget approval	Draft budget tabled - Budget for 2026 approved unanimously	
<b>5. Proprietors/Property Report</b> 5.1 Proprietors report	Proprietor's report to be sent out Attendance dues have been approved for 2026 as \$370 Attendance dues audits 2023 and 2024 completed by UHY. Fay and Elaine worked on getting the invoices etc assembled after previous treasurer resigned. Going forward, attendance dues and Policy one funds and transactions and Audits to be attended to by Monique Vlaar The directors meeting to approve the work on reroofing the school building was unable to be held as no quorum was present. Directors split 50/50 around support for school. Currently Fay and Elaine trying to get another meeting to discuss the work of the 10YPP. APIS has been informed of the apparent impasse.	
<b>6. Discussions &amp; Decisions</b> 6.1	Meeting with Eve to present on curriculum to be planned for after camp - in person	
<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 Playground Traffic Safety</a> - to be revisited after Proprietor's meeting  Carried over from term 3 2025 (needing more consideration)	Playground Safety - Gary - Time to reconsider how the driveway is used? Split times? Kerry - If the Ministry has upgraded the playground/driveway how can the proprietors require use of this during the school day? Proprietor situation is getting unworkable which could result in the school being unable to be hosted. Chris - looking for a win-win situation. The students safety is paramount. We need dialogue between proprietors and school that addresses this.	

<p><a href="#">Nag 3 Sexual Misconduct</a></p> <p>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></li> <li>- <a href="#">Nag 5 Recording Hazard Procedure</a></li> <li>- <a href="#">Nag 5 School Trips</a></li> </ul> <p><b>Policies:</b></p> <p><a href="#">Nag 2 Special Character of School</a></p> <p><a href="#">Nag 5 Health and Safety</a></p> <p><b>Procedures:</b></p> <p><a href="#">Nag1 Career Guidance</a></p> <p><a href="#">Nag 2 New Enrolments</a></p> <p><a href="#">Nag 2 Enrolments Scheme</a></p> <p><b>Review Governance* Policies:</b></p> <p><a href="#">BOT roles &amp; responsibilities*</a></p> <p><a href="#">Code of Conduct*</a></p> <p><a href="#">Nag 3 Responsibilities of Principal*</a></p> <p><a href="#">Nag 3 Reporting to the Board*</a></p> <p><a href="#">Nag 3 BOT Meeting Procedure*</a></p> <p><a href="#">Nag 3 Principal's Perf Appraisal*</a></p> <p>Meeting Process*</p> <p><a href="#">Relationship BOT Principal*</a></p>		
<p><b>Meeting Closure</b></p> <p>8.1 Identify agenda items for next meeting</p> <p>8.2 Confirm next BoT meeting dates</p> <p>8.3 Comments on meeting procedures and outcomes</p>	<p>25th February, dates sent out by Allison on 19th December</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