

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting** on **10 Nov 2025** these minutes were **confirmed as presented**.

Name:	Te Puke Primary School
Date:	Monday, 15 September 2025
Time:	5:15 pm to 6:45 pm (NZST)
Location:	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
Board Members:	Rona Wheeldon (Chair), Angie Wihapi, Andrea Dance, Matthew Armstrong, Nicole Brewer, Krystal Cooper, Marcus Waretini
Attendees:	Monique Verwey
Apologies:	Jo-Ann McLaughlin

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 4 Aug 2025, the minutes were confirmed as presented.

Minutes of the previous meeting are confirmed as true and correct, with no alterations required.

Moved:- Matt Armstrong

Seconded:- Nicole Brewer

1.2 Andrea welcome to the board

Annual election held in meeting for Presiding Member position. Matt nominated Rona Wheeldon to be re-elected for another term. Unanimous agreement. Rona Wheeldon is declared elected for a further term of 3 years.

Slideshow:- Andrea ran through the makeup of the school, students and staff / vision and principles / governance vs management. Also that there is NZSTA information available on their website, very informative on various subjects. There are also online board training modules that are highly recommended to up skill with.

SchoolDocs - Monique to organise a login for Marcus.

Discussed the dates of the last 2 meetings for 2025:-

3rd November 2025 - Andrea to check this date in case it's too close to her return from China. Will advise of any change in good time.

8th December 2025 + dinner afterwards for Christmas Celebration.

Board of Trustees Code of Conduct discussed.

- Communications are always with the entire board, not as an individual. Reply to all on emails.
- Always read your packs in preparation for meetings.
- There are professional development opportunities on the NZSTA website, please try and make time to undertake them.
- Marcus has taken home a copy of the Code of Conduct to read and sign.

1.3 Correspondence

Suzanne Hartley leaving.

- Sad to see Suzanne go.
- She has had the opportunity of having a hip operation sooner, was going to put it off until next year but needs it to be done
- It will now be in the second week of school holidays
- Suzanne has a large amount of sick leave left so will use this up for Term 4
- Retirement farewell will be next year
- She is hoping to come back and relieve next year in some capacity
- Aurora will be paid as her replacement for Term 4. She is a third year teacher so not on the top of the pay scale. We will be paying her salary as well as paying sick leave to Suzanne. No other way around this and Suzanne is entitled to this leave.

1.4 Whanaungatanga

1.5 Conflicts of Interest Register/ Whakapapa Register

Added to Conflict of Interest Register :-

Marcus Waretini - BOT member with a child at school

Xavier Hirini - teacher aid with mother working at the school

Roni Sayer - teacher with a second son working at the school

2. Major Decisions and Discussions

2.1 Property Update

- 50% deposit required by Archgola before they start the B Block canopy project, we will not make a deposit until the MoE funds are deposited for the project
- Rajeev from We care Community Trust continues to request the school to put in an application for a solar power project
- Andrea to speak with Joe from TPHS who has been organising a smaller project for solar for the school

- The next project underway is the B Block toilets refurb which is very needed!

3. Board Annual Work Plan

3.1 2024 Review Schedule and Board work plan

- AI policies being developed for SchoolDocs
- AI is used a lot in TPPS by staff, some in classes so far. Has been found to be very useful

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

5. Management Reports

5.1 Principal report

The school will organise a proper send off for Suzanne next year. Thinking of inviting ex students and staff etc

Principal's report moved as read.

5.2 Finance Report

The batches as stated in these Minutes have been approved and passed as true and correct.

Moved:- Matt Armstrong. Seconded:- Nicole Brewer

- FOS, comment made that FOS is no longer active. This is true, people are busy and no hands raised to help
- Arun Mehan from Bayleys Real Estate is a major sponsor of the school and wishes to keep sponsoring on an ongoing basis, donated \$1000 to Colour Run
- Trevelyans have donated \$500 and we will be receiving prizes from Dobsons Electrical
- The Monitoring Report was explained to Marcus, no questions at this time

5.3 Health & Safety Review

The oak tree needs checking for safety, students are riding bikes off the edge, do we need barriers or fencing? Is it above the height restriction?

Tony to mitigate this during the holidays. Rona calling in to look at this area.

5.4 Iwi

Angie gave an update to the board about Waitaha. There is a Waitaha hui every second month with an education group set up. They are waiting for other schools to co-opt members, Te Puke Primary was well organised. It takes time to build trust with the committee. Angie is great at discussing and relating.

6. Other Business

6.1 General Business

Changes to the girls whanau class? There are possible changes to staffing, MoE have said the school will have 3.2 teachers less for 2026. Andrea is fighting this, no obvious reason for such a drop. The structure of some classes may look different. Mollie who was going to return in 2026, may not have a job. Storme is on a fixed term but Otamarakau School may have work for her. Liam will teach a combined boys class and Luther the whanau class. The school will have 13 ORS next year and a third of the school is ESOL.

NZPF - Andrea has been asked to stand as an executive member which is a position up for vote.

International Student Market - 3 schools in Rotorua are doing well at it . Andrea would like to go on tour promoting TPPS at education markets in China. Can make 30/40K per annum. Short stays only, 4 weeks and students come with a parent. Great for cultural diversity. Great for the community, boarding funds will help with household incomes. A breakdown of the information was handed out to the board. Cost of the tour will be 8K + GST for 7 days. Andrea thinking 4 weeks one school, 4 weeks another between TPPS and Rotorua. Nicole suggested the Lions Club may be able to co-fund the tour costs. Andrea will look into the application.

The Board of Trustees unanimously approve the use of funds from the Professional Development budget to fund a marketing tour to China in October.

Moved:- Rona Wheeldon

Seconded:- Nicole Brewer

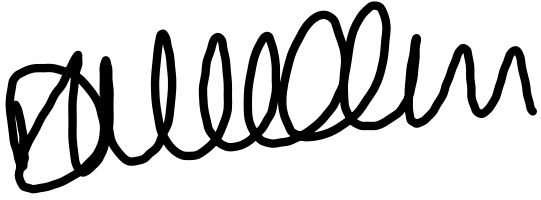
Very disheartening staff numbers from the ministry for 2026. Andrea has applied for a roll review. As a board we may need to fund a teacher next year. Andrea will fill board in on logistics at the next hui.

6.2 Closing Karakia

7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 10 Nov 2025, 5:15 pm

A handwritten signature in black ink, appearing to read 'Rona Wheeldon', written in a cursive style.

Rona Wheeldon
10 Nov 2025