

Minutes of the Waipu Primary School Board of Trustees Meeting held at Waipu Primary School on Wednesday 10th June 2026

Part A: Preliminary & Administration (Karakia and Opening)

<u>Item</u>	<u>Focus</u>	<u>Action/Purpose</u>
1.0	Welcome and Opening	Karakia/Mihi, welcome public and attendees. <div style="text-align: center;"> <p>Manaakitia, enei ākoranga Hei oranga, Mo ō matou hinengaro, Hei oranga, Mo ō matou wairua, Tihei mauriora</p> <p><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> </div>
1.1	Attendance and Apologies	Belinda Bunny (Principal), David Field (Presiding Chair), Maree Smith (Staff Ref), Cindy Kane (Secretary), Chris Townshend, Amos Cook, Stephen Abercrombie and Jon Proffitt.
1.2	Declaration of Conflicts of Interest	<i>Trustees declare any conflicts of interest regarding agenda items.</i>
1.3	Confirmation of Previous Minutes	<i>Motion to confirm the minutes of the last meeting (circulated prior). May 2026 Minutes</i>
1.4	Matters Arising from Minutes & NZSBA Task Checklists.	<i>Review and clear any pending action points from the previous meeting.</i>

BoT Term 1 2026 Task Checklist : Actions now complete. Term 1 task checklist to be removed from agenda for Term 3.

BoT Term 2 2026 Task Checklist - Plan community consultation for your 2027 - 2029 strategic plan; mid - year student achievement review; mid - year budget review; Review your privacy policies and procedures;

Principal Term 1 2026 Task Checklist: Verify day to day relievers identity, complete letter of offers & IEA's... (to be completed)

Principal Term 2 2026 Task Checklist - work in progress

Actions from previous meeting & reports:

- The 'Alcohol at School and School Events' policy is to be reworded and circulated. (Rewording complete. Please review and comment on the document - Tab 1). Draft Policies to Review.
- Cohort Entry Consultation (Documents have been created & are live on our channels.

Consultation closes on the 19th of June). Currently a 80/20 split in favour of cohort entry. Will remind people to complete form online.

- Belinda to develop a 'Red Storm Warning' Policy/Procedure to share with the BoT (Belinda & Chris completed policy/procedure for review at the June meeting).
- TA to find out why nearby schools (Ruakākā/One Tree Point) appear to have received more property investment and report back with reasons (roll numbers, historical injections or other causes) (coms completed - no further light on the situation)
- Discussed the shelter/canopy end-of-life and funding possibilities with the team and TA to report back (investigate if it can be funded as attached classroom work rather than P4 canopy) (report received, PTA wishlist for the clean/spraying, urgent repairs completed).
- Action a Health & Safety walk-through (Belinda & Chris) (Belinda & Chris completed).
- Belinda to send a link to the approved fire evacuation / fire safety procedure (or confirm approval status with Fire Emergency NZ) to the school for verification. (work in progress - have phoned FENZ and the local office. They are getting back to me with portal login details).
- TA to search procurement/opening forms and archived project records for the pool/roof project to confirm what scope was completed and email findings back to the school (work in progress)
- 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 - grant application submitted, awaiting reply)
- Prioritise a lockdown drill & associated systems (work in progress - waiting on Grassroots grant PTA approval of the spend).
- Find out the market value of our Insurance Policy & take photos of every classroom + space for insurance purposes. (work in progress - haven't got to this yet).
- BoT Role Descriptions to be written and reviewed (work in progress - haven't got to this yet)
- Update the bus code of conduct to include vaping. (to be completed).

1.7	Schedule of Delegations	<i>Review and ratify Board, Presiding Member, Principal and other delegations.</i>
1.8	BoT Correspondence	<i>Review and discuss any correspondence.</i>
1.9	Resolutions passed outside of meetings	<p><i>Minute any resolutions passed outside of standard meetings</i></p> <p>Resolution passed outside of meeting. Minute that we pass resolution outside of the meeting around Out of Zone Placements - electronically moved. Belinda to download email and put into board folder.</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	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>June 2026 Principal's Report</p> <p>Please watch the recorded video or attend the webinar on Reporting to Parents & Whānau and SMART</p> <p>Belinda updated the board on Tui room, with an Insurance assessor recently visiting to assess the situation, a report will be written up and sent to us. Ministry insurance covers the building and School insurance covers the contents. Discussion held around the type of taps in the classrooms, with Tui being the only class with that particular tap, all other rooms have the old school turning tap. Fence looks great, thank you for all the work involved with this project.</p>
2.1	Health & Safety Monitoring	<ul style="list-style-type: none"> - <i>Review H&S report, including incident reports, property hazards, and compliance. (Governance priority).</i> - H&S incidents covered in the Principal's Report. - Chris to update on H&S walk-through and register. - Discuss at the BoT meeting adding the purchase of an AED to our Grassroots Grant Funding list (work in progress - Chris to discuss). <p>CT updated the board with the issues that arose on the walk around with BB for their Health & Safety Check highlighting that the culvert/creek posed a safety risk with the amount of water being up to knee deep and could be a safety risk for a 5 year old, an idea was raised regarding filling it with large rocks so water could still run through. Staff would be closely monitoring this over winter until a solution could be found. A few other issues raised with one being around chemical storage in the cleaner cupboard, this door would now be closed and not accessible by students and an out of bounds area. AED on site - this would be moved in a grant application.</p> <ul style="list-style-type: none"> - <i>EOTC review and approve as required. No EoTC events coming up.</i>

2.2	Student Achievement Data 2026 Curriculum Reporting Schedule	<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"> - Update on Assessment & Reporting to Parents incl. New SMART tool. Refer notes in 'Principal Report' section. - Curriculum reports: <ul style="list-style-type: none"> The Arts Science & Social Sciences English & Maths Curriculum Update
2.3	ERO/Compliance Review	<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"> - Nothing to report

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

Item	Focus	Action/Purpose
3.0	Financial Report Approved 2026 Budget	<p><i>Review latest month end report, statement of financial position, and motion to ratify expenses.</i></p> <ul style="list-style-type: none"> - 2025 Audited Accounts (Amos to present) - Review May report & approve payments (page 10) - (only just sent through today - 10.6.26). Also sent through was our 'available funds forecast' spreadsheet. - Successful grant update - 2025 Financial audit (external) <p>PTA Meeting being held on Monday the 8th of June. Outcome to be discussed at our Wednesday meeting.</p> <p>Amos updated the board of the recent 2025 financial report from the auditor. Audited accounts as read - 56 pages, a governance report at the end, a clean audit and no issues raised. A 17k deficit but was always forecasted to be. Big movement year on year 2024 versus 2025 with Property maintenance being a major factor with holding Ministry money over this period.</p> <p>Amos noted that the equity had improved which was a good sign and our financial position had improved slightly. Cash reserves are smaller than what they used to be and would need to monitor going forward. On the plus side</p>

		<p>strong locally raised grant money of an excess of \$130k was made but we are highly dependent on those funds. Thank you to Belinda and Cindy.</p> <p>May report was only received late this afternoon to which Belinda ran through the items of significance.</p> <p>Minute on page 10 a list of all invoices that Education Services have paid on our behalf, invoices are sent to Esker by Cindy loaded and amended to make sure all details are correct and the correct budget codes are used, Belinda then authorises these and Education Services make payment on our behalf. This is a good opportunity to show what and why we have paid invoices.</p>
3.1	<p>Grant Motions</p> <p>Grant funding ideas list</p>	<p><i>Review status of previously applied for grants, table any new grant applications.</i></p> <p>AED Application to GrassRoots for AED Device(s) (fixed and mobile for EOTC) as well as secure outdoor cabinet at a cost of \$6,192.00 (excluding GST)</p> <p>M/Chris S/Maree All in favour</p> <p>To Discuss:</p> <ul style="list-style-type: none"> - Tennis courts - Refresh required, an email sent out regarding turf treatment and fencing, some potential shelter and bag hooks. To look at which grant option would be best for this. - Hall flooring - to get proposal together first, currently in the process of getting quotes with one received today, approx \$95k
3.2	Fundraising	
3.3	Property and Infrastructure	<p><i>Update on cyclical maintenance (5YA plan), capital projects, and property issues.</i></p> <ul style="list-style-type: none"> - Update on property projects/meetings: <ul style="list-style-type: none"> Fencing - MoE fencing documents 10YPP - Still sitting with the Ministry so a bit of a waiting game to see what it will entail and what we will or won't require. Sub committee work, next steps. Painting quote (Steve) - Roll over to next meeting to look at proposals or Stephen and Belinda to go through and then send an email around as painting could start

		<p>rolling out as early as Christmas and would need to book in in time.</p> <p>Solar & LED lights - Super energy is going to build up an initial proposal and present that in a future meeting.</p>
3.4	Policy Review Cycle (As taken from School Doc Workplan)	<p><i>Discuss Review Feedback.</i></p> <ul style="list-style-type: none"> - Note policies for review this term below. Feedback is due by Wednesday morning via the SchoolDocs website. - Assurances provided (see principal's report). - Review Draft Policies document as per actions from previous meetings. - School Docs: Updates to be minuted as per instructions from SchoolDocs. Added 8.6.26
3.5	Bus Network	<p><i>Discuss Bus Network financial and safety matters:</i></p> <ul style="list-style-type: none"> - Report link Bus Report here

In term 2 we are reviewing some policies in the **Safety On and Off School Grounds** section and the **Education Outside the Classroom (EOTC)** section.

Term 2 policies	Review opens 20 April
<ul style="list-style-type: none"> • Daily School Bus* 	
<ul style="list-style-type: none"> • School Swimming Pool*/ Swimming Off Site* 	Board review
<ul style="list-style-type: none"> • Education Outside the Classroom (EOTC) 	Board review
<ul style="list-style-type: none"> • EOTC Governance Roles and Responsibilities 	
<ul style="list-style-type: none"> • EOTC Risk Assessment and Management 	

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

		- Out of Zone enrollment for 2026. Endorse work towards accepting out of zone enrollments for 2026.
4.2	Community Consultation	Plan for upcoming consultation events, feedback review, or community communication strategies. - 2027-9 Strategic Plan Consultation & prepare for a Health Curriculum Consultation.

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> - Mid-term elections 2027
6.1	Confirm Next Meeting Date	<i>Schedule and confirm the date and time for the next BoT meeting.</i> W4, T3 - Wednesday 12th of August, 7:00pm
6.2	Closing	Meeting closed 9:16pm Closing <i>Karakia</i> or final comments from the Principal <i>Ka whakairia te tapu Kia w ā tea ai te ara Kia t ū ruki whakataha ai Kia t ū ruki whakataha ai Haumi e hui e t ā iki e</i>

