Timatanga
COMMUNITY SCHOOL

Board of Trustees Agenda / Minutes

June 24 2026

[Link to Google Meet BoT Meeting]

In attendance: Sean, Allison, Jackie, Kerry, Elaine, Chris
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 1.2 1.3 1.4 Minute confirmed 1.5 1.6 Shared in email 1.7	
2. Matters Current/Arising 2.1 Curriculum edited draft approval 2.2 BOT self review 2.3 Proposal to create **Memorandum of understanding between the proprietor and board** How Proprietors and School Boards work together 2.4 Strategic goal mid year review	2.1 - Deferred for next meeting 2.2 - Questions handed to the board for self-review. Chris asks for any questions to be added. Elaine - something about our relationship with the proprietors. Sean - a question about how well the board upholds the special character. Rating + written question is good. The Board agrees on the process 2.3 Memorandum of Understanding with Proprietors - we don't currently have one - it's an ideal and nice to have but implementing one may be beyond the current situation. Opportunity to develop a better understanding between the Board and Proprietors	

	2.4 Strategic goal 1 - looks like all is tracking well. Peer to peer support and restorative circles are going well - workshops for the curriculum - could a 2-3 year plan be created in a rolling manner Strategic Goal 2 - Chris happy to support the garden visioning process (3 year plan) - Shade sail needed - upgrade to 6 poles or a permanent structure? Strategic Goal 3 - Roll growth is being managed carefully. Due to have 28 at the end of 2026	
3. Principal's Report 3.1 Principal's report (15)	Agreed to allow school to be used once per month for a gathering on a Saturday night - as in line with use of buildings Audit completed with very positive feedback Special character is thriving and highly desired in the wider community Board is satisfied with the risk management systems in place	
4. Financial Report 4.1 Monthly report & commentary (May)) 4.2 Mid year Budget adjustments	4.1 Working capital is up on last year. Everything else is tracking well 4.2 68040 - needs to be increased by $200 due to wifi cabling costs - all agreed 25028 - 96% spent needs $100 more added - all agree 25088 - needs $1000 added for StepWeb and NZPF - all agreed 75061 - $1500 needs to be added for door repair and maintenance. All agree Principal Professional Development $3000 has been added	
5. Proprietors/Property Report 5.1 Proprietor's report updates 5.2 security for the school	School is looking in really good shape. Ongoing work on the lighting quote, planning to get big room and library completed these holidays. Roof to be done over the summer holidays Given advice from police to increase security measures as more development happens around the area. CCTV safety as the area gets busier, monitored alarm system School will investigate getting a concertina security door for craft area.	
6. Discussions & Decisions		

7. Policy & Procedure Review 7.1 Adopting school docs policies Policies to Link 7.2 Review of Governance policies: 1. Board Meeting Protocols Policy 2. Principal Performance Management 3. Delegations Schedule - 4. Board Meeting Protocols Policy - using THIS TEMPLATE 7.3 Discuss 7.4 Discuss https://timatanga.schooldocs.co.nz/2025%E2%80%932027-Review-Schedule-colour.pdf 7.5 proposed policy Untitled document	7.1 - Motion to adopt school docs policies - all agreed 7.2 1. Accepted with changes 2. 3. 4. 7.3 Allison to use and report on as she feels fit.	
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	8.2: Next BOT meeting	
Items for our next BOT Meeting Curriculum edited draft approval		

Signed BOT Presiding Member:

Chris De La Mare