

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting on 15 Sept 2025** these minutes were **confirmed as presented**.

Name:	Te Puke Primary School
Date:	Monday, 4 August 2025
Time:	5:15 pm to 7:15 pm (NZST)
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
Apologies:	Monique Verwey

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

Board Meeting 16 Jun 2025, the minutes were confirmed as presented.

The minutes are confirmed as presented

Moved:- Andrea Dance

Seconded:- Nicole Brewer

1.2 KC presentation

Last time you will see the format like this, things will look a lot different going forward.

Curriculum data presented shows mid-year 2025 reading at 52%, writing at 51%, numeracy at 59%, all achieving expectations before transitioning to new year-level phases.

New Zealand curriculum refresh to begin in Term 3, shifting to a year-level reporting format, which may challenge parents of students below chronological levels.

Target groups identified for intervention include 82 students in reading, 80 in writing, and 76 in maths, all classified below expected benchmarks.

71% of students achieved expected progress in reading, 65% in writing, and 77% in maths between end-of-year and mid-year assessments.

Attendance issues noted with only 56% of Year 3 students attending over 90% of the time in Term 1, impacting achievement metrics.

Māori student progress reflects 65% in reading, 58% in writing, and 70% in numeracy meeting sub-level expectations.

Data to show progress

Mid 2024 to Mid 2025 results were shared

Taken out ESOL mid year/ mid year last year had ESOL included- 70%

ESOL ELLP progressions

ORS aren't included in the data

No Yr 1s are included in the data

Good progress has been made.

Amazing mahi Krystal Cooper, really appreciate the comprehensive report.

1.3 Correspondence

All happy with RICOH and a change to the system we currently have.

Ricoh's proposal for the photocopier contract renewal expected to save the school \$8,000-\$9,000 annually starting September 26th.

Leave approved for Denise Henson

1.4 Whanaungatanga

1.5 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

3. Board Annual Work Plan

3.1 2024 Review Schedule and Board work plan

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

5. Management Reports

5.1 Principal report

Moved as read

Nicole and Rona

Strategic Planning and Community Engagement

Draft strategic plan presented with four priorities: accelerating progress (90% at expectations by 2028), deepening localised curriculum, enhancing data-informed practice, strengthening attendance/engagement.

Community survey response disappointing: Only 8 responses from 300+ student families, with board members comprising majority of respondents.

Strategic plan targets: 80% of students attending 90%+ of time, 100% of below-expectation students showing accelerated progress.

Whole-class teaching model: All students receive year-appropriate instruction regardless of ability level, with targeted intervention groups providing additional support.

Two-year teacher model expansion: Teachers staying with same cohort for continuity, showing improved relationships and progress.

Whānau class continuation: Year 4-6 model for 2026 due to curriculum span challenges, requiring community hui for attendance/engagement expectations

5.2 Finance Report

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

Moved:- Matt Armstrong

Seconded:- Nicole Brewer

5.3 Health & Safety Review

Ski camp review completed: Anton's thorough post-activity review showed successful execution with minor suggestions for future improvements.

6. Other Business

6.1 General Business

6.2 Closing Karakia

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

Approved decisions made between meetings



Appointment of Returning Officer for Triennial Elections

The Board of Trustees is required to appoint a returning officer for the upcoming Triennial Elections. The recommendation is that the Board of Trustees appoint "Kayleen Metcalfe" as the returning officer for the upcoming Triennial Elections to be held on 10 September 2025.

Resolution:

The Board of Trustees approves the appointment of Kayleen Metcalfe as the Returning Officer for the Triennial Board Elections scheduled for 10 September 2025, in accordance with the Education (Board Elections) Regulations 2000.

7 Supported: Andrea Dance , Angie Wihapi , Jo-Ann McLaughlin , Krystal Cooper , Matthew Armstrong , Nicole Brewer , Rona Wheeldon

0 Opposed:

0 Abstained:

Decision Date: 3 Jul 2025

Outcome: Approved

A large, stylized handwritten signature in black ink, appearing to read 'Rona Wheeldon'.

Rona Wheeldon
16 Sep 2025