

Board of Trustees Agenda / Minutes

April 29 2026

[Link to Google Meet BoT Meeting](#) - In person meeting, Kerry online

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

Apologies:

Minute taker: Sean

Topic	Minutes	Actions / Assignee / Due date
1. Administration 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 Gary, Elaine, Jackie, Allison, Kerry, Chris, Sean 1.2 1.3 NO 1.4 Minutes confirmed 1.5 transfer of policy and procedures to School Docs 1.6 1.7	
2. Matters Current/Arising 2.1 Strategic Plan Review <u>2.2 Feedback from discussion with school boards association</u> <u>2.3 sharing board minutes with proprietors</u>	2.1 deferred for next meeting 2.2 Chris and Elaine had a meeting with Sarah from the School Boards Association (NZSBA) - Board's responsibility as a PCBU for H&S - Recommended to notify the Insurer of the risk. Clarification of the Integration Agreement saying school has exclusive use of driveway and school environs during school hours - breakdown with proprietors makes this difficult. Adjustments need to be made to support proprietors with health and mobility issues.	

	<p>Process needs to be followed. Any break in the process needs to be documented. A request has been made by Beth to have a key to the gate to allow access. Allison's solution is to have Keith call the school at any time and the gate will be opened for him.</p> <p>Board goes into committee 7.15 comes out at 7.20</p> <p>Sharing Board minutes digitally. Allison was advised this was not mandatory, but we have made the decision to post them on the school website.</p>	
<p>3. Principal's Report 3.1 Principal's report (15)</p>	<p>Staff are well, Term 2 is a long Term. SMART tool not ready yet, Good to hear that the school building will get the 10YPP needed repairs and upgrades.</p> <p>Special Characters is being upheld in a variety of ways through school meetings and parents taking on organisational roles in the school community.</p> <p>Implementation of the multisensory StepsWeb programme to provide five students with individualised, data-driven literacy interventions tailored to their specific needs.</p> <p>Accident in playground on wheels - Board is satisfied with risk management systems</p> <p>Formal attendance notification letters will be issued to five additional families this term, following a successful strategy of in-person delivery designed to maintain positive school-parent relationships while navigating the policy contradiction of including illness-related absences in mandatory compliance reporting.</p>	
<p>4. Financial Report 4.1 Monthly report & commentary (March)</p>	<p>Proposal to waive the 2024 collection of attendance dues admin (\$500) fees to the proprietor body - Approved by the Board</p> <p>No risks - all is tracking well with a healthy surplus.</p>	
<p>5. Proprietors/Property Report 5.1 Proprietors report 5.2 10YPP</p>	<p>Approval of Essential Maintenance: After several months of delays and inquiries with APIS and the MOE, a quorum was finally reached at the April 19th special meeting, allowing resolutions for roof realignment and lighting upgrades to pass.</p> <p>Streamlined Lighting Project: A functional lighting upgrade was approved (budgeted up to \$7,500) to meet MOE standards, replacing a previous, more complex designer plan to ensure the work can proceed with haste.</p> <p>Concerns over Mamari Road Development: While some proprietors believe the council is proceeding with the Mamari Road project soon, it currently appears</p>	

	<p>to be on a 15-year unfunded schedule; the report recommends that the school initiate a joint meeting with the council to clarify the timeframe.</p> <p>Successful Financial Compliance: The 2025 Attendance Dues audit has been completed, providing a positive update on the school's administrative requirements.</p> <p>NZSBA - we can look to progress this in the future to statutory management - if needed</p>	
<p>6. Discussions & Decisions</p>	<p>Gary - Proposal to resume putting the minutes up on online - all approved</p>	
<p>7. Policy & Procedure Review</p> <p>Carried over from term 2 2025 (needing to be aligned with Proprietor's procedure)</p> <p>Nag 5 -Driveway safety to be revisited after Proprietor's meeting (Not on school docs)</p> <p>Carried over from term 3 2025 (needing more consideration)</p> <p>Nag 3 Sexual Misconduct In school docs this policy is Abuse Recognition and Reporting</p> <p>Carried over from term 4 2025 (ran out of time):</p> <p>Nag 5 Road & Carpark Safety (Not on school docs) - Defer this to meeting with proprietors</p> <p>Getting to and from School Safely on school docs</p> <ul style="list-style-type: none"> - Nag 5 Recording Hazard Procedure (See Risk management policy on school docs) - Nag 5 School Trips - In school docs this is EOTC event planning 	<p>Proposal for Allison and Chris to migrate School docs - relief for Allison and Chris to get paid as a relief teacher for a maximum of 2 days - Chris, Sean, Allison abstain - all approve</p>	

<p>and approval & EOTC Risk assessment & Management</p> <p>Policies: Nag 2 Special Character of School See school docs Nag 5 Health and Safety - see school docs health safety and welfare policy For March meeting</p> <p>Procedures: Nag1 Career Guidance Nag 2 New Enrolments Nag 2 Enrolments Scheme</p> <p>Review Governance* Policies: BOT roles & responsibilities* Code of Conduct* Nag 3 Responsibilities of Principal* Nag 3 Reporting to the Board* Nag 3 BOT Meeting Procedure* Nag 3 Principal's Perf Appraisal* Meeting Process* Relationship BOT Principal*</p>		
<p>Meeting Closure 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>Updates on maintenance and proprietors decisions</p>	
<p>Items for our next BOT Meeting</p> <ul style="list-style-type: none"> ● Policies ● Feedback from curriculum working group and a time for Eve to present to BOT and others 		

Signed BOT Presiding Member:

Chris De La Mare