

# Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Monday 30th March 2026 at 7:00pm

## Part A: Preliminary & Administration (Karakia and Opening)

<u>Item</u>	<u>Focus</u>		<u>Action/Purpose</u>
1.0	<b>Welcome and Opening</b>		<p>Karakia/Mihi, welcome public and attendees.            Manaakitia, enei ākoranga            Hei oranga,            Mo ō matou hinengaro,            Hei oranga,            Mo ō matou wairua,            Tihei mauriora  <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> <p>David thanked everybody for all the work involved around the edges and reviewing of information. Thank you for the continued improvement in finding and developing ideas, a testament to all of us and the community and passion for wanting to do good things for the school.</p>
1.1	<b>Attendance and Apologies</b>		<p>David Field (Presiding Member), Stephen Abercrombie, Belinda Bunny (Principal), Jon Proffit, Cindy Kane (Secretary) and Chris Townshend.</p> <p>Apologies - Amos Cook</p>
1.2	<b>Declaration of Conflicts of Interest</b>		<p>N/A            If any conflicts of interest arise throughout the year please note these.</p>
1.3	<b>Confirmation of Previous Minutes</b>		<p><i>Motion to confirm the minutes of the last meeting (circulated prior). <u>February 2026 Minutes.</u></i></p> <p><b>MOVE THAT FEBRUARY 2026 MINUTES BE ACCEPTED</b>  <b>M/Dave/S/Belinda</b>  <b>All in favour</b></p>

1.4	<b>Matters Arising from Minutes</b>		<i>Review and clear any pending action points from the previous meeting.</i>
<p><b>BoT Term 1 2026 Task Checklist</b> - Check outstanding items.</p> <p><b>Principal Term 1 2026 Task Checklist</b> - Check outstanding items.</p> <p><b>Actions from previous meeting &amp; reports:</b></p> <ul style="list-style-type: none"> <li>- Discussion regarding camps &amp; confirm plan for 2 year cycle as well as funding initiatives. Next term sausage sizzles will be held weekly by Year 6 leaders to raise money to offset some of the costs for the start of year camp 2027.</li> <li>- Process to advertise &amp; appoint 3 Learning Assistants on fixed term projects (completed).</li> <li>- Principal/BoT Delegations form to be signed. (completed).</li> <li>- Asset Register Review (2026 review completed).</li> <li>- Property subcommittee to schedule meetings ahead of the BoT meeting and discuss workplan (completed). Working bee being organised by Jon and Stephen to get some work underway during school holidays. Cindy has ordered the shed to be delivered to school during the holidays.</li> <li>- Bike track lime (quantity determined (completed - 225m x 2m x 100mm = 45m3). Still need to get quotes &amp; organise a working bee to spread). (work in progress)</li> <li>- Caretaker to remove old playground equipment (work in progress) <i>This has been moved to come under the property sub committee scope of work rather than the caretaker. Plans are in place to have this completed in the April school holidays.</i></li> <li>- Prioritise a lockdown drill &amp; associated systems (work in progress) <i>Investigated a company other school use who undertakes this work with schools. There is a cost - \$3,890.00. Scope of work and quote linked here. Lockdown buckets and procedure ready to go. Have discussed this with staff. We can move ahead and complete with our own internal systems. Another thought is to ask for the PTA to assist with costs - wish list? May not be a priority.</i></li> <li>- Find out the market value of our Insurance Policy &amp; take photos of every classroom + space for insurance purposes. (work in progress)</li> <li>- BoT Role Descriptions to be written and reviewed (work in progress)</li> </ul> <p><b>MOVE THAT PRINCIPALS REPORT BE ACCEPTED</b>  <b>M/Dave/S/Stephen</b>  <b>All in favour</b></p>			
1.7	<b>Schedule of Delegations</b>		<i>Review and ratify Board, Presiding Member, Principal and other delegations.</i> <b>NA</b>

1.8	BoT Correspondence		<p><i>Review and discuss any correspondence.</i></p> <ul style="list-style-type: none"> <li>- <b>OIA:</b> Discuss implications of official information requests; use of BoT personal devices &amp; email addresses and look at suggested next steps/improvements in our current systems.</li> </ul> <p>Research into best practice is to have separate email addresses that are managed by the school that proves a degree of separation and provides security. Continuity on the google drive rather than personal dropbox and with google drive/docs all information and workings are there, continuity of records.</p> <ul style="list-style-type: none"> <li>- Argyle St extension: WDC correspondence summary in document. No reply from WDC yet.</li> </ul>
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**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		Action/Purpose
2.0	Principal's Report		<p><i>Discuss the Tumuaki's report, focusing on operational matters, staff appointments/leave, and school-wide activity.</i></p> <p>March 2026 Principal's Report</p>
2.1	Health & Safety Monitoring		<ul style="list-style-type: none"> <li>- <i>Review H&amp;S report, including incident reports, property hazards, and compliance. (Governance priority). Covered in the Principal's Report.</i></li> <li>- <i>EOTC review and approve as required. Belinda/Chris to provide an update on completed camps.</i></li> <li>- <i>B/Chris to update re. Carnival H&amp;S approval.</i></li> <li>- <i>What is our procedure around closing school/expecting staff to travel if under RED weather warning as per previous week? (CT)</i></li> </ul>

			<p>Discussion held around procedure for closing if under RED weather warning and weather events impacting students as well as staff travelling and their safety. If board would like a policy for this you can do that, action item to look into.</p> <ul style="list-style-type: none"> <li>- Set time for next H/S walkthrough</li> </ul>
2.2	<p><b>Student Achievement Data</b></p> <p><b>2026 Curriculum Reporting Schedule</b></p>		<p><i>Deep Dive Focus: Review specific student achievement data (e.g., literacy or numeracy targets) and progress toward the Annual Plan.</i></p> <ul style="list-style-type: none"> <li>- Update on Assessment &amp; Reporting to Parents incl. New SMART tool.</li> <li>- Curriculum reports: Te Aō Māori + EoTC.</li> </ul>
2.3	<b>ERO/Compliance Review</b>		<p><i>Review any action points or updates relating to the Education Review Office (ERO) or other legislative compliance.</i></p> <ul style="list-style-type: none"> <li>- Correspondence received from ERO outlining their new framework &amp; reporting procedure. A copy is in the meeting folder.</li> </ul>

**Part C: Financial and Property Governance** - This section monitors the financial health and management of school assets.

<u>Item</u>	<u>Focus</u>		<u>Action/Purpose</u>
3.0	<p><b>Financial Report</b></p> <p>February 26 Report</p> <p>3_26_Finance Com</p> <p>Draft 2026 Budget</p>		<p><i>Review latest month end report, statement of financial position, and motion to ratify expenses.</i></p> <ul style="list-style-type: none"> <li>- Review February report &amp; approve payments.</li> <li>- Review finance sub committee report.</li> <li>- Approve 2026 budget.</li> </ul> <p><b>MOVE THAT THE 2026 BUDGET AS DRAFTED IS ACCEPTED</b>  <b>M/Dave/S/Chris</b>  <b>All in favour</b></p>

			<ul style="list-style-type: none"> <li>- Late agenda item: International School students. This is a link to the Whangārei Primary Website that Cindy has looked into. Pursue? - <i>to move to next meeting</i></li> <li>- Late agenda item: Discussion about opening up text messaging for emergency and urgent communication</li> </ul> <p><i>The cost of sending Text Messages from Hero is \$0.16 + GST for each phone number a message is sent to. This cost is for both Absence and Notice messages sent from within Hero and your school will be invoiced at the end of the month. - approval given to add and use for emergencies only.</i></p> <p>Belinda requested permission from the board to purchase a new Fridge for the staffroom as the current one is leaking and not large enough.</p> <p><b>MOVE THAT APPROVAL BE GIVEN TO PURCHASE A NEW FRIDGE FOR STAFFROOM</b></p> <p><b>M/Dave/S/Stephen</b> <b>All in favour</b></p>
3.1	<b>Grant Motions</b>		<p><i>Review status of previously applied for grants, table any new grant applications.</i></p> <p>Today we received \$10,000.00 from Grassroots Trust toward furniture.</p> <p>Life Education Application with Grassroots Trust has been submitted for April</p> <p><b>MOVE THAT WE APPLY TO GRASSROOTS TRUST LTD FOR 4 X GAZEBO'S FROM HERCULES FOR \$4,431.00 (GST EXCLUSIVE) - in April for May Grassroots Trust Meeting</b></p> <p><b>M/Dave/S/Stephen</b> <b>All in favour</b></p> <p><i>Discuss community facility grant EOI and approach.</i></p>
3.2	<b>Property and Infrastructure</b>		<p><i>Update on cyclical maintenance (5YA plan), capital projects, and property issues.</i></p>

			<ul style="list-style-type: none"> <li>- Update on property projects/meetings: <ul style="list-style-type: none"> <li>Fencing</li> <li>MoE Annual Property Visit (B/Jon)</li> <li>10YPP Planning &amp; Upcoming Meeting</li> <li>Sub committee work plan</li> </ul> </li> </ul>
3.3	<b>Policy Review Cycle</b> (As taken from School Doc Workplan)		<p><i>Discuss Review Feedback.</i></p> <ul style="list-style-type: none"> <li>- Confirm any amendments and wording changes.</li> <li>- Review app/email conversation about firearms policy regarding camps.</li> </ul>
3.4	<b>Bus Network</b>		<p><i>Discuss Bus Network financial and safety matters:</i></p> <ul style="list-style-type: none"> <li>- Report link Bus Report</li> </ul>

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

**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	<b>Strategic Planning Deep Dive</b>		<p><i>Discussion on progress against strategic goals</i></p> <ul style="list-style-type: none"> <li>- Belinda to discuss.</li> </ul>

4.2	Community Consultation		<i>Plan for upcoming consultation events, feedback review, or community communication strategies.</i> <i>PTA discussion back brief - DF/BB</i>
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**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		Action/Purpose
5.0	Resolution to go In Committee		<i>Motion: "That the public be excluded from the rest of the proceedings of this meeting..."</i>
5.1	Personnel Matters		<i>Confidential discussion, e.g., Principal appraisal or staff disciplinary matters.</i>
5.2	Confidential Student Matters		<i>Discussion of specific student support or privacy issues.</i>
5.3	Resolution to return to Open Session		<i>Motion to conclude the Public Excluded session.</i>

### **Part F: Closing**

Item	Focus		Action/Purpose
6.0	General Business		<i>Matters of urgency not otherwise on the agenda.</i>  - W4, T2 - Question from staff re. Easter. They are wanting to know if it is allowed to give the kids an Easter Egg? Thoughts.  Approval not given for easter eggs to be given out to children, this does not fall under the healthy foods in school as well as some classes offering this and others not. Option instead to offer craft ideas.
6.1	Confirm Next Meeting Date		<i>Schedule and confirm the date and time for the next BoT meeting.</i>

			W4, T2 - Wed 13th May, 7:00pm
6.2	Closing		<b>Meeting closed 9:43pm</b> Closing <i>Karakia</i> or final comments from the Principal Ka whakairia te tapu Kia wātea ai te ara Kia tūruki whakataha ai Kia tūruki whakataha ai Haumi e hui e tāiki e