

# CONFIRMED MINUTES

## BOARD MEETING



Learning Together  
Akona Piri Tahī

At the **Board Meeting** on **24 Mar 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Tuesday, 24 February 2026
<b>Time:</b>	5:15 pm to 7:17 pm (NZDT)
<b>Location:</b>	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
<b>Board Members:</b>	Rona Wheeldon (Chair), Andrea Dance, Angie Wihapi, Krystal Cooper, Marcus Waretini, Matthew Armstrong, Nicole Brewer, Helen Perry
<b>Attendees:</b>	Monique Verwey

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

Minutes from 8th December 2025 meeting have not attached. Confirmation to be completed at the next meeting.

#### 1.2 PRESIDING member

**Motion put forward by Andrea Dance.**

"I move that Rona Wheeldon continue in the role of Presiding Member for the 2026 year."

"All those in favour?" All in favour

"Against?" No one

"Carried."

"I declare Rona Wheeldon duly elected as Presiding Member for 2026."

**Moved: Andrea Dance**

**Seconded: Nicole Brewer**

#### 1.3 Correspondence

**Motion:**

That the Board approve Luther Hirini's request for temporary leave under the conditions outlined in the Principal's report, and delegate operational management of staffing arrangements to the Principal.

**All in favour. Carried Unanimously**

## 1.4 Whanaungatanga

## 1.5 Conflicts of Interest Register/ Whakapapa Register

Confirming T & B Painting (Grant Cooper) has completed the scheduled cyclical maintenance painting as noted in the Conflict of Interest register, meeting dated 10 November 2025. Quality has been checked, all works are of a high standard. The Cyclical Maintenance document has been updated and included in this board pack.

## 1.6 Board CODE of Conduct Work Plan

Andrea had received an OIA - Official Information Act request.

- A law student sent it by email
- The school must comply with these requests
- It brought up some good points regarding the Board Code of Conduct, particularly the use of personal devices and email addresses for board purposes. In response the kura has set up school emails for all BOT members to be used if required.
- It is acknowledged adding another email address may be impractical and members are to choose if they use the school email or not.
- After discussion most of the board agreed they wish to continue using their personal email addresses.
- Members are to be mindful of security around board information online.
- A suggestion from Matt:- Is there a group chat option available? In place of emails which can become cumbersome. Monique to look into this option through BoardPro. Other secure group chat options?
- BoardPro currently used with Flying Minutes if urgency required.

Nicole queried the current appraisal process for Andrea. Discussed.

## Principal Appraisal — Current Legal / Sector Expectations

Over recent years the framework for principal performance review has changed significantly. The historic annual performance appraisal model has been replaced within the education profession by the Professional Growth Cycle (PGC) approach, in line with the expectations of Matatū Aotearoa – Teaching Council of Aotearoa New Zealand and wider sector guidance.

This shift reflects the profession's move toward high-trust, growth-focused practice rather than compliance-driven performance judgments. The Teaching Council, in consultation with key education sector partners including the New Zealand School Trustees Association, has confirmed that a separate annual appraisal process is no longer required where a Professional Growth Cycle is in place. Participation in the PGC is now the recognised professional expectation for principals, tumuaki and professional leaders.

Under the PGC model:

- The focus is on ongoing reflection, collaborative professional learning and development, and engagement with the Standards for the Teaching Profession
- Professional goals are aligned to the school's Strategic and Annual Plans
- Evidence of practice supports practising certificate renewal requirements
- Growth conversations replace a single annual appraisal event

Andrea continues to engage fully in the Professional Growth Cycle in alignment with our strategic priorities.

The Board's governance role remains unchanged. The **Presiding Member** provides oversight and assurance that appropriate professional growth processes are occurring. While the PGC replaces the previous annual appraisal model, it does not remove the Board's authority to address performance matters should any concerns arise

From the new BOT work plan Nicole queried what well being for staff looks like. Andrea explained it usually means random treats for the staff ie donuts for morning tea etc. These are given with acknowledgement to the board.

## Staff Wellbeing at Te Puke Primary

At Te Puke Primary, staff wellbeing is central to our school culture and is approached with authenticity, care, and attention to each individual. Wellbeing here is not a one-size-fits-all initiative it is a lived practice, embedded in everyday interactions, systems, and leadership.

Our approach includes:

- **Personalised care and connection:** Leaders and colleagues actively check in with staff, celebrate achievements, and provide support tailored to each person's needs.
- **Professional and personal growth:** Staff are encouraged to engage in professional learning, reflective practice, and goal-setting, supported by mentoring and coaching.
- **Work-life balance and flexibility:** Timely leave, scheduling considerations, and workload management ensure staff can maintain balance and feel supported in both personal and professional spheres.
- **Culture of respect and belonging:** Every staff member is valued for their unique contribution, and our inclusive environment fosters trust, open communication, and authentic relationships.
- **Holistic wellbeing initiatives:** From informal wellbeing moments and social connection opportunities to structured wellness initiatives, we provide multiple avenues for staff to feel nurtured and connected.

Wellbeing at Te Puke Primary is experienced as a genuine sense of being cared for, respected, and valued a foundation that enables staff to thrive, both professionally and personally, and in turn, positively impact our tamariki and community. At any stage the board can engage with staff to ask them how they feel in their work place.



### Chat group capability

Look into any chat group capability in BoardPro, query it if not.  
Any other secure methods of chat groups?

**Due Date:** 31 Mar 2026  
**Owner:** Monique Verwey

## 2. Major Decisions and Discussions

### 2.1 Property Update

- The B Block bathroom refurb is still in process. There are only enough funds to complete one side
- The basketball court where the Tauranga Special School unit is to be set up has been security fenced off but not started as yet. By Term 2 buildings should be there.
- The basketball court reinstatement to the netball court will be undertaken in the Term 2 holidays. Matt mentioned possible issues with the electrical hook up.
- Andrea mentioned possible compensation if this drags on in regards to no basketball court. The court is well used by our community after school and weekends.
- The cyclical maintenance painting has been completed and paid for

**Board has reviewed and approves the Cyclical Maintenance Schedule for 2026.**

T & B Painting to give another quote for the Whanau Class.

Moved:- Matt Armstrong

Seconded:- Nicole Brewer

## 3. Board Annual Work Plan

### 3.1 2024 Review Schedule/School Docs

Please review the policies by the next meeting date. It is not necessary to click on all of the highlighted links to other policies unless you have time and wish to.

## 4. Actions from Previous Meetings

### 4.1 Actions points from previous meetings

## 5. Management Reports

### 5.1 Principal report

Annual Plan discussed.

- Andrea mentioned being involved of SpringBoard Trust as part of her growth.
- The Plan has a new look with the help of AI, the picture on the cover will be changed to better reflect TPPS.
- It is live on the school website and has been submitted to the MOE.
- There is also a condensed version, to one page, representing a tree.
- Strategic leadership is part of Andrea's mahi for this year.
- Nicole queried the wording around inclusivity of other cultures. This wording is not specifically in the strategic direction, which is based on Government initiatives. ERO are focussing on deepening localised curriculum. Belonging and cultural identity is part of the

work plan and an inherent part of our kura, inclusivity will happen organically because of the document.

Accept PR. Marcus & Nicole

## 5.2 Krystal data report

Krystal presented and spoke to her data.

- Massive changes have occurred since 2024. A lot has shifted within the curriculum.
- At the end of 2024 the NZ Curriculum was refreshed. Structured Literacy & Numeracy became mandatory
- In 2025 Literacy and Numeracy were already embedded in our kura. Based on the old curriculum. In October the framework changed again. End of year for 2025 OTJ's were done using a curriculum that no longer exists.
- Lots of new baselines are coming in hot and fast. Mid year data this year will be based on new curriculum which is based on year levels and cannot be compared to last year.
- The goal posts have moved hugely and it is much harder for students, expected to be at year 7/8 age levels in year 6.
- TPPS has a practical lens on it and will cater to needs.
- Changes have come too hard, too fast, too soon.
- Around half of our students were achieving end of 2025.
- Small targets have been set for the end of 2026.

It is recognised that attendance is beneficial in success. There are not enough people resources to focus on under achievers in class this year. The ESOL students affect the data, being a third of our school student population. The Board needs to understand the narrative to fully understand the data. What is important to the board?

There are Teachers Aides for ORS children only, none are available for curriculum assistance. Angie queried "Can we add something to the report that shows 100% achievement - learner profile?" For positivity amongst the challenges and celebrating successes. This is done through our own platforms for community to see.

The board needs to be patient with management, who are doing the best they can to navigate it all. Teachers are also doing the best they can.

### Student Achievement and Resource Challenges

Student achievement data reflects the impact of curriculum shifts and resource constraints, highlighting needs for targeted support

Approximately 40-50% of students meet or exceed curriculum expectations across reading, writing, and maths under the previous framework.

New curriculum progress descriptors and mandatory phonics checks are being implemented in 2026, complicating year-to-year comparisons.

The school targets 65% of students to show accelerated progress by mid-2026 using curriculum-aligned assessments.

Resource limitations, especially the loss of teacher aides, constrain the ability to support critical and target students effectively.

Staff balance aspirational teaching with practical needs, meeting students where they are to avoid disengagement and behavioral issues.

The board acknowledged the importance of narrative context behind data, emphasising student well-being over raw numbers

## 5.3 Finance Report

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

Moved:- Matt Armstrong

Seconded:- Rona Wheeldon

- Funding priority this year - Golf Tournament
- A fundraising team from the school community needs to be formed
- Andrea to create a letter for companies re sponsorship and prizes
- Big ticket items needed to attract the money
- The why? Resourcing needed for kura
- Dollar value fundraising target
- Andrea to contact Bruce Gordon, retired policeman nicknamed Plod, Tony may have contact details. Bruce runs a very efficient Emergency services golf tournament



### Contact Plod

Contact Bruce Gordon aka Plod about organising golf tournaments

**Due Date:** 31 Mar 2026

**Owner:** Andrea Dance

## 5.4 Health & Safety Review

A playground company has been in to review our existing structures with view to the school fundraising to replace them. They stated that due to their age they are non compliant to current standards. 2 areas need bark which is coming.

A new pump track is very expensive. Current track surface is used for missiles over to the neighbours properties, we get frequent complaints and this is dangerous for the residents. Andrea and Monique will apply for funding through TECT and Lions Foundation plus others.

**Board are all in favour of these funding applications to be made.**

Upcoming Health and Safety reforms - a bigger shift in critical risks and change to notifications with a September action date. There is nothing in the upcoming changes for the school to be concerned about or need to action..

Health n Safety reforms - critical risks a bigger shift. Notifications etc. September action date. Nothing for the school to worry about.

## 5.5 Iwi

## 6. Other Business

### 6.1 General Business

- Andrea made note there are currently 10 ORS students with another 3 to come. 13 ORS students is VERY high.

- With the Kahui Ako wound up, the Memorandum of Understanding with Kahui Ako finished at the end of 2025. A part of the Memorandum had various schools 'giving' a small staffing

entitlement to other schools for LSC support. TPPS gave theres to TPHS to assist the school to employ 2 LSC's. 0.2 of our staffing entitlement went to TPHS. Alan Liddle, Principal of TPHS, would like to retain that entitlement from our kura, we need it ourselves for staffing. Andrea is getting advise on this as she awaits moE guidance to the next steps.

## 6.2 Closing Karakia

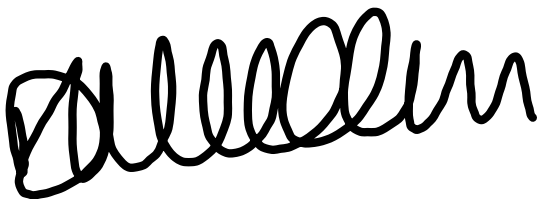
## 7. Close Meeting

### 7.1 Close the meeting

**Next meeting:** Board Meeting - 24 Mar 2026, 5:15 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.6	Chat group capability <b>Due Date:</b> 31 Mar 2026	Monique Verwey
5.3	Contact Plod <b>Due Date:</b> 31 Mar 2026	Andrea Dance



Rona Wheeldon  
25 Mar 2026