

# Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 14th August 2025 at 7:00pm

**Present:** Belinda Bunney (Principal), Ella Buckle (BOT Presiding Member), Stacey Dye, Dave Field, Vaughan Luff, Amos Cook, Maree Smith (Staff Rep) and Cindy Kane (Secretary)

**Apologies and Welcome:** n/a

## Karakia

- **Minutes of Last meeting**

### **Matters arising/Actions**

- Playground supplier and design investigation - completed, see next steps under PTA comment in Principals report. PTA has access. Need to decide on a company, they will then delve more into the design. Has been left with the PTA and will circle back next month. All printed and will go on display for staff to view.
- Additional EoTC Supplementary Report written and presented at the next meeting - completed.  
Query raised why Treaty of Waitangi is not included in Year 5 camp, discussion held around this being a special place in Northland and could it be included.
- Asset Register review and clarification - in progress.
- BOT workplan to be completed and linked documents in draft confirmed - in progress.
- Fencing Plan - back to MOE, currently highly understaffed and they will get back to us when they can.

Moved Seconded	<b>M/Ella /S/Dave</b> <b>All in favour</b>
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- **Correspondence**

Discussion:	<b>Correspondence Doc</b>		
Actions to be taken / motion	Please add links to any BOT related correspondence into document so that correspondence can be tracked easily	Person(s) Responsible	

- **Scope** - The Ministry has now taken back 10YPP. This is our opportunity to choose who Project Managers are.
- **Saorsa - Lawnmowing.** Rundown given on history of mowing contract with Saorsa, who ultimately decided to take back the contract. Belinda thanked them for their support over the years. Cindy and Belinda would be drafting a draft budget factoring in this reduction of income for 2026.

- **Jessica Lommis - Swimming Lessons Proposal** - Board was happy to progress with this, agreeing this would be great for the community, Jessica to present the board with detailed proposal.
- **Argyle Street Subdivision** - Council informed us about a potential subdivision at the end of Argyle Street that would link the road up with South Road therefore increasing traffic past the School. Pedestrian crossing would be required and an increase in shoulders. Substantial footpaths and carparks would also be required.

**M/Ella/S/Stacey**

- **Confirmation of Agenda**

**Coms from NZSTA** - Checklist post trial election. A few key things to do and induction for new board members. Ella had previously undertaken this, Dave happy to do induction with Amos to assist. List is quite easy to work through, Ella would send through documents from previous inductions. A new Presiding member would need to be appointed at the first meeting.

- **Bus Network** - Additional item - Meeting was held last week, agenda around funding, Belinda would follow up with Julian on bus network money balance. Issue last year with overspending or underfunding which is being clawed back.

**M/Dave/S/Amos**

- **AIA First Aid Report**

**M/Ella/S/Stacey**

- **Strategic Review** - Community consultation survey is in circulation. Currently the survey is sitting at 39. Next step is to discuss the 39 responses at the Literacy Showcase which is on 17th September.

Firstly, Morning tea for staff members to say thank you from the board and introducing the new board. Votes are counted on 16th then morning tea is the following day. An FYI to all candidates that if successfully elected this would be expected of them the following day and then that evening to attend Literacy Showcase along with all Board members.

- **Strategic Decisions - 2026 Start Dates** - Survey for staff was completed and start date of 9th February was chosen which means end date would be 18th December. All 3 Primary Schools agreed on these dates. Staff return a week prior to the start date, this means Schools start back after Waitangi Weekend. This may now be communicated with parents.

**M/Dave/S/Ella**

- **Reports**

<b>Topic:</b>	<b>Principal's Report</b> <i>(Taken as Read)</i>
<b>Discussion:</b>	SLA Funding - can apply for however much you would like but must be able to match it out of your own staffing allocation. We currently have 0.2fte and received 0.2fte which means total is 0.4fte for Donna McGregor-Cox, this allocation works and will repeat that again for next year.

Actions to be taken / motion	<b>MOVE THAT WE APPLY FOR 0.2FTE FOR SLA FUNDING FOR 2026 AND BOT WILL MEET THE 0.2FTE REQUIRED STAFFING AMOUNT.</b>
Moved Seconded	<b>M/Ella/S/Dave</b>

## Curriculum Reports

Topic:	<b>Mid Year Data (<i>taken as read</i>)</b>		
Discussion:	Mid year data for Oral Language/Writing and Maths. Running a tight ship with all syndicates planning and working together. All teachers are working extremely hard and have embraced all of the new changes Progress and achievement will be reported to families annually at the end of year. Belinda highlighted that she was genuinely happy with the level of education our children are receiving from all teachers.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	<b>M/Ella/S/Maree</b>		

Topic:	<b>English (<i>taken as read</i>)</b>		
Moved Seconded	<b>M/Ella/S/Stacey</b>		

Topic:	<b>Maths (<i>taken as read</i>)</b>		
Moved Seconded	<b>M/Dave/S/Belinda</b>		

Topic:	<b>Phonics Checks (<i>taken as read</i>)</b>		
Moved Seconded	<b>M/Ella/S/Stacey</b>		

Topic:	<b>Supplementary EoTC Report (<i>taken as read</i>)</b>		
Moved Seconded	<b>M/Dave/S/Belinda</b>		

Topic:	<b>Finance Report (<i>taken as Read</i>)</b>		
Discussion:	Grant Applications AUGUST - MOVE TO GRASSROOTS TO APPLY FOR END OF YEAR CAMPS SEPTEMBER - MOVE TO GRASSROOTS FOR PURAKAU FUNDING MOVE TO ALEX MCLEAN CHARITABLE TRUST FOR HIGH JUMP MATS & TENNIS NETS MOVE TO OXFORD SPORTS TRUST FOR \$3,650.00 (excluding GST) FOR HEADPHONES FOR STUDENT LEARNING		

	The board thanked Cindy for all her work with grant applications. Cindy thanked the board for acknowledging this.		
Actions to be taken / motion	<b>Cindy to apply</b>	Person(s) Responsible	<b>Cindy</b>
Moved Seconded	<b>M/Dave/S/Vaughan</b> <b>All in favour</b>	Results	

Topic:	<b>Health &amp; Safety Report</b>		
Discussion:	Survey of trees required to make sure they are safe and healthy. Schedule walk around for health and safety hazards which should be reviewed annually.		
Actions to be taken / motion	<b>Contact Matt Blainey to survey trees.</b> <b>Annual Review walk around</b>	Person(s) Responsible	<b>???</b>
Moved Seconded	<b>M/Stacey/S/Maree</b>	Results	

Topic:	<b>Property Report</b>		
Discussion:	Sewer line needing replacement. Quote sent from plumber which will be forwarded onto the Ministry for priority one planning.		
Actions to be taken / motion	<b>Quote sent to Ministry.</b>	Person(s) Responsible	<b>Belinda</b>
Moved Seconded		Results	

- **Policies to be reviewed: (*as taken from the work plan*)**

Topic:	<b>Policies &amp; Assurances</b>		
Discussion:	Term 3 Policies for Review in School Docs.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

- **Governance Topics**

Topic:	<b>BoT Elections</b>		
Discussion:	Update to be provided at the meeting. At the time of drafting the agenda, 6 nominations had been received which meant we would go to vote.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

## General Business

Topic:	<b>Scale A Appointment</b>
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<b>Discussion:</b>	Josh Proud had been employed as permanent Scale A teacher replacing Kylie Farr in Room 2. He would begin at the start of 2026, with Ainslea McDonald carrying on until the end of year, thank you to Ainslea. Josh is currently employed at Ruakaka School and will make a great addition.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>			

<b>Topic:</b>	<b>In committee</b>		
<b>Discussion:</b>	N/A		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>			

<b>Next Meeting Date and Time Confirmation:</b>	<b>3rd September 2025</b>
<b>Meeting Closed:</b>	<b>9.15pm</b>