

Minutes of the Waipu Primary School Board of Trustees

Meeting held at Waipu Primary School

Wednesday 12th August 2026 at 6:30pm

Part A: Preliminary & Administration (Karakia and Opening)

<u>Focus</u>	<u>Action/Purpose</u>
Welcome and Opening	Meeting opened at 6:34pm Karakia/Mihi, welcome public and attendees. <i>Manaakitia, enei ākoranga Hei oranga, Mo ō matou hinengaro, Hei oranga, Mo ō matou wairua, Tihei mauriora Bless these learnings and learners For the sustenance/wellbeing of our minds For the sustenance/wellbeing of our spirits Salute to the essence of life!</i>
Attendance and Apologies	Belinda Bunny (Principal), David Field (Presiding Chair), Maree Smith (Staff Rep), Cindy Kane (Secretary), Chris Townshend and Jon Proffit. Apologies from Amos Cook and Stephen Abercrombie.
SUPA Energy Presentation	<i>Presentation by SUPA Energy. A presentation by Nick from Supa Energy was given to the board on Solar Panels. The board was interested in what this opportunity would look like and keen to explore the benefits of this for the School. Nick thanked the board for having him.</i>
Declaration of Conflicts of Interest	<i>Trustees declare any conflicts of interest regarding agenda items.</i>
Confirmation of Previous Minutes	<i>Motion to confirm the minutes of the last meeting (circulated prior).</i> June 2026 Minutes MOVE THAT THE JUNE 2026 MINUTES BE ACCEPTED M/Belinda/S/Maree All in favour

Matters Arising from Minutes & NZSBA Task Checklists.	<i>Review and clear any pending action points from the previous meeting.</i>
BoT Term 2 2026 Task Checklist - Plan community consultation for your 2027 - 2029 strategic plan; Review your privacy policies and procedures. BoT Term 3 2026 Task Checklist - To be reviewed. Principal Term 1 2026 Task Checklist: Verify day to day relievers identity, complete letter of offers & IEA's... (to be completed) Principal Term 3 2026 Task Checklist - To be reviewed. Actions from previous meeting & reports: - TA to search procurement/opening forms and archived project records for the pool/roof project to confirm what scope was completed and email findings back to the school (MoE owns the pool. Roof Projects are part of the 10YPP) - Update on learning assistants to go in the newsletter (completed) - Bike track lime (quantity determined (completed) - Locks on cleaners cupboard & caretakers shed (completed - advised all parties that both areas need to be kept locked). - Publish and communicate 'Red Weather Warning' HERO & School Docs + circulate to staff (completed). Note comment from School Docs to maintain current overarching policy. - Follow up mid-term election dates & appoint a returning officer. (work in progress - need to minute at next meeting & set date as per NZSBA requirements). - Contact Steve Jones (Waipu Lions) letter of support for hall flooring. Donation received for \$3K - in a separate term deposit (work in progress - need to follow up). - Belinda to send a link to the approved fire evacuation / fire safety procedure (or confirm approval status with Fire Emergency NZ) to the school for verification. (work in progress - 1997 was when this was last updated. Once we have had our emergency days in Term 4, we will submit a new plan). - Prioritise a lockdown drill & associated systems (scheduled for Term 4, week 1). - Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. (work in progress - haven't got to this yet). - BoT Role Descriptions to be written and reviewed (work in progress - haven't got to this yet) - Belinda to check property compliance with Clare re. Drains around the field (work in progress - emailed on 11/6, Clare felt it was an MoE obligation - need to follow up	

further). - Safety Checking: Assurance is given to the board that all children's workers employed or engaged by the school have been safety checked before their appointment. I confirm that all children's workers need to be safety checked as required within 3 years of the previous check - this review of 'within 3 years' check is work in progress, note that police vetting is up to date. (to be completed). - Update the bus code of conduct to include vaping. (to be completed).	
Schedule of Delegations	<i>Review and ratify Board, Presiding Member, Principal and other delegations.</i>
BoT Correspondence	<i>Review and discuss any correspondence.</i>
Resolutions passed outside of meetings	<i>Minute any resolutions passed outside of standard meetings</i> - Tennis Court Refresh link here

Part B: Monitoring & Accountability (Principal's Report) - This section focuses on the operational performance of the school, which is the responsibility of the Principal (Tumuaki) to report on and the Board to monitor.

Focus	Action/Purpose
Principal's Report	<i>Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.</i> <i>August 2026 Principal's Report</i> Latest Attendance Report - Term 2 2026 It was moved by Belinda Bunny and seconded by David 1. THAT The Waipu Primary School Board resolves to opt IN to the Ministry of Education School Donations Scheme for the 2027 school year. By passing this resolution, the Board agrees to adhere to all Ministry of Education compliance guidelines, which dictate that the school will not request any voluntary school donations from parents, caregivers, or whānau for any curriculum-related activities or school-based operations, with the explicit exception of voluntary contributions toward overnight school camps.

	• Carried Unanimously (All members voted in favour). Resolution here
Health & Safety Monitoring	- <i>Review H&S reports, including incident reports, property hazards, and compliance. (Governance priority).</i> - <i>EOTC review and approve as required.</i> Initial planning documents will start being shared with Chris for review.
Student Achievement Data 2026 Curriculum Reporting Schedule	<i>Deep Dive Focus: Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan.</i> - Mid Year School-Wide Assessment Data - Curriculum reports: Phonics Check Report
ERO/Compliance Review	<i>Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance.</i> - Nothing to report

Part C: Financial and Property Governance - This section monitors the financial health and management of school assets.

<u>Focus</u>	<u>Action/Purpose</u>
Financial Report Approved 2026 Budget Link to updated mid-year budget document.	<i>Review latest month end report, statement of financial position, and motion to ratify expenses.</i> - Mid year budget review update (Amos). Link to updated mid-year budget document. - Review June Governance Report (Amos). - Available funds spreadsheet (June) - Pass motion to ratify expenses (page 10 governance report). - Successful grant update

	- PTA meeting update (Dave) - Insurance review: Schools have the option of being part of this insurance scheme through the MoE. It covers contents, cyber and liability insurance. It is something that we could look at and would reduce our insurance spending a little (not significantly at first look). https://www.education.govt.nz/education-professionals/schools-year-0-13/property/contents-liability-and-cyber-insurance Belinda, Cindy and Amos met with Jessica at Education Services to go through the budget. Jessica updated this so that it reflects money that we have received from Grants. We now have a \$17k deficit versus the original \$50k deficit. MOTION TO RATIFY GOVERNANCE REPORT M/Belinda/S/Maree All in favour
Grant Motions Grant funding ideas list	<i>Review status of previously applied for grants, table any new grant applications.</i> Review electronic motion for the 'Tennis Court Refresh' application. M/David S/Jon All in favour MOVE THAT WE APPLY FOR FUNDING/DONATION TO GRASSROOTS TRUST LIMITED FOR HEADPHONES FOR MIDDLE AND SENIOR SCHOOL STUDENTS AS WELL AS NOISE CANCELLING FOR 10 STUDENTS AT A COST OF \$11,579.59 M/Belinda/S/Maree All in favour To Discuss: - Hall flooring (Gem Grant) - Grassroots September: Class sets of headphones?
Fundraising	- Brief and Board Resolution for discussion: Choc and Sausage Annual Fundraiser - BoT discussion around sponsor proposal. Move ahead? To strengthen the School's position financially, discussion was held around potential fundraising ideas moving forward. Ideas around approaching businesses for sponsorship of events with naming rights

	with the option to compete against each other to win naming rights with specific events, potential painting pitch ideas for classrooms in Colour of business for example “Ray White Yellow”. Chocolate/Sausage fundraiser would be raising funds for Teacher Aide funding for 2027, this way we know how much we have to put into the budget and not an estimate.
Property and Infrastructure	<i>Update on cyclical maintenance (5YA plan), capital projects, and property issues.</i> - Update on property projects/meetings: - Fencing: additional entry locks to be added. 10YPP: B to provide recommendations; discuss; review; approve. - Sub committee work, next steps (Jon) - Painting quote, pitch & funding discussion (B/Dave). - Solar (6:30pm - start of the meeting). Follow up questions or discussion points. Progress or not? MOVE THAT THE 10YPP BE APPROVED M/Chris/S/Maree All in Favour
Policy Review Cycle (As taken from School Doc Workplan)	<i>Discuss Review Feedback.</i> - Note policies for review this term can be found in the Principal's report. Feedback is due by our next meeting. - Review <u>Draft Policies document</u> as per actions from previous meetings. (Nothing new for August Meeting). - School Docs: Updates to be minuted as per instructions from SchoolDocs.
Bus Network	<i>Discuss Bus Network financial and safety matters:</i> - No meeting.

In term 3 we are reviewing

Part D: Strategic Direction & Future Focus - This is the key area for **Governance**, ensuring the school stays on track with its long-term vision, Annual Plan, and community consultation.

Focus	Action/Purpose
Strategic Planning Deep Dive	<i>Discussion on progress against strategic goals</i> - Staff review was completed. See tab 3 of this document. - Belinda to update new regulations published in the Gazette on 11.8.26. - 2027 provisional rolls will be published on 4th September. A note of this has been added to our calendar.
Community Consultation	<i>Plan for upcoming consultation events, feedback review, or community communication strategies.</i> - 2027-9 Strategic Plan Consultation

Part E: Public Excluded (In Committee) - This is a mandatory section used to discuss highly sensitive information relating to individuals (staff or students) or matters where publicity would be prejudicial. The public must be asked to leave at this point.

Focus	Action/Purpose
Resolution to go In Committee	<i>Motion: "That the public be excluded from the rest of the proceedings of this meeting..."</i>
Personnel Matters	<i>Confidential discussion, e.g., Principal appraisal or staff disciplinary matters.</i>
Confidential Student Matters	<i>Discussion of specific student support or privacy issues.</i>
Resolution to return to Open Session	<i>Motion to conclude the Public Excluded session.</i>

Part F: Closing

Focus	Action/Purpose
General Business	<i>Matters of urgency not otherwise on the agenda.</i> - Mid-term BoT elections 2027 (confirm returning officer etc). Board was happy to re-elect Sandra Barton as returning officer

	for 2027 Cindy to advise Sandra. - MOVE THAT SANDRA BARTON BE ELECTED AS RETURNING OFFICER FOR 2027 M/Dave/S/Chris All in favour - 2027 Out of Zone places - Confirm 20 spaces for 2027, do a quick review and advertise and update the website.
Confirm Next Meeting Date	<i>Schedule and confirm the date and time for the next BoT meeting.</i> W8, T3 - Wednesday 9th September, 7:00pm
Closing	Meeting closed 9:35pm Closing <i>Karakia</i> or final comments from the Principal Ka whakairia te tapu Kia wātea ai te ara Kia tūruki whakataha ai Kia tūruki whakataha ai Haumi e hui e tāiki e