

# CONFIRMED MINUTES

## BOARD MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting on 4 Aug 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 16 June 2025
<b>Time:</b>	5:15 pm to 6:17 pm (NZST)
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Rona Wheeldon (Chair), Andrea Dance, Angie Wihapi, Jo-Ann McLaughlin, Krystal Cooper, Matthew Armstrong, Nicole Brewer
<b>Attendees:</b>	Monique Verwey

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

**Board Meeting 19 May 2025**, the minutes were confirmed as presented.

Minutes of the previous meeting on the 19th of May are confirmed as true and correct with no amendments.

Passed:- Nicole Brewer

Seconded:- Matt Armstrong

#### 1.2 Presentation CKs

Andrea went through the Curious Kiwis presentation slide on their behalf due to illness in the staff.

The board fully appreciates their unique circumstances initiating 5 years olds into school life. It was noted that there is a very high ESOL contingent to work with, with little or no English language skills. It was also discussed that 5 year olds are coming to school with toileting and eating challenges as well as having little ability to hold a pen etc. The kaiako are a special team in this cohort and do an amazing job.

#### 1.3 Correspondence

##### ERO Report:-

Outstanding ERO report results highlighted the efforts of Andrea, Krystal and their team, showing 'small majority' success rates in foundation skills and curriculum, though comparisons with other schools may be challenging

**Solar Panel Funding Shortfall:**-Joe Anderson is approaching local sponsors previously used by the High School for their solar panel project to access more funds. There is a \$1600.00 shortfall at present.

- The solar panel project secured \$10,000 in funding from the regional council but needs an additional \$3,000-4,000, which the contractor expects to obtain from local sponsors.

**MOE Satellite Unit letter:**- The MOE consulted with all town schools about situating the unit on their campuses. With no suitable space at other schools Andrea thought it was important Te Puke Primary won the lobby to provide the service to the community. Children are currently having to travel out of town to attend specialist schools and this is just not viable for whanau. Having the unit on our school grounds does not affect the school at all financially or operatively and Andrea will be consulted throughout the process. The board were shown the 3 options of placement, Option A (basketball court) is the favoured option, Option B (bike shed area) 2nd, Option C (bottom field carpark) is considered too distant and excluding. This process will happen very quickly, with hope of an operating unit by the beginning of 2026. The board will be kept informed but ultimately are not involved in this process, it is driven by the government and MOE.

## 1.4 Conflicts of Interest Register/ Whakapapa Register

## 2. Major Decisions and Discussions

### 2.1 Property Update

### 2.2 Whanaungatanga

- It has been a very a busy Term 2
- Achieving 1st place in the Primary Schools section of Show Quest was amazing. Our EPro8 team attended 3 successive competitions, winning 1st place in the first two which sent them to the finals where they achieved 4th place amongst tough competition
- The mural project on the bike storage container is underway
- The Spa Girls group is a counseling program for some of our girls facing various challenges
- Matt gave us his perspective of the MOWS trip as parent help. It was interesting with a mix of classes, a good day out
- The Noho Marae was well received and there was good whanau support.

## 3. Board Annual Work Plan

### 3.1 2024 Review Schedule and Board work plan



#### Remove word

Email School Docs. Remove the word 'standing' from the policy. Also from in front of 'Agenda item'.

**Due Date:** 30 Jun 2025

**Owner:** Andrea Dance

## 4. Actions from Previous Meetings

### 4.1 Actions points from previous meetings

## 5. Management Reports

### 5.1 Principal report

The presented Principals Report is taken as read and accepted.

Moved:- Matt Armstrong

Seconded:- Nicole Brewer

- Query:- What is happening with remaining \$3000.00 from the 30K donation. The roof of the bike shed is rusting and requires maintenance, possibly a new overhang
- Mural:- funding has come from mostly external sources, \$1000 from the school
- Kahui Ako:- Staff will no longer be taking part from early 2026, this will have no implications for them
- The 30K donation recently received will be used to purchase more Promethean boards. The balance to be spent at Andrea's discretion (Under \$5000)

This spending is approved by the board.

Approved:- Nicole Brewer. Seconded:- Jo-Ann McLaughlin

- Andrea's recent Principals trip to Australia reflections:- Very different school cultures in Australia. Visits like this affirm what you do and/or challenge what you think

### 5.2 Finance Report

Financial Report and batches as stated in these Minutes have been approved as true and correct.

The previously sighted draft 2024 Financial Statements are passed. The board acknowledge Andrea and Rona's signatures as sighted.

A clause to be added to ensure the Statements are formally approved by the Board in future.

*"The board acknowledges that the 2023 audited financial statements were signed by the Principal and Presiding Member following audit clearance and in accordance with MoE timelines. The board had previously sighted the audited financials at the last board meeting. The board formally records its receipt and approval of the final audited accounts."*

*"Where timing requires, the Principal and Presiding Member may sign audited accounts following board review of the draft, and the board will formally acknowledge the final at the next meeting."*

***That the Draft Annual Financial Statements are approved, and that the Principal and Presiding Member / Chairperson are delegated Authority to sign the Statement of Responsibility of the Final Audited Set"***

***This enables the final statements to be signed off without having to wait for a BOT meeting.***

***Please do not sign them yet – this occurs after completion of the audit – your auditors will issue guidance on this when applicable.***

Moved:- Matt Armstrong

Seconded:- Jo-Ann McLaughlin

Monique to check the William Buck payment and clarify.

### 5.3 Health & Safety Review

## 6. Other Business

### 6.1 General Business

Iwi meeting tomorrow, no concerns only positive about TPPS

### 6.2 Closing Karakia

## 7. Close Meeting

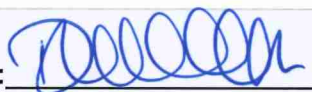
### 7.1 Close the meeting

**Next meeting:** BOT Meeting - 4 Aug 2025, 5:15 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Remove word <b>Due Date:</b> 30 Jun 2025	Andrea Dance

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

19/6/25