

# CONFIRMED MINUTES

## BOARD MEETING



Learning Together  
Akona Piri Tahī

At the **Board Meeting** on **16 Jun 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 19 May 2025
<b>Time:</b>	5:15 am to 7:15 am (NZST)
<b>Location:</b>	Board Room, TPPS
<b>Board Members:</b>	Rona Wheeldon (Chair), Andrea Dance, Jo-Ann McLaughlin, Krystal Cooper, Matthew Armstrong, Nicole Brewer
<b>Attendees:</b>	Monique Verwey
<b>Apologies:</b>	Angie Wihapi
<b>Guests/Notes:</b>	Campbell Waugh and Wendy King, Accountants

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

**Board meeting 1 Apr 2025**, the minutes were confirmed with the following changes:

*TT's question from Nicole was Board related not personal*

Nicole would like it noted that the question regarding the Talented Tui's in the last minutes was a board question not personal.

#### 1.2 TTs presentation

#### 1.3 Correspondence

- Correspondence is taken as read
- In regards to a question about collective agreements for teachers and principals, principals are separate to teachers when it comes to bargaining.

#### 1.4 Whanaungatanga

#### 1.5 Conflicts of Interest Register/ Whakapapa Register

## 2. Major Decisions and Discussions

### 2.1 Property Update

At the time of this meeting we have not yet heard back from Rebecca regarding the shade sails above the new Curious Kiwis deck.

## 3. Board Annual Work Plan

### 3.1 2024 Review Schedule and Board work plan

Please check these policies and comment if needed, before the June meeting.

## 4. Actions from Previous Meetings

### 4.1 Actions points from previous meetings

Joe has two schools he is waiting for funding responses for, more information was required and given.

## 5. Management Reports

### 5.1 Principal report

- Looking at possible team incentives for student attendance
- Should we be looking at a big ticket item for community fundraising?

The Principals Report is noted as moved.

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

### 5.2 Finance Report

Campbell Waugh, Accountant attended the meeting.

- We are where we would expect to be at this time of year
- Curriculum spending a bit low
- Staffing spending is a little high. Relievers a little high. Banked staffing not in yet, when it is we can code relievers to it. Have till 31st march to correct.
- Insurance has 10 months paid already from 2024
- Financial position, the quarterly figures are what's important after the Operational Grant is received.
- Still need ESOL and Special Ed funding to come in.
- Support staff are paid evenly (annualised) over 52 weeks, only work 40 weeks. Most TA's are annualised, except 1 which makes budgeting easier. Only one will get a holiday pay in December.
- Swimming pool over is over budget, equipment failures.
- Cleaning products are close, most spent at the start of the year
- Trading, watch for deficits.

- The bottom line does not really mean much, it's the variations throughout the budget to keep on eye on. Projects are important, need to balance and keep pressure on MoE for any due payments

Q. What is EOTC Sports used for. - Supreme Sports team activities.

Q. The fundraising for camp, should the excess be refunded to families over and above the camp requirement - the excess technically belongs to the school. Could go as a credit against those students. Be clear with fundraising wording in the future.

Q. Do we need a contingency fund for one off un budgeted expenses eg the tree etc? - Fund can only be supplied from funds taken from other budgets. In certain instances the MoE can assist for items over 5K, the tree did not meet that criteria.

We are looking at fundraising through TECT and other avenues for projects. TECT no longer has the 50/50 stipulation. Mike Douglas is currently applying for funding through We Care Community Trust for 130 replacement chromebooks and 8 charging units. Total cost approx 76K.

The batches as stated in these Minutes have been approved as true and correct:-

Moved:- Rona Wheeldon

Seconded:- Matt Armstrong

### **5.3 Health & Safety Review**

#### **6. Other Business**

##### **6.1 General Business**

##### **6.2 Closing Karakia**

#### **7. Close Meeting**

##### **7.1 Close the meeting**

**Next meeting:** Board Meeting - 16 Jun 2025, 5:15 pm

