BoT Meeting Minutes - Wednesday 4th November 2026, 7:00pm

Part A: Preliminary & Administration (Karakia and Opening)

Item	Focus	Time	Action/Purpose
1.0	**Welcome and Opening**	5 min	Karakia/Mihi, welcome public and attendees. Na te kukune te pupuke Na te pupuke te hihiri Na te hihiri te mahara Na te mahara to manako Na te manako to wānanga Na te wānanga te mātau Hui e, tāiki e
1.1	**Attendance and Apologies**	2 min	*Record all attendees, apologies, and guests*. Present - David Field; Stephen Abercrombie; Chris Townshend; Jon Proffitt; Maree Smith; Belinda Bunny. Apologies - Amos Cook; Cindy Kane
1.2	**Declaration of Conflicts of Interest**	3 min	*Trustees declare any conflicts of interest regarding agenda items*. None to report.
1.3	**Confirmation of Previous Minutes**	5 min	*Motion to confirm the minutes of the last meeting (circulated prior*). September 2026 Moved: Stephen Seconded: Chris
1.4	**Matters Arising from Minutes & NZSBA Task Checklists.**	5 min	*Review and clear any pending action points from the previous meeting.* See actions below.

Principal Term 1 2026 Task Checklist: Verify day to day relievers identity, complete letter of offers & IEA's… (to be completed)

Principal Term 4 2026 Task Checklist: In progress, mostly complete.

BoT Term 4 2026 Task Checklist: In progress, mostly complete.

Actions from previous meeting & reports:

- Collate data from the targeted LA support and report back to the BoT. (work in progress - plan to have it ready for the Wednesday meeting).
- Draft up a 2027-28 Strategic Plan for consideration (work in progress - consultation underway)
- 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).
- 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. Tess has emailed, copy in the meeting folder). Claire is coming next week to have a look. Additional notes from Claire have been added to the property folder.
- **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).
- Complete work on the paint pitch (Belinda) (parked, pending sub-committee decisions)
- Cyclical maintenance painting contractors to be contacted and questions for Tess/Claire about spending and GETS. (Completed)

  > *There aren't any "rules" as such to procure PMG funded projects but it is good practice to follow the procurement process below to ensure taxpayers money is spent appropriately and so the School is getting value for money. You will of course need to report on expenditure in your financial audits.*
  >
  > *It's recommended that Schools go through a robust procurement process for any large or long term contracts with a supplier, even looking at opportunities to collectively join with other schools to approach a supplier. You may get a discount out of it.*

- Digital Devices presentation: HERO post + newsletter; SLT consideration about things & a reflection on whether we need to do more work around this, policies… (suggest this is completed - anything further from BoT members?).
- Tennis court project: Dave to check about fencing height, Belinda to liaise with the PTA. (completed).
- Present request to PTA for a fixed sum amount (Belinda) (completed - no result yet)
- Belinda to liaise with PTA about tennis court funding (completed - no funding)
- Prioritise a lockdown drill & associated systems (completed)
- Check how much bus money was allocated (completed - $23,308.90 was received on the 18th September. We have budgeted to receive $30k. A final end of year wash-up payment is expected which should have us close to the budgeted amount).
- Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. (partially completed - hall replacement guidance received, insurance policy updated) work in progress - classroom spaces.

1.7	**Schedule of Delegations**	10 min	*Review and ratify Board, Presiding Member, Principal and other delegations*. None to report.
1.8	**BoT Correspondence**	5 min	*Review and discuss any correspondence.* - Discussion re any potential impact on the change to NZ School Property Agency.
1.9	**Resolutions passed outside of meetings**		*Minute any resolutions passed outside of standard meetings* - Discussion about the kunekune pigs as per email a RAMS sheet has been developed and shared with the BoT.

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.

Item	Focus	Time	Action/Purpose
2.0	**Principal's Report**	20 min	*Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.* - November 2026 Principal's Report Discussion about the timing of the fundraising re. That it will go into the 2027 budget so we are pre-planning ahead. Agree to make it an annual fundraiser. Discussion about camp fundraising being somehow pushed back to parents for camps if they choose to. Discussion about camps and the funding aspect as well as locations. 1 disco per year for other things. **Subcommittee for appointment - Scale A** - Chris Townshend - Belinda Bunny - Maree Smith Discussion about using Hannah for the beginning of the year student learning to combat holiday 'fall back'. **Learning Assistant Permanent Hours** - Discussion about committing to some permanent hours. A lot of it comes down to funding. We are close to running even with the budget.

			- Note correction needed in the principal's report 3 TA's are fixed term & 1 is permanent. - Discussion about permanent appointments and acknowledging this at prizegiving. - Discussion about PTA coms about requests from Monday's meeting. Dave to send through a request for movement towards finalising our funding strategy. This will help create clarity around what the money is being raised for. - Streamlining the sponsorship process is something we need to look at. Discussion about having someone co-opted onto the BoT to run the fundraising strategy. This person could lead the strategy and provide the BoT with an update on it. - Discussion about meeting with the PTA urgently to establish how the money which was raised for the school is being used. Review the constitution and set up a memorandum of understanding. Actions: - Send notification to the PTA about the BoT attending the next PTA meeting on the 7th of December. - Look into some draft MoU's.
2.1	**Health & Safety Monitoring**	10 min	- *Review H&S report, including incident reports, property hazards, and compliance.* ***(Governance priority).*** - *EOTC review and approve as required.* Please see new folder in the BoT Drive with: - Day Trip Information - Overnight Camp Information - Updated Pool signs: These have been ordered. - Chris is keen for the BoT to have access and eyes on the planning and the amount of work that goes into the organisation of these camps. Discussion about RAMS being living documents. Chris is seeing regular updates. - BoT officially approves overnight camps and the SLT/Principal oversee the day trips.

			- Major changes to itinerary need to be communicated.
2.2	**Student Achievement Data** **2026 Curriculum Reporting Schedule**	25 min	***Deep Dive Focus:*** *Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan.* Curriculum reports: Health & PE (Kirstyn) SOAR & PB4L (Hannah & Sarah) Behaviour Management (Jordan) Additional Report added 4.11 - Enviro (Sarah & Rebecca) B will talk to this. Impact of LA/TA Support (Belinda) - to be reported at the next meeting.
2.3	**ERO/Compliance Review**	5 min	*Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance*. -

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

Item	Focus	Time	Action/Purpose
3.0	**Financial Report** Approved 2026 Budget Link to updated mid-year budget document. Successful grant update	15 min	*Review latest month end report, statement of financial position, and motion to ratify expenses.* - September Reports: Review of Governance Report & Available Funds Spreadsheet (Amos). Belinda is working on the draft budget and will share electronically as soon as it's ready. - Pass motion to ratify expenses (page 10 governance report). Moved: Jon; Seconded: Maree - Confirm pool key pricing for the 2026/7 season Last year it was $80 with a $20 refund on return of the key. Discussion about pool key costs. Decided to maintain the $80 fee.

			- TA/LA funding + permanent hours discussion.
3.1	**Grant Motions** Grant funding ideas list Grant Outcomes	5 min	*Review status of previously applied for grants, table any new grant applications.* ● Minute rolling over a second TA application for November if the Oct application is unsuccessful. Pass a resolution to resubmit the TA grant funding for October and then camps for December. January Moved: Jon; Seconded: Steve ● Grassroots Oct application - 2027 TA Salary ● Agree on December & January grant focusses. December - End of Year Camps January - SOAR & school signage Moved: Maree; Seconded Jon. ● Alex McClean Trust outcome for hockey goals? Oxford; Lotteries & Alex McLean to be tried again.
3.2	**Fundraising**	50 min	- PTA proposal for TA salary support commitment 2027. The request for an annual wages support commitment was presented at the PTA meeting on Monday evening. We are still waiting on a response. BoT members will look to attend the next P - Sausage and chocolate profit forecast. - PTA carnival purpose of money raised discussion. - Look at using the colour run as a fundraiser. Need to build this into our fundraising strategy and be mindful of companies taking a large portion.
3.3	**Property and Infrastructure**	10 min	*Update on cyclical maintenance (5YA plan), capital projects, and property issues.* - Painting and funding plan. Discussion about painting contractors & costings. Spray painting v costings. Risk wise a flexible contract is a better position for us to be in. We have some options should we get to Year 4 or 5 and need to look at dialing things back. Agreed to go with Carus - exterior only, not roof lines. Moved: Stephen; Seconded: Maree.

			Belinda to check that quote still stands as presented. Add in $10,000 to the cyclical maintenance provision. New soccer goals and scooter shed to be put up in the summer holidays. Jon to organise helpers.
3.4	**Policy Review Cycle** (As taken from School Doc Workplan)	10 min	*Discuss Review Feedback.* - Review Draft Policies document as per actions from previous meetings. - Belinda to send on communication re. New School Docs website & updating access for BoT members along with the community.
3.5	**Bus Network**	2 min	*Discuss Bus Network financial and safety matters:* - *CCTV update* - Forecasted additional surplus distribution from 2026 year - unknown amount though.

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.

Item	Focus	Time	Action/Purpose
4.0	**Strategic Planning Deep Dive**	20 min	*Discussion on progress against strategic goals*
4.2	**Community Consultation**	10 min	*Plan for upcoming consultation events, feedback review, or community communication strategies.* - Update on strategic consultation. Consultation to close and plan to be drafted up.

Part E: Public Excluded (In Committee) - No in committee discussions

Part F: Closing

Item	Focus	Time	Action/Purpose
6.0	**General Business**	5 min	*Matters of urgency not otherwise on the agenda.*

			- 2027 Board Elections BoT to start putting the word out there for the upcoming March elections. Campaign starts in January. Election is for the full term (3 years) at the end of the term members need to be re-elect. Belinda to put coms in the newsletter about the upcoming election. - School Holiday Programme: We have been given a proposal by True North Learning to run a summer holiday programme using our workshop facilities. Once I have the digital copy of the proposal I will link it here to discuss at our meeting. Belinda to ask Rob for a digital copy of the proposal to share with the BoT. BoT to attend the end of year staff lunch at the RSA.
6.1	**Confirm Next Meeting Date**	2 min	*Schedule and confirm the date and time for the next BoT meeting.* W9, T4 - Wednesday 9th December Prizegiving is on Friday 18th December, followed by drinks at the RSA with staff to acknowledge a busy, hardworking year. BoT members are welcome to attend the Y6 leavers dinner on Wednesday the 16th December at Madly Indian. No alcohol policy.
6.2	**Closing**	1 min	Closing *Karakia* or final comments from the Principal Kia hora te marino Kia whakapapa pounamu te moana Hei huarahi mā tātou i te rangi nei Aroha atu, Aroha mai Haumi e! Hui e! Tāiki e! May peace be widespread, may the sea glisten like greenstone, and may the shimmer of light guide you on your way.