

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 29th October 2025 at 7:00pm

Present: Belinda Bunny (Principal), Dave Field (Interim Presiding Chair), Maree Smith (Staff Rep), Cindy Kane (Secretary), John Proffitt, Stephen Abercrombie, Amos Cook and Chris Townshend.

Apologies and Welcome: n/a apologies. Welcome to our new Board Members John, Stephen and Chris.

Karakia

Personal Introductions - around table to introduce yourself, background and anything else you would like to share.

Portfolio Elections - Call for nominations for each portfolio and then elect:

- Presiding Member - Dave Field
- Deputy Presiding Member - Chris Townshend
- Property x 2 - Stephen Abercrombie and John Proffitt
- Finance - Amos Cook
- Health & Safety - Chris Townshend

MOVE THAT DAVE FIELD BE ELECTED AS PRESIDING MEMBER

All in favor

BoT Code of Conduct - BoT members to sign - signed copies uploaded to BOT Google drive.

Declaration of Conflicts of Interest - Trustees declare any conflicts of interest regarding agenda items:

Dave Field - wife Dee is a member of PTA

Maree Smith - children at school and a teacher

John Proffitt - Children at school and wife on PTA

Amos Cook - Children at school, wife works at WPS

Chris Townshend - 2 children starting next year that will need support, could be conflict of interest there, wife is an environmental planner, could work on projects around the area that could be a conflict of interest.

Stephen Abercrombie - Child at school.

Confirmation of previous minutes:

Motion to confirm the minutes of the last meeting (circulated prior).

September 2025 Minutes

Matters arising from minutes:

BoT induction process has taken place.

Review and clear any pending action points from the previous meeting - minutes & reports.

- Asset Register Review (work in progress)
- Update food and drink policy (staff have been briefed, info still to go to SchoolDocs). (work in progress)

- Trees along the southern boundary to be looked at **(not actioned yet)** - Matt Blainey to take a look, not as an official assessment, just to have a look to see if it's something that we need to address. Belinda will share key documents now that portfolios have been allocated.
- Bike track lime (quantity determined. Still need to get quotes & organise a working bee to spread). **(work in progress)**
- Check the zoning process with Allister (MoE). **(completed & coms have been sent out and uploaded to the website)**. All communication has gone out to the community and uploaded to the school website. Zoning commences from 1st January 2026. No out of zone spaces will be available for 2026, will re-evaluate in September 2026 for 2027 out of zone spaces (if any). Out of zone children are not funded by property and ops grant payments, only for staffing. The Ministry will also not give extra classrooms for out of zone numbers.
- Discuss possible solutions for staff survey 'work ons' at our next Senior Leadership Team, staff and TA meetings. Develop a plan for addressing the issues above. **(work in progress)**
- Caretaker to remove old playground equipment **(work in progress)**
- Follow up with BBC re bus money **(work in progress)**
- Prioritise a lockdown drill & associated systems **(work in progress)**
- Linewise notification to parents about monitoring. Development of a flowchart. **(not actioned yet)**
- Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. **(not actioned yet)**
- Belinda to find out how many students (# and %) have been involved in the Digital Technologies (Digi Tech) programme **(not actioned yet)**
- Upload and email changes to School Docs re. Updated Online User Agreements **(not actioned yet)**.

Moved Seconded	M/Dave/S/Amos All in favour
-------------------	--

- **Correspondence**
Review and discuss any correspondence.

Discussion:	Oscar Accreditation		
Actions to be taken / motion	This has now been completed after our 2 yearly audit. Everything is now up to date and compliant and we are Oscar Accredited through the MSD.	Person(s) Responsible	

- **Confirmation of Agenda**
- **Reports**

Topic:	Monitoring & Accountability (Principal's Report) <i>(Taken as Read)</i>		
Discussion:	Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity. The ministry is hot on attendance monitoring, term 3 was 60% due to not only sickness but family holidays taken during term time. Emails are sent out mid term for		

those in the category and Belinda is in contact with those with high non attendance.

Hero - moving to this student management system for 2026. Too early to send out information to parents yet, this will happen in December and then they will be able to download the app in January. The basics will be fed out slowly such as attendance, check notices and add to it each week. Facebook will remain as this is how we communicate to our wider community.

Cultural Day, disappointing that we have no time for this to take place. Need to relook at this to engage Whanau. Try and move it away from during school time for those working parents so they can be a part of this. Also have to be mindful of teachers and not having too many evenings of their time to hold these events. An idea could be to hold the literacy showcase one year which went really well and then the following year hold a cultural evening.

Ag day was a success being held on a Saturday, having it during the week you get very few parents attending, whereas holding this event on a Saturday opened it up to all Whanau, it was a great turn out.

Health & Safety Monitoring - Review H&S report, including incident reports, property hazards, and compliance. **(Governance priority)**

Student Achievement Data - Deep Dive Focus: Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan. See Annual Planning Working Document.

- Phonics Check Results: This is the first set of data reported on by the MoE. Phonics checks are required by the start of 2026, they are not compulsory in 2025. We sent through our data for those who hit 40 weeks at school during Term 3 which is a small sample size.
- Mid Year Student Achievement Data for those of you new to the BoT in order to provide context is linked here: [2025 Mid Year Students Achievement Data](#)
- Updated assessment requirements as outlined by the MoE. Teaching the basics brilliantly.

Curriculum Reporting - 2025 Reporting Schedule

- **Health and PE** - Discussion around swimming, changing to fitness in water due to teachers not being able to actually teach an entire class to swim. Problems with timing of swimming with morning sessions happening at the best time for learning whereas juniors swimming is in the afternoon when it's more ideal. Belinda will talk to staff and get a general census and come back to the board with what they decide. A very valuable report.
- PB4L (Positive Behaviour for Learning)
- Behaviour Management (Moved to Week 8).

ERO/Compliance Review - Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance.

	- The Code of Conduct for Board Members (MoE) Waipu School Code of Conduct - BoT Task Checklist Term 4 2025 - NZSTA Section and include: Your board should receive information from your principal on the impacts of these changes in your school or kura and factor this into its planning for 2026. ● Education and Training Amendment Bill (No 2) update including extending strategic plan dates ● In September, the Education and Workforce Committee reported back on the Education and Training Amendment Bill (No 2) (ETAB 2). ● The Committee made recommendations to ETAB 2 to: ● require schools' attendance plans to detail how the school intends to address student absences and underlying causes ● extend the start date for boards' next strategic plans by a year from 1 January 2026 to 1 January 2027. This means that boards will not be required to have a new strategic plan in 2026. Boards will still have to prepare their annual implementation plan for 2026 and submit their annual reports for the 2025 year. ● The Bill is expected to pass by the end of this year. ● For more information on ETAB 2 and its proposals, visit: Education and Training Amendment Bill (No 2) – Ministry of Education
Actions to be taken / motion	
Moved Seconded	M/Belinda/S/Dave All in favour

Topic:	Financial and Property Governance - Finance Report <i>(Taken as Read)</i>
Discussion:	Review Treasurer's report, statement of financial position, and motion to ratify expenses. - 09_Governance Report - Finance Report - Approve spending of previous years donations to Garden to Table. Belinda and Cindy met with Jessica from Education Services to go over the 2026 budget. Draft budget would be available by the end of the year, finalised once the December 2025 report is available. There is no funding for teacher aides, the teacher aide hours from the Ministry are now being rolled out from now until 2028 but agencies still need to apply and only pockets of Teacher Aide funding are being released. Set up a meeting with Jessica for Amos to discuss possible forecasts in reporting. The school received top up funding for the school to choose what to spend this on, we received \$14k. The suggestion was made that this money be spent on a heat pump for Room 12 as it gets both hot in summer and cold in winter also requested that the paper towel dispensers be replaced with hand dryers in the room 9 toilets after several blockages due to children putting paper towels down these toilets and blocking the pump. MOVE THAT THE ADDITIONAL \$14K FUNDING IS SPENT ON HEAT PUMP FOR ROOM 12 AND HAND DRYERS FOR ROOM 9 TOILETS. M/Chris/S/John All in favour

Grant Motions:

MOVE THAT THE WAIPU PRIMARY SCHOOL BOARD OF TRUSTEES APPLY TO GRASSROOTS TRUST FOR CLASSROOM FURNITURE FROM EDUCATED FURNITURE FOR THE AMOUNT OF \$48,514.00

MOVE THAT THE WAIPU PRIMARY SCHOOL BOARD OF TRUSTEES APPLY TO OXFORD SPORTS TRUST FOR KAPHAKA UNIFORMS FROM KANIKANI KIDS FOR THE AMOUNT OF \$13,739.14 AND FOR HEADPHONES FROM PB TECH FOR THE AMOUNT OF \$3,635.00

MOVE THAT THE WAIPU PRIMARY SCHOOL BOARD OF TRUSTEES APPLY TO GRASSROOTS TRUST FOR START OF YEAR CAMP EXPENSES IN DECEMBER (\$ TO BE CONFIRMED)

M/Dave/S/Maree
All in favour

Property and Infrastructure - Update on cyclical maintenance + 5YA plan, capital projects, and property issues.

- PMG Top Up Funding (refer to comments in Principal's Report).
- Check 2025 BoT Workplan
- Cyclical Maintenance Plan

Policy Review Cycle

(As taken from School Doc Workplan)

Feedback can be entered into school docs, Belinda puts all comments into a spreadsheet and then discussions about what changes we would like to send through to school docs to make the changes.

In term 4 we are reviewing policies in the **Health, Safety, and Welfare Policy** section.

Term 4 policies	Review opens 6 October
• Bullying and Harassment	Board review
• Behaviour Management	Board review
• Searches, Surrender, and Retention of Property	
• Minimising Physical Restraint	Board review
• Stand-down, Suspension, and Exclusion	

	Staff Wellbeing and Safety Feedback can be entered in School Docs. It will need to be completed ahead of the next meeting so that any suggested changes to policy wording can be discussed.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M/Belinda/S/Amos All in favour	Results	

Topic:	Strategic Direction & Future Focus		
Discussion:	Strategic Planning Deep Dive - Discussion on progress against a specific strategic goal (e.g., Enhancing Cultural Responsiveness or Community Engagement). - See section in Principal's Report. National Education Priorities (NELP) - Discussion on how the school is meeting its obligations to the NELP/Government Education Priorities. - See section in Principal's Report. Community Consultation - Plan for upcoming consultation events, feedback review, or community communication strategies. - Update from Belinda regarding next steps in the consultation process.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M//S/ All in favour	Results	

Topic:	<u>Public Excluded (In Committee)</u>		
Discussion:	N/A		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M//S/ All in favour	Results	

Topic:	<u>Closing</u>		
Discussion:	General Business - Matters of urgency not otherwise on the agenda. - End of year dates, times & events. - Zone athletics is on Thurs 20th Nov (anyone free to help?)		

	- Year 6 Leavers Dinner Monday 15th Dec, 5:30pm - Prizegiving Assembly Tuesday 16th Dec, 10am Confirm Next Meeting Date - Changed to Wednesday 3rd December 2025 Closing - Closing <i>Karakia</i> or final comments from the Presiding Member.		
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded	M//S/ All in favour	Results	

Next Meeting Date and Time Confirmation:	Wednesday 3rd December at 7pm
Meeting Closed:	9:51pm