

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 18th February 2026 at 6:00pm

Part A: Preliminary & Administration (Karakia and Opening)

<u>Item</u>	<u>Focus</u>	<u>Time</u>	<u>Action/Purpose</u>
1.0	Welcome and Opening		<p>Karakia/Mihi, welcome the public and attendees.</p> <p style="text-align: center;"> <i>Manaakitia, enei ākoranga Hei oranga, Mo ō matou hinengaro, Hei oranga, Mo ō matou wairua, Tihei mauriora</i> </p> <p style="text-align: center;"> <i>Bless these learnings and learners For the sustenance/wellbeing of our minds For the sustenance/wellbeing of our spirits Salute to the essence of life!</i> </p>
1.1	Attendance and Apologies		David Field (Presiding Chair), Amos Cook, Stephen Abercrombie, Belinda Bunny (Principal), Jon Proffit, Cindy Kane (Secretary), Chris Townshend.
1.2	Declaration of Conflicts of Interest		<p>Trustees declare any conflicts of interest regarding agenda items:</p> <p>David - Wife Dee is on PTA Amos - Wife Rebecca is PTA and Teacher (P/T) Maree - Parent of children here and Teacher Stephen - Parent of child attending. Chris - Parent of children attending and potential learning support for children and wife is an Environmental Planner. Jon - Parent of children attending and wife Melissa is on PTA.</p> <p>If any conflicts of interest arise throughout the year please note these.</p>
1.3	Confirmation of Previous Minutes		<p>Motion to confirm the minutes of the last meeting (circulated prior). December 2025 Minutes</p> <p>MOVE THAT DECEMBER 2025 MINUTES BE ACCEPTED M/Dave/S/Chris All in favour</p>
1.4	Matters Arising from Minutes		

Actions from previous meeting & reports:

- Backflow prevention meter - Belinda would speak to Scope to see if we can possibly get this done through Ministry Funding. (completed - funded using the \$20,000 from our previous 5YA that was unspent to cover the work so this is fully covered by our 10YPP funding and that has already been approved by the MOE. SCOPE leading this project).
- 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. (completed. Letter to MoE sent 23 Dec 25. Revised to content post communication from Ministry re assessment tools. Copy of [Letter](#)))

- NZPF letter from the BoT to the drafted and sent. (completed)
- Bike track lime (quantity determined (completed - 225m x 2m x 100mm = 45m3). Still need to get quotes & organise a working bee to spread). (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)
- Asset Register Review (work in progress)

1.5	Annual Code of Conduct		Annual Board Code of Conduct was reviewed and accepted then signed, by all members (this was circulated prior to the meeting).
1.6	Portfolio Elections		<p>Call for nominations for each portfolio and then elected members into positions as follows:</p> <p>David Field stood down as Presiding Member. David explained the election process to the board and nominated himself to take up the position of Presiding Member. No other nominations were made. David Field elected as Presiding Member. All others were happy to remain in their positions from October 2025.</p> <ul style="list-style-type: none"> - Presiding Member - David Field - Deputy Presiding Member - Chris Townshend - Property x 2 - Stephen Abercrombie & Jon Proffit - Finance - Amos Cook - Health & Safety - Chris Townshend <p>Role Descriptions to be completed by T4, 2026, so that there is more guidance for when new board members come through. Would be helpful to have these, currently a work in progress. To be filed in the board folder - Role Descriptions.</p>
1.7	Schedule of Delegations		Reviewed and ratified Board, Presiding Member, Principal and other delegations. Delegations

			<p>MOVE TO ACCEPT DELEGATIONS - Signed and Printed</p> <p>MOVE THAT BELINDA BUNNY BE ELECTED AS PRIVACY OFFICER</p> <p>MOVE THAT CINDY KANE CAN HAVE SPEAKING RIGHTS</p> <p>M/Dave/S/Maree All in favour</p>
1.8	BoT Correspondence		<p>Some correspondence to go to committee.</p> <p>2026 Argyle Street Extension - correspondence received last year followed with an email updating that paper road being pushed through from Argyle Street to South Road. Going to council for approval and requesting the support from the school and requirements we would require, or if we do not support it from a school point of view not a political point of view.</p> <p>Discussion around parks on side walks to be extended, pedestrian crossing an absolute must and safety improvements. Fence outside of school for student safety and expanded road shoulder highlighting that there is carparking on both sides.</p> <p>Everybody was in favour of drafting up a response with no significant opposition but would require those requirements to be completed if road were to go through.</p>

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		Discussion on the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.
2.1	Health & Safety Monitoring		<ul style="list-style-type: none"> - Reviewed H&S report, including incident reports, property hazards, and compliance. (Governance priority). Covered in Principal's Report. - EOTC review and approve as required. Belinda/Chris to provide an update on upcoming camps. <p>Belinda is sharing RAMS with Chris as they are coming in. Good thorough process, good communication and</p>

			meetings held around risks and communicating requirements of camp. Maree and Chris to go over RAMS together.
2.2	Student Achievement Data		Deep Dive Focus: Belinda happy to discuss any questions from the 2025 end of year data.
2.3	ERO/Compliance Review		- Nothing to add at this meeting.

Part C: Financial and Property Governance

<u>Item</u>	<u>Focus</u>	<u>Time</u>	<u>Action/Purpose</u>
3.0	Financial Report December 2025 (Draft) Draft 2026 Budget		<p>Reviewed latest month end report, statement of financial position, and motion to ratify expenses.</p> <p>MOVE THAT WE RATIFY EXPENSES M/David/S/Belinda All in favour</p> <p>Currently working through the 2026 budget process and trying to get the end of financial year end position clearer from Ed Services.</p> <p>Amos and Belinda would be meeting with Jessica at Ed Services to go over everything and for Jessica to answer any questions Amos had.</p> <p>Discussion around roll growth teacher and teacher aides with a few options to go over and to choose one. Decision made to reduce from 6 teacher aides to 3 teacher aides from Term 2 until end of year. Currently all 6 teacher aides have fixed term positions until the end of Term 1. Decision not to have roll growth teacher in Terms 3 & 4 and instead have teacher aide support in Rooms 6 & 7. Discussion around other income streams to fund future teacher aides, potentially form a sub committee for generating funding.</p> <ul style="list-style-type: none"> - Review of December Report 'NB. it is in draft until all 2025 expenses/income have been collated'. We will go through additional changes and expected income still to come at the meeting. - Update on the draft budget. We will outline some options for the BoT to consider at the meeting. - Other fundraising ideas. Raffle (Cindy to talk to this).
3.1	Grant Motions		Successful in December for \$10k towards Start of Year camps and \$10k in January for Kapahaka Uniforms. Currently have application in for furniture.

			<p>MOVE TO APPLY TO GRASSROOTS TRUST LIMITED FOR \$1,554.00 (excluding GST) FOR LIFE EDUCATION TRUST MOBILE CLASSROOM TO VISIT WAIPU PRIMARY SCHOOL</p> <p>M/David/S/Maree All in favour.</p>
3.2	Property and Infrastructure		<ul style="list-style-type: none"> - Approved cyclical maintenance plan and noted that no painting is scheduled to be completed until 2027. Also note that a review and update of the CMP will be conducted at the same time as we receive our 10YPP + 5YA agreement. - Property subcommittee to schedule meetings ahead of the BoT meeting and discuss workplan. - N4L Upgrade FYI. A copy of the presentation is in our BoT meeting folder for you to look at post-meeting.
3.3	Policy Review Cycle (As taken from School Doc Workplan)		<p>Policies to review - see below. Please review and have feedback submitted on the Thursday before the next meeting.</p> <p>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.</p>

Term 1 policies	Review opens 26 January
<ul style="list-style-type: none"> • Alcohol, Drugs, and Other Harmful Substances Policy 	Board review
<ul style="list-style-type: none"> • Sun Protection 	Board review
<ul style="list-style-type: none"> • Digital Technology and Online Safety 	Board review
<ul style="list-style-type: none"> • Cellphones and Other Personal Digital Devices 	

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		<ul style="list-style-type: none"> - Financial 2026 and beyond discussion - including TA's etc (for 18 Feb meeting only) - Introduced and officially approved the 2026 strategic plan on a page. Noted the icons and other visuals.

4.2	Community Consultation		- Nothing to add at this meeting.
-----	------------------------	--	-----------------------------------

Part E: Public Excluded (In Committee) - This is a mandatory section used to discuss highly sensitive information relating to individuals (staff or students) or matters where publicity would be prejudicial. The public must be asked to leave at this point.

Item	Focus	Time	Action/Purpose
5.0	Resolution to go In Committee	6:32pm	Motion: <i>“That the public be excluded from the rest of the proceedings of this meeting...”</i>
5.1	Personnel Matters		Discussion took place & in-committee minutes taken.
5.2	Confidential Student Matters		-
5.3	Resolution to return to Open Session	6:55pm	Motion to conclude the Public Excluded session.

Part F: Closing

Item	Focus	Time	Action/Purpose
6.0	General Business		Nothing further to add at this meeting.
6.1	Confirm Next Meeting Date		<p>Schedule and confirm the date and time for the next BoT meeting. 2026 BoT meeting dates confirmed as written below:</p> <p>W2, T1 - Wed 18th February W8, T1 - Wed 1st April (hoping to change to Tues 31st March) - Changed to Monday 30th March.</p> <p>W4, T2 - Wed 13th May W8, T2 - Wed 10th June</p> <p>W4, T3 - Wed 12th August W8, T3 - Wed 9th September</p> <p>W4, T4 - Wed 4th November W9, T4 - Wed 9th December (Week 8 are the Y6 + Y5 Camps)</p>
6.2	Closing	1 min	<p>Closing <i>Karakia</i>.</p> <p><i>Ka whakairia te tapu</i></p>

			<p>Kia wātea ai te ara Kia tūruki whakataha ai Kia tūruki whakataha ai Haumi e hui e tāiki e</p>
--	--	--	--