

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting on 8 Dec 2025** these minutes were **confirmed with the following changes:**

Changes made as per December meeting

Name:	Te Puke Primary School
Date:	Monday, 10 November 2025
Time:	5:15 pm to 7:43 pm (NZDT)
Location:	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Angie Wihapi, Krystal Cooper, Marcus Waretini, Matthew Armstrong, Nicole Brewer
Attendees:	Monique Verwey
Apologies:	Jo-Ann McLaughlin

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 15 Sept 2025, the minutes were confirmed as presented.

Minutes of the last meeting held on the 15th of September 2025 are passed as confirmed and correct.

Moved:- Nicole Brewer Seconded:- Andrea Dance

Audit has noted several minutes this year do not have the electronic or manual signature attached. Question to be asked:- Can an image of Rona's signature be inserted onto minutes electronically if she confirms in writing to do so? Currently an email is sent generated by BoardPro, requesting a signature when tick boxed by Monique at a meeting once minutes are confirmed. Rona works away from the area a lot so this would be a smarter way of managing signing. Rona would first confirm with Monique that the minutes are okay via email and can be signed using her signature.



Electronic signature

Check ability to pass on signature authority to another party if unable to sign yourself. If not, a stamp?

Due Date: 8 Dec 2025
Owner: Monique Verwey

1.2 Roni LSC REPORT FOR 2026

Roni Sayer, Learning Support Co ordinator presented her report.

Roni's role is around learning support and student wellbeing.

The school is managing a substantial and growing number of students requiring intensive support, with 57 students in the most intensive Tier 3 group contributing to 118 active support posts.

Roni detailed that alongside the Tier 3 group, 43 students are in Tier 1 and 42 in Tier 2, with an additional 36 students receiving support, reflecting a broad need across the school.

Staff observations reveal increased awareness and nuanced understanding of trauma, ADHD, and other behavioural indicators, with training leading to better differentiation between trauma and ADHD symptoms.

The school's youngest students ("babies") show the highest levels of need, with significant increases in neurodivergent and high-needs students enrolling, many with no prior support

The school maintains a holistic wellbeing framework based on the Whare Tapa Whā model, integrating emotional, physical, and social support across tiers to address complex needs

External agency partnerships, including Oranga Tamariki and Swiss counselling, contribute to student and whānau wellbeing, with 15 students accessing counselling and 13 receiving support through whānau initiatives such as uniforms and kai.

Support comes through understanding each child's individual and unique needs. More support is needed in classes, every child presents differently. The kura will have up to 13 ORS students next year with maximum hours being reduced by the Ministry.

Roni will share her presentation with the board.

Rona expressed her concern with what is coming with high needs students, how can the board provide support?

Roni & Millie (Specialist teacher) are continuing to seek professional development when opportunities arise and further develop their skills. Roni acknowledged she needs to pass more on to Millie to better manage her workload.

1.3 Correspondence

The board acknowledges the letter from Todd McLay.

The board also acknowledges Jo's resignation and spoke of appreciating her contribution to the board during her tenure.

The attendance data presented was discussed, positive trends are evident.

1.4 Whanaungatanga

Note:- We are finishing our 2025 school year above the student numbers that were expected by MoE.

1.5 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

The school has addressed recent Ministry of Education (MOE) compliance issues and is actively managing property maintenance with significant cost savings through in-house efforts.

A key compliance update involved removing blinds from fire exit doors to meet WRN audit standards, changing lockdown procedures so children remain out of sight while doors remain visible, achieving compliance without compromising safety protocols.

The solar panel installation is scheduled for December 17th.

Aesthetic improvements such as painting the blue containers completed were by Grant. Our caretaker team and Grant being a painter by trade gives the school options to consider. Grant will be quoting on further cyclical maintenance jobs for the upcoming holiday period. We are awaiting a reply from Campbell regarding pay/tax implications, to pay Grant separate from his MoE salary. Grant's quotes for specific areas complies with our 10YPP/5YA schedule. For jobs out of Grant's scope ie roofs, the school will obtain external quotes. If action required before the next scheduled meeting, a flying minute will be sent out for approval.

The school received \$19,000 in additional property maintenance funding from MOE recently, which was promptly allocated to high-priority property needs like painting.

We also needed a new hot water cylinder and pool cover so the timing of this injection for property was perfect. Reducing reliance on cyclical maintenance funds and freeing budget aside for possible use in other areas.

The B Block Bathroom and B Block Canopy projects are both authorised and happening in the December/January school holidays.

A discussion was held as to what 10YPP and 5YA mean in regards to property, an updated %YA Cyclical Maintenance Plan for painting was provided by Carus 2 years ago.

2.2 Board Member Resignation & Vacancy

Acknowledgement and Thanks: The board formally acknowledges the resignation of Jo-Ann McLaughlin and expresses sincere gratitude for her service and contributions to the school community. We appreciate her thoughtful perspective that she has brought to the work of the board and wish her and her whanau all the best with their move.

The Board needs to make a decision to go to **election or selection** for an extra board member.

Ask Kayleen (returning officer) - Do we have to have another board member? If we don't get any applicants can we then make that decision to run the board with the quorum we currently have? It would be great to have a representative from the Indian community on the board, they must however be a New Zealand resident. Andrea said she would ask Navjot, on our staff, for any names as well as the lady who used to own the local dairy who has many community connections. There is also Nina from the Indian Society who may know of possible candidates.

If the board decides to fill the vacancy by selection:

Resolution:

That the Te Puke Primary School Board accepts the resignation of Jo-Ann McLaughlin, effective 8 December 2025, and acknowledges that this creates a casual vacancy on the Board.

The Board further resolves to fill this vacancy by **selection**, in accordance with the Education and Training Act 2020 and the School Board Elections Regulations 2022.

A public notice advising the school community of the Board's intention to fill the vacancy by selection will be published following this meeting.

The board is managing membership transitions and preparing for upcoming governance decisions while maintaining oversight on key policy and operational matters

The board recognised the community's limited capacity for fundraising or participation and acknowledged some barriers like residency status for potential Indian community members.

Kayleen was tasked with checking constitutional requirements and NZSTA advice to confirm options if no candidates come forward

3. Board Annual Work Plan

3.1 2024 Review Schedule and Board work plan

Decision made to roll over reviews until the next meeting for more input please.

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

5. Management Reports

5.1 Principal report

International Engagement and Curriculum

The school is actively developing international relationships to create new revenue streams and enhance educational opportunities, while managing local curriculum changes and staff development.

Andrea and other principals recently visited China, engaging with multiple schools and exploring student exchanges, hosting delegations, and developing promotional materials as part of a five-school collective to build international programs starting potentially in February 2026 .

The visit revealed intense academic cultures overseas and strong demand for New Zealand's creative and English immersion education, positioning the school for lucrative international student pathways

Andrea will initially manage international relations herself until revenue justifies dedicated staff, with ongoing efforts to secure funding for travel and program development

Next steps - Will be to go again to China in 2026. Andrea will be the International manager for now until extra income starts to come in and maybe we look to employ someone.

Waiting for an income stream to also support our continued promotion in China will mean using our PLD budget.

The Board are supportive of this and will monitor ongoing costs.

The Board supports and approves of a weeks paid leave for Andrea in 2026 to take an extended trip to Thailand and acknowledges all the extra mahi around this stream. The Board are all in agreement.

Fun Run , pushing on social media and Hero but very slow on the uptake this year.

Board funded teacher - the MOE advised of a decrease of 3 staff for 2026, Andrea has managed to get one position back. There will be a shuffle of staff in 2026 to fill positions. We need 10 extra students enrolled for 14 days before we can apply for more funding for staff. Look to fundraise next year to externally fund more staffing.

Treaty - Rona spoke - We sit on Waitaha land and we need to continue to recognise that connection. We need to do what is right for our community, our school community is 30% maori. Rona will write a Board letter to express opposition to the change to publish through school platforms and to the minister of education. To remove the treaty from schools is taking 10 steps back. It's more than a government stance, it's about what we value in our school. Inclusivity is important.

PLG/PLD - Andrea has been invited to become a Springboard Trust business partner and be part of their mentor program. Professional development plans include Andrea's participation in the

Springboard Trust PLG and budgeted international travel capped at \$10,000 annually, subject to board and finance approval, with ongoing monitoring of budget impacts.

We have the funds in the schools PLD budget to cover both of these expenses for next year.

The board unanimously approves of the following:- PLG/PLD spending relating to the Springboard Trust, a weeks additional paid leave for Andrea in 2026 and the commitment to further investigate Chinese International markets spending, subject to the final budget sign off being positive. All in favour.

Principals report - The board approves the principal's report, including staffing adjustments to manage projected role growth without immediate recruitment, by internally reallocating teachers as student numbers approach the funding threshold of 301 students

Moved:- Matt Armstrong Seconded:- Marcus Waretini

5.2 Finance Report

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

Moved:- Nicole Brewer Seconded:- Rona Wheeldon

Fundraising Strategy

The board recognised the urgent need to develop a focused fundraising approach to support school priorities amid limited community volunteer capacity.

Without an active FOS group, board members agreed to lead initial efforts targeting two to three fundraising priorities for 2026, emphasising events that attract different community segments

Suggested models include a golf tournament, leveraging local business support and community interest, with plans to tentatively book a date for November 26th, 2025, and develop sponsorship packages, prizes, and event activities

Other ideas discussed were fishing competitions, quiz nights, and the annual fun run, with recognition that some events (like the quiz night) suffer from low attendance, while the golf event could engage a new donor demographic.

The fun run remains valuable but the board voiced concerns about asking children for fundraising donations without direct effort, preferring events that combine community engagement with fundraising

The board committed to building a working group for the golf event and exploring creative monetisation tactics like auctions and sponsored holes to maximise revenue while creating a fun atmosphere

The board acknowledged the challenge of engaging the broader community but expressed optimism that a well-organised golf event could attract local businesses and families, providing a sustainable fundraising platform

Retentions approved Moved:- Nicole Brewer Seconded:- Matt Armstrong

The Board reviewed the current 10 Year Property Plan (10YPP) and Cyclical Maintenance Plan. Progress on completed and planned projects was noted, with confirmation that priorities continue to align with the school's strategic direction and health and safety obligations. The cyclical maintenance schedule has been checked against the current year's budget to ensure adequate provision for upcoming works (e.g., painting, roof/gutter maintenance, and other scheduled upkeep).

Resolution:

That the Board confirms the annual review of the 10YPP and Cyclical Maintenance Plan has been completed for 2025, and reviewed for 2026 both remain fit for purpose at this time.

Moved: Marcus Waretini Seconded: Rona Wheeldon

Draft 2026 Budget, to be discussed in the next meeting. Any changes to emailed to the BOT prior.

5.3 Health & Safety Review

The area on the field/hill that had been previously identified as a **healthy and safety hazard** has been sorted. Thank you to Matt and Dobsons Electrical for the use of a digger. Thank you also to Tony for getting the job done.

Ngamuwahine Year 5 & 6 Camp approval:- Risks discussed. There is no paint ball any more, this option has been changed to laser tag. This is not the first camp at Ngamuwahine and all the appropriate documents, risk assessments and planning has been completed. A debrief will be held at the next board meeting. Approved.

Moved:- Matt Armstrong

Seconded:- Marcus Waretini

5.4 Iwi

The school awaits Iwi guidance on a new award initiative, agreeing to delay final decisions until 2026 due to current community priorities.

6. Other Business

6.1 General Business

In absence of a Friends of the School group (FOS), the board will put their hands up to assist with funding sourcing for the kura. Next steps, provide clarity for funding purpose. What are we fundraising for and how much? Scale/quantity of requirements? Successes from other schools events?

Hold a Golf Tournament, targeted at different tier and the community outside of the school. Set a date for next year.

6.2 Closing Karakia

7. Close Meeting

7.1 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.1	Electronic signature Due Date: 8 Dec 2025	Monique Verwey

Signature:  Date: 10/11/25