

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

**Present:** Belinda Bunny (Principal), David Field (BOT Presiding Member), Jonathan Proffit, Chris Townshend, Maree Smith (Staff Rep) and Cindy Kane (Secretary)

**Apologies and Welcome:** Amos Cook and Stephen Abercrombie

## **Karakia**

Karakia/Mihi, welcome

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

- Rebecca Cook's appointment as Garden To Table, noted that Amos is a board member and was not involved in the appointment process.
- Chris Townshend has twins coming to school that will likely need support in the first few years at school, in terms of allocating funding to teacher aides it is worth noting. This is reiterated from his previously declared conflict and we are happy for Chris to contribute to those conversations.

**Confirmation of Previous Minutes** - Motion to confirm the minutes of the last meeting (circulated prior).

[BoT Minutes - October 2025](#)

- noted that conflict of interests be in a separate register and not in the minutes.

## **Minutes of Last meeting**

**Matters Arising from Minutes** - Review and clear any pending action points from the previous meeting

### **Actions:**

- Follow up with BBC re bus money (completed)
- Update food and drink policy (staff have been briefed, info still to go to SchoolDocs). (completed)
- Belinda to find out how many students (# and %) have been involved in the Digital Technologies (Digi Tech) programme (completed) *100% of students have been involved in Digital Technology throughout the school at least once, now that I've moved to the whole class approach but some rooms haven't had multiple lessons so haven't been able to tick off the curriculum document for everyone. Thoughts would be around ensuring all classes have three sessions in the year so I can tick off the curriculum for each child. As leaving it to them means it doesn't happen for most, as we all get busy.*
- Linewise notification to parents about monitoring. Development of a flowchart. (completed)
- Upload and email changes to School Docs re. Updated Online User Agreements (completed)
- Asset Register Review (work in progress)
- Bike track lime (quantity determined (completed - 225m x 2m x 100mm = 45m<sup>3</sup>). Still need to get quotes & organise a working bee to spread). (work in progress)
- 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)
- Prioritise a lockdown drill & associated systems (work in progress)
- Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. (work in progress)

- Trees along the southern boundary to be looked at (CT discussed with Matt Blainey and will be done shortly)

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

<b>Discussion:</b>	- <u>Backflow Prevention Meter Installation</u> . Watco valued at \$4,702.00 (excl GST).		
<b>Actions to be taken / motion</b>	Belinda would speak to Scope to see if we can possibly get this done through Ministry Funding.	<b>Person(s) Responsible</b>	Belinda

<b>Discussion:</b>	- Removal of obligation to give effect to Tiriti o Waitangi from the Education Act.  Suggestion made to put in writing to the Ministry and a letter to the community as well. Shirley Winters had already sent a letter on behalf of the Kahuakai Cluster, however the School could also send one too. It does not state that you are not allowed to give effect, only that the requirement had been removed. School doc can also be amended to update policy to reflect the school's decision to give effect.		
<b>Actions to be taken / motion</b>	As a School Board we determine that we will support and still give effect, we will put a letter to the Ministry and some correspondence to the community and we will investigate whether a Waipu specific policy towards the treaty is required and put one in place.  Belinda will draft a letter up and the board can take a look prior to this going out to the public. Communication for the school community on facebook and newsletter, this would be pre-shared with the board prior to publishing by the end of next week.	<b>Person(s) Responsible</b>	Belinda

<b>Discussion:</b>	- <u>Pool heating replacement quote</u> .		
<b>Actions to be taken / motion</b>	The quote for this came back at \$37k. At this stage it is still working but it was a recommendation from Chilltech to budget to replace it. The decision was made not to replace this when the time comes.	<b>Person(s) Responsible</b>	

<b>Discussion:</b>	- <u>NZPF Letter to BoT/PM</u>		
<b>Actions to be taken / motion</b>	Chris to draft a letter to parents.	<b>Person(s) Responsible</b>	Chris Townshend

- **Confirmation of Agenda**

- **Reports**

<b>Topic:</b>	<b>Principal's Report</b> (Taken as Read)		
<b>Discussion:</b>	<p>The board acknowledged Belinda in her first year as Principal at Waipu Primary with her energy and stamp on things that had been very impressive to watch. Looking forward to the next chapter developing under her guidance with all her time and effort and thanked Belinda for that. Belinda responded that it had been a team effort and had been a good year.</p> <p>Discussion held around fixed term positions, currently with one teacher fixed, Belinda would follow up with NZSBA to clarify whether this teacher should in fact be permanent and if the position needed to be advertised.</p> <p>Belinda would set a time with Chris to carry out a Health and Safety walk around.</p> <p>Belinda, Jon, Dave and Belinda would have their mobile contact numbers on School pool contact information over holidays.</p>		
<b>Actions to be taken / motion</b>	<b>Follow up with NZSBA</b>	<b>Person(s) Responsible</b>	<b>Belinda</b>
<b>Moved Seconded</b>	<b>M/Belinda/S/Dave</b> <b>All in favour</b>	<b>Results</b>	

Focus	Time	Action/Purpose
<b>Principal's Report</b>		Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.
<b>Health &amp; Safety Monitoring</b>		Review H&S reports, including incident reports, property hazards, and compliance. <b>(Governance priority)</b>
<b>Student Achievement Data</b>  <b>2025 BoT Curriculum Reporting Schedule</b>		<b>Deep Dive Focus:</b> Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan.  <u>Behaviour Management Report</u>  <u>English End of Year Curriculum Report</u>  <u>Maths End of Year Curriculum Report</u>  <u>Tier 2 SLA Literacy Intervention Report</u>
<b>ERO/Compliance Review</b>		Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance.

<b>Topic:</b>	<b>Finance Report</b> (Taken as Read)		
<b>Discussion:</b>			
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	

Moved Seconded	<b>M/Dave/S/Chris</b> <b>All in favour</b>	Results	
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<u>Focus</u>	<u>Time</u>	<u>Action/Purpose</u>
<b>Financial Report</b>		Review October report, statement of financial position, and motion to ratify expenses.
<b>Property and Infrastructure</b>		Update on cyclical maintenance (5YA plan), capital projects, and property issues.
<b>Policy Review Cycle</b> (As taken from School Doc Workplan)		<p>Term 4 Policies to review.</p> <p>Feedback entered into SchoolDocs as at 24.11.25 - to be discussed. Please also refer to comments, documents and links in the Principal's Report.</p> <p><u>Whānau Copy of Behaviour Plan</u></p> <p><u>In Class Behaviour Steps Poster</u></p> <p><u>Legal Guide to StandDowns, Suspensions</u></p>
<b>Grant Application Approvals</b>		<p>Approve grant applications for the following:</p> <p>MOVE TO APPLY TO GRASSROOTS TRUST FOR KAPAHAKA UNIFORMS IN DECEMBER</p> <p>MOVE TO APPLY TO GRASSROOTS TRUST FOR FURNITURE IN JANUARY</p>

<b>Topic:</b>	<b>Health &amp; Safety Report</b> <i>(Taken as Read) - N/A</i>		
<b>Discussion:</b>	Chris was really impressed how things went on Camp, everything was managed very very well and was really happy with what he saw.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
Moved Seconded	<b>M/Belinda/S/Dave</b> <b>All in favour</b>	Results	

<b>Topic:</b>	<b>Property Report</b> <i>(Taken as Read) - N/A</i>		
<b>Discussion:</b>	Fence is still bubbling in the background, somebody at the Ministry is now handling this so Belinda would be updated.		
<b>Actions to be taken / motion</b>		<b>Person(s) Responsible</b>	
Moved Seconded	<b>M/Belinda/S/Dave</b> <b>All in favour</b>		

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

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

Topic:	<b>Policies &amp; Assurances</b>		
Discussion:			
Actions to be taken / motion		Person(s) Responsible	
Moved Seconded		Results	

**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		Discussion on progress against a specific strategic goal (e.g., Enhancing Cultural Responsiveness or Community Engagement). <a href="#">See notes in Principal's Report.</a>
4.1	<del>National Education Priorities (NELP)</del>		<del>Discussion on how the school is meeting its obligations to the NELP/Government Education Priorities.</del> <a href="#">See notes in Principal's report - now discontinued by MoE.</a>
4.2	Community Consultation		Plan for upcoming consultation events, feedback review, or community communication strategies.

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

Next Meeting Date and Time Confirmation:	TBC
Meeting Closed:	9:45pm