

# Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 3rd September 2025 at 7:00pm

**Present:** Belinda Bunny (Principal), Vaughan Luff, Ella Buckle (BOT Presiding Member) - via zoom, Stacey Dye, Dave Field, Maree Smith (Staff Rep), Cindy Kane (Secretary)

**Apologies and Welcome:** n/a

## **Karakia**

- **Minutes of Last meeting**

## **Matters arising:**

- Asset Register Review - in process with Belinda. Clarification is completed. Retain until the next meeting.
- BOT workplan to be completed and linked documents in draft confirmed - Completed
- Mike (Caretaker) knows what is to be removed regarding old equipment in the playground. This is a work in progress.
- Belinda to follow up with Hannah from the Ministry regarding Playground ownership.
- Still requires a lockdown drill and associated systems.

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

<b>Discussion:</b>	Barrett Homes Sponsorship Proposal Declined offer to advertise their proposal due to having local builders and businesses we would rather support.		
<b>Actions to be taken / motion</b>	<b>N/A</b>	<b>Person(s) Responsible</b>	

- **Confirmation of Agenda**  
- **Late additions to Agenda:**

<b>Cushionfall</b>		
Urgent request to get a second load of cushionfall. The company completed the 50m2 that was funded through Grassroots today but only filled half of what is required for compliance. Request for the board to fund the second load at approximately \$7,500.00.		

<p><b>MOVE THAT THE BOARD FUND UPTO \$10K FOR SECOND LOAD OF CUSHIONFALL</b></p> <p><b>M/Dave/S/Stacey</b> <b>All in favour</b></p>		
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<b>Resignation Letter</b>		
<p>Resignation letter received from Julie Levell to finish at the end of the year. Staff will be informed tomorrow. Accept resignation letter, a few options for filling the position, to put on Agenda for next meeting. The board wished Julie the very best, having been a very valued member of staff.</p>		

<b>Swimming Proposal from Jessica Loomis</b>		
<p>Swimming lesson proposal to hold swimming lessons in our school pool, school receives \$700, two afternoons per week and a Saturday. The pool would need to be closed to the public and Oscar during these times. Confirmed that cost of school pool keys would be \$90 with \$20 refund on return of the key. Need to find out correct information from MOE to lease it out and then can go ahead.</p> <p><b>MOVE THAT JESSICA LOOMIS HOLD SWIMMING LESSONS IN SCHOOL POOL</b></p> <p><b>M/Ella/S/Stacey</b> <b>All in favour</b></p>		

<b>Bank Staffing</b>		
<p>Currently \$18k overuse which is fine, we have this under control and now using our budgeted supplementary staffing allocation in the budget. We are also able to apply for additional staffing. We have a plan in place for Term 4 which will have us back at a \$0 balance by the end of the year if not definitely by March 2026 which is when it needs to be balanced. None of this impacts the budget.</p>		

<b>BOT Induction Process Letter</b>		
<p>The letter was very good, thank you to Dave. Roles will need to be reassigned when a new board is elected.</p>		

<b>MOVE INDUCTION PROCESS LETTER</b> <b>M/Dave/S/Ella</b>		
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- **Reports**

<b>Topic:</b>	<b>Principal's Report</b> <i>(Taken as Read)</i>		
<b>Discussion:</b>	<p>No sweet treats or rewards, with the exception being for disco and carnival, ice blocks for triathlon or athletics. Belinda noted the change to make to the policy. Any food or drink provided must align with national food guidelines.</p> <p>Belinda enjoyed the conference in Brisbane, very focused on leadership, notes are in the Professional Development folder so will unpack for the next meeting.</p> <p>Zoning is still in consultation, once Alistair reports back when finished and should be ready to go 2026, no out of zone places will be advertised for next year.</p> <p>Fence is still sitting with the ministry as is the Sewer line replacement.</p>		
<b>Actions to be taken / motion</b>	<b>Belinda to update Policy for food and drink.</b>		
<b>Moved Seconded</b>	<b>M/Belinda/S/Ella</b> <b>All in favour</b>		

<b>Topic:</b>	<b>Finance Report</b> <i>(Taken as Read)</i>		
<b>Discussion:</b>	Cindy, Belinda and Amos would meet later in the month to start on draft budget.		
<b>Actions to be taken / motion</b>	<b>MOVE THAT THE BOT APPLY TO OXFORD SPORTS TRUST FOR \$13,739.14 FOR KAPA HAKA UNIFORMS</b>	<b>Person(s) Responsible</b>	<b>Cindy to apply</b>
	<b>MOVE THAT THE BOT APPLY TO GRASSROOTS TRUST FOR PURAKAU PROJECT</b>		
<b>Moved Seconded</b>	<b>M/Ella/S/Stacey</b> <b>All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Health &amp; Safety Report</b> <i>(Taken as Read)</i>		
<b>Discussion:</b>	IAI Report. Belinda and Stacey met yesterday for a walk around.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Vaughan/S/Ella</b> <b>All in favour</b>	<b>Results</b>	

<b>Topic:</b>	<b>Property Report</b> <i>(Taken as Read)</i>		
<b>Discussion:</b>	General school review required, last one completed in 2024. Bike track has no lime left on it, Spraying will be done in holidays Drain needs to be cleared. Trees along the perimeter need to be looked at, Belinda would talk to Matt from EagleEye Tree Services. Decks slippery - matting has been laid and Mike (caretaker) has more strips to add over holidays.		
<b>Actions to be taken / motion</b>	Belinda follow up with Matt.	<b>Person(s) Responsible</b>	Belinda
<b>Moved Seconded</b>	<b>M/Vaughan/S/Stacey</b> <b>All in favour</b>		

<b>Topic:</b>	<b>Bus Network</b>		
<b>Discussion:</b>	N/A		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
		<b>Results</b>	

<b>Topic:</b>	<b>Curriculum Reports - Senco Report</b> <i>(taken as read)</i>		
<b>Discussion:</b>	Well done team on this, a lot of achievement, a lot of effort from Maree and her team. There are many children being looked after and they are working beyond capacity. The team does a great job of trying to help as many children as they possibly can. Thank you for the report and the huge jobs you undertake.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Ella/S/Stacey</b> <b>All in favour</b>		

<b>Topic:</b>	<b>Curriculum Reports - Digital Technology Report</b> <i>(taken as read)</i>		
<b>Discussion:</b>	Student agreement is undertaken yearly. Moving forward they will be reviewed on an annual basis. Every year will change things to be more relatable, using AI for example.  PTA have provided funding for a 12 month trial of Limewize which notifies Jordan if a child searches or types anything inappropriate, he is notified when it happens.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>	<b>M/Vaughan/S/Ella</b>		

	<b>All in favour</b>		
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- **Policies to be reviewed: (as taken from the work plan)**

<b>Topic:</b>	<b>Policies &amp; Assurances</b>		
<b>Discussion:</b>	Term 3 policies for review in School Docs. All feedback needs to have been entered into School Docs. Assurances - in Principal's Report.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
<b>Moved Seconded</b>		<b>Results</b>	

- **Governance Topics**

<b>Topic:</b>	<b>Election</b>		
<b>Discussion:</b>	BOT election update - 82 had voted with one more week to go. Sandra - Returning Officer would announce results on 17th September. Staff/BOT morning tea to take place on 17th September to welcome new board members and farewell departing board members.  Thank you to those board members leaving for all your work and input, Ella Buckle, Vaughan Luff and Stacey Dye		
<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>Wednesday 29th October 2025</b>
<b>Meeting Closed:</b>	<b>8:40 pm</b>