

CONFIRMED MINUTES

BOARD MEETING



Learning Together
Akona Piri Tahī

At the **Board Meeting** on **19 May 2025** these minutes were **confirmed with the following changes:**

TT's question from Nicole was Board related not personal

Name:	Te Puke Primary School
Date:	Tuesday, 1 April 2025
Time:	5:15 pm to 7:20 pm (NZDT)
Location:	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Angie Wihapi, Jo-Ann McLaughlin, Krystal Cooper, Matthew Armstrong, Nicole Brewer
Attendees:	Monique Verwey

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 25 Feb 2025, the minutes were confirmed as presented.

Minutes passed as true and correct with no amendments:-

Passed:- Andrea Dance

Seconded:- Matt Armstrong

1.2 CCs presentation

BOT Creative Critters visit:-

- The board noted that the staff are very passionate although the emotional connection can be concerning. Andrea was asked if she was worried about this?

Reply, "It's the nature of the job and the culture of our school". The kaiako have the support which we have all just heard in our kaiako presentation.

- Rona, "cool to see LLLL and Numicon done in action from the teacher videos".

- Teachers passion noted in all that they do.

- Jo asked about GEM and Learner progress awards-"is this system across the entire school and are the awards given and celebrated?". The answer is yes, GEM is based on our resilience/learner profile/values and key competencies.

- Learner Progress is the progress being made in their mahi

EG: Progress awards -For progress in pāngarau. You have been able to use your problem solving skills when it comes to independent work.

EG: GEM award- For being a positive role model within the Cultural Council. You are setting a great example for all of us with your leadership in this area. Kei reira!

1.3 Correspondence

A solar panel update from Matt:-

- SED, structural design acknowledged
- Another one to two weeks before we know about funding
- A drone picture of the canopy was organised by Joe Anderson using some of his High School students, who loved this opportunity. Some of our senior students formed an arrow on the ground to point at it. This photo supports the application.
- Joe remains super confident. Matt mentioned there will need to be a second grant to support the financing of this project, which is already being organised.

Enrolment scheme - what to do going forward, 3 year review time

The board has 3 options:-

- 1) Does the school still require a zone? With current boundaries?
- 2) Does the school continue on as is?
- 3) Is zoning no longer needed?

All agreed on 1). Zoning to remain with current boundaries.

1.4 Whanaungatanga

1.5 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

School will be hiring a cherry picker to repair a rotten barge board at the rear of the staffroom, above the courtyard. Grant Cooper and Tony Collins will undertake this job together.

A Hazard Form in SchoolDocs will need to be completed when this job starts.

3. Board Annual Work Plan

3.1 2024 Review Schedule and Board work plan

Minimal feed back received regarding the School Policies up for review.

Health safety - no feedback

Safety Management System. -

Q. Who sets the goals? Does it need to be added to the board work plan? As a board what would we like to work towards/or the school?

A. The reduction of stand downs would be good as this was a focus point last year and one of the reasons for the kaupapa change. A goal to sit under safety and wellbeing of students and staff. Measurable over 12 months. 19 stand downs in 2024 to none this year is the aim. Term 1 2025 we have had none so far this term. We must celebrate this!

School Policies and Procedures are already in place. It is difficult to define how the board can assist apart from trusting in the processes that are in place.

Q. What is the compliance report audit frequency?

A. Rona and Tony complete an annual self review.

Risk Management -

- A grammatical error was noted - line should read "so far as reasonably practical 'where' elimination is not possible". This is under SchoolDocs control. Andrea will check if we can get it amended.

- Hazard Form, no section on the form to determine or assess the risk or reassess. Can Rona supply a form? Andrea to check with Board Pro.

- Recording and reporting on accidents.

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

5. Management Reports

5.1 Principal report

The Principals Report passed as read and accepted.

- Nicole queried the Talented Tui's changes, potential conflict of Interest as Nicole has a daughter in this space. Andrea asked was this a board or parent query, it was a parent query. There was a letter sent home to families explaining the change and parents encouraged to contact kaiako to ask any questions as to how this will work. Two parents approached staff for further clarity. The board will get more intricacies in to a plan than parents will. Kaiako if approached would also be able to share a better insight.
- All other learning environments seem to be okay at this stage. There were some questions around the progress of the boys class. It's acknowledged that this class has been a positive change which was also supported by the outside PLD provider.
- Mural funding still being short, fundraising required. It is due to start in June.
- Nicole loves the transition program. A question around Hauora hub, if this space is being missed. Answer, no not currently.
- Attendance report, Rona acknowledged the report was good reading.
- Andrea's PLG with Brendon. Rona acknowledged it's a great opportunity to work with Brendon who is well respected in the Te Puke Community and the education sector. The first hui with the PLG group is next week.

Board reflection doc - this will be added in to the board work plan as a yearly reflective tool- the way it is presented makes it very clear and user friendly for all. Where does everyone feel the board is placed:-

Strategic leadership - developing/Nicole, all others say effective

Student Achievement & Wellbeing Data - all say effective

Principals support and accountability - all say effective

Financial & Resource oversight - all say effective

Policy & Compliance - all say effective

Community & Whanau Engagement - all say effective

Board team work & meetings - all say effective

Reflection Q's:-

Open communication, honesty, confidence to ask questions, range of skill sets brought to the table, good variety of backgrounds, everyone is committed

One area of improvement could be fundraising?

Andrea is interested to explore and follow up on international schooling. A viable idea, possibly 2 schools working together over 6 weeks ie 4 weeks one school 2 weeks another. Would need to organise home-stays. International students would expand our niche wider. Our kura would need to go to an overseas expo and take the leadership team. Expo's are usually in Japan and Korea. Funds for teacher aides could be the goal to work towards. Teachers always asking for extra support in this way. Board think that this is a good avenue to go down.

It was discussed that the Board and Management must have a mutual high trust model and be transparent.

Passed:- Matt

Seconded:- Nicole

5.2 Finance Report

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

Passed:- Krystal Cooper

Seconded:- Ange Wihapi

5.3 Health & Safety Review

The big order at the start of the year for toilet paper and hand towels was discussed. Tony bulk buys and stores it as a cost effective method of purchasing.

6. Other Business

6.1 General Business

Rona commented that it has been a great term so far, and the staffs work is very appreciated.

6.2 Closing Karakia

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 19 May 2025, 5:15 am

Approved decisions made between meetings



Funding Application

The school has been encouraged by Jacqui of Activision to apply to We care Community Trust for funding for four Promethean Panel Boards, additional to the five we already have, so eventually all Learning Environments will have one. Funding is given without the GST content which the school will need to pay. Total cost of the Promethean Panels is \$39,730.20 inclusive of GST, including all supply and installation costs. The GST portion is not covered by the funding \$5,182.20.

The motion this minute is passing is as below:-

A motion is put forward to the Te Puke Primary School Board of Trustees that we make an application to We Care Community Trust for funding to purchase four Promethean Panel boards to the value of \$39,730.20 less GST of \$5,182.20, net \$34, 548.00.

7 Supported: Andrea Dance , Jo-Ann McLaughlin , Karla Potene , Krystal Cooper , Matthew Armstrong , Nicole Brewer - Very supportive. Would be great for all learning environments to have this technology. , Rona Wheeldon - I think this is a great opportunity to add more of these screens to our classrooms

0 Opposed:

0 Abstained:

Decision Date: 28 May 2024

Outcome: Approved