

## BoT Agenda/minutes 26 November 2025

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

**Apologies -**

**Minute taker: Sean**

	<b>Minutes</b>	<b>Actions</b>
<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>1.3 No conflict of interests            1.4 Previous minutes accepted            1.5 Follow up on times to meet with Eve regarding curriculum</p> <p>1.7</p>	
<p><b>2. Matters Current/Arising</b></p> <p>2.1 Letter received from a proprietor re Jade Speaks Up (5mins)            2.2 BOT annual workplan 2026 (15mins)</p>	<p>2.1 Elaine declares a potential conflict of interest and will opt out of any decision-making around this matter.            . The board acknowledges receipt of the letter of concern and the board confirms that due processes have been followed.</p> <p>2.2 First BoT meeting for 2026 to be 28-1-2026</p>	
<p><b>3. Principal's Report</b></p>	<p>3.1.1 Visiting family from Germany early 2026            3.1.2 Allison confirms Becky for the role of Junior room teacher 2026            3.1.3 Electrical testing done            3.1.4 Roof repair to be done over the summer holidays</p>	

<p>3.1 Principal's report (20) 3.2 Feedback from ERO (5 mins)</p>	<p>Board goes In-committee at 7.07 - comes out at 7.23 3.1.5 Student Attendance - Board approved Leave - ERO/Ministry focus on attendance. 3.1.6 Strategic plan to be extended into 2026 as the start date for the next cycle has been extended to 2027 3.1.7 Annual Plan - delivered, to be finalised in January</p> <p>3.2.1 Feedback from ERO is very affirming. Teaching staff, Relationships with Akonga, sense of security of children at school and quality of teaching all noted as high points. Next steps are in line with the Principals goals. Also mentioned witnessing a functional, diverse, supportive Board.</p>	
<p><b>4. Financial Report</b> 4.1 Monthly report &amp; commentary (September) 4.2 Draft Budget for 2026</p>	<p>4.1 Tracking well, at or under in all areas. 4.2 No need for a BoT funded teacher so funds from this can be directed to furniture and other needed areas. Working capital in good shape. Draft Budget tabled to be finalised in the January meeting.</p>	
<p><b>5. Proprietors/Property Report</b> 5.1 Proprietors report 5.2 Update from director's meeting</p>	<p>5.1.1 Work on roof cleared by the council. Will go ahead over the summer holidays. 5.1.2 Lighting work to go ahead over the May/April 2026 holidays 5.1.3 Elaine and Gary to continue on as proprietors reps to the board with the support of APIS. 5.1.4 Gate to be opened at closer to 3pm with teacher availability email to be drafted to be sent to proprietors 5.1.5 new protocol regarding access to the barn regarding health and safety. New Signage to be created. School members can only access if accompanied by a proprietor 5.1.6 Attendance dues not set yet. Looks to be in the range of \$300-\$350 5.1.7 Special Meeting to be planned for the future of the school</p>	
<p><b>6. Discussions &amp; Decisions</b> 6.1 Set donations based on draft budget; consult with whanau &amp; Proprietors on attendance dues &amp; donations</p>	<p>Donations to be kept at \$400 per child for 2026</p>	

<p><b>7. Policy &amp; Procedure Review</b></p> <p><b>Policies:</b>  <a href="#">Nag 5 Reporting Child Abuse</a>  <a href="#">Nag 5 Child Protection</a></p> <p><b>Procedures:</b>  <a href="#">Nag 5 Recognising Child Abuse</a>  <a href="#">Nag 5 Road &amp; Carpark Safety</a>  <a href="#">Nag 5 Recording Hazard Procedure</a>  <a href="#">Nag 5 School Trips</a></p>	<p>NAG 5 - <a href="#">Reporting Child Abuse</a> Accepted with changes  <a href="#">Nag 5 Child Protection</a> - Accepted  <a href="#">Nag 5 Recognising Child Abuse</a> - Accepted with changes</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</li> </ul>		

Signed BOT presiding Member:  
Chris De La Mare