

Board of Trustees Agenda / Minutes

May 27 2026

[Link to Google Meet BoT Meeting](#)

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

Apologies: Gary

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 Approved 1.5 Gary to share with proprietors re. Posting minutes online 1.6 Letter from principals union - shared 1.7	
2. Matters Current/Arising 2.1 Review of section 3 of curriculum	Chris - Content and depth is amazing, documents can be used to guide the school's pedagogy. A working document and could be treated as thus. Can be used for staff and parent upskilling. Proposal to accept as it is in line with the other two parts. Looking at using it with parents and staff over a 3-year cycle. Elaine - other proprietors keen to see in a hard copy. Not all proprietors have expressed interest in being involved in its review, which has been ongoing for the past year. Operational aspect for the school. Excited to see it in completion. Allison - loves the content but it is wordy - hard to get through it all. It is very thorough, a complete guide for running Timatanga school. Kerry - it would be good to see the parents take it and provide their responses	

	to it. Aligning to the school's special character rather than our own agenda. Great that they have been explained in the depth that it is. Comprehension of parents could be checked over multiple meetings. Jackie - we need to look at it in light of the new curriculum refresh. It will be great to go over with new staff. Sean - a great document, good to find the answers within it. Since Eve left, I've realised I know more than I thought. A three year cycle will help ensure all families are up to date with what is in the curriculum. The microwave is an example of where we were not sociocratic - we gave into the dominant voice. It makes it very clear what the special character is, and defines things well. It really helps to explain our "why", removes the "go and check with [name]". It is the strong operational foundation for the school.	
3. Principal's Report 3.1 Principal's report (15) Request for contribution to documentary filming	Conference Opportunities: The Board noted the Principal's interest in attending the AIS Conference in August (covered by the Principal's Development Fund) and the ADEC Conference in September (funding request currently submitted to the MoE). Special Character & Student Agency: Student-led proposals successfully resulted in a trip to Kiwi Valley Farm and an upcoming Pyjama Day. The parent body continues to strongly support the school framework by leading afternoon sessions in Archery, Chess, Art, and PE. Questions around how new curriculum pushes may affect or clash with our Special Character. Managed Roll Growth: The school is experiencing high enrollment demand, particularly in the junior cohort. To maintain stability, new entries are being carefully staged. The recent open day was attended by eleven families who were interested in enrolling their children. Health Curriculum Community Consultation: Community feedback for the Health Curriculum Review showed unanimous support (scoring 5/5 for alignment with school values). Future delivery will focus heavily on emotional regulation, conflict resolution, body safety/consent, and mindfulness. Motion: that the Board is satisfied with Risk Management systems – Identified hazards are being monitored and/or controlled and that these measures are regularly re-evaluated to check their adequacy. Board approves this motion. Filming at Timatanga school - 'a day in the life of Timatanga school' mini doco. Proposal to follow on email to parents to clarify if they are OK about this edited footage being used on the school website	
4. Financial Report 4.1 Monthly report & commentary (April)	Draft Auditors report through - all looks good. Budget tracking well. Working capital at over 200% at this time. The reason this figure is important is due to staffing with the natural occurrence of roll fluctuations.	

5. Proprietors/Property Report 5.1 Proprietor's report updates	10YPP & Roof Repairs: The maintenance committee is evaluating two quotes for roof repairs and timber framing contingencies, with a likelihood of proceeding with MaxStyle for a summer holiday rollout. Lighting Upgrades: Fay is meeting with lighting contractors to finalize a quote for an upgrade rollout in compliance with current MOE standards that will begin in the library and office before expanding to other school areas.	
6. Discussions & Decisions		
7. Policy & Procedure Review Carried over from term 2 2025 (needing to be aligned with Proprietor's procedure) Nag 5 -Driveway safety to be revisited after Proprietor's meeting (Not on school docs) Carried over from term 3 2025 (needing more consideration) Nag 3 Sexual Misconduct In school docs this policy is Abuse Recognition and Reporting Carried over from term 4 2025 (ran out of time): Nag 5 Road & Carpark Safety (Not on school docs) - Defer this to meeting with proprietors Getting to and from School Safely on school docs - Nag 5 Recording Hazard Procedure (See Risk management policy on school docs) - Nag 5 School Trips - In school docs this is EOTC event planning and approval & EOTC Risk assessment & Management		

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 Procedures: Nag1 Career Guidance Nag 2 New Enrolments Nag 2 Enrolments Scheme 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*		
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		
Items for our next BOT Meeting • Parent Survey • BOT Mid Year Self Review and Evaluation • Curriculum edited draft approval • Mid year Budget adjustments		

Signed BOT Presiding Member:

Chris De La Mare