

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

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

Name:	Te Puke Primary School
Date:	Monday, 8 December 2025
Time:	5:15 pm to 6:30 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, Marcus Waretini, Matthew Armstrong, Nicole Brewer
Apologies:	Monique Verwey
Guests/Notes:	Campbell Waugh by Zoom

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 10 Nov 2025, the minutes were confirmed with the following changes:

Changes made as per December meeting

Take Angies name of as the seconder- Monique please make this amendment in the meeting minutes

Correct the grammatical error- 1.4 we are finishing the school year with the student numbers that were expected.

November Meeting Minutes: Approved with corrections on the seconder's name and student numbers clarity for 2025

Moved Matt and Nicole

1.2 Correspondence

1.3 Whanaungatanga

Board to mention fundraising

1.4 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

Toilet Refurbishment Over Budget: Project costs now exceed \$100,000; plans to scale down and fund future work by fundraising means if needed. Andrea to keep the board in the loop as she hears more from Rebecca.

3. Board Annual Work Plan

3.1 2024 Review Schedule and Board work plan

Physical Restraint Training Approved: Authorisation for all support staff documented to enhance safety compliance and student management.

The board have this in place since 2023. Andrea has decided to add one extra provisional measure to each file of staff.

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

Electronic signature for Rona- Monique to follow this up

Board Pro allowing to sign but sometimes we can't see the signature.

5. Management Reports

5.1 Principal report

School Camp and Teacher Reflections

The school camp review was positively received, highlighting strong health and safety management during severe weather and noting operational challenges like cooking temperature control.

Teacher reflections emphasised resource challenges including ESL support, ICT troubleshooting, and community engagement.

The ICT support model combines in-house troubleshooting by Mike with external help from Noel Leeming, balancing cost and responsiveness.

Mike is allocated one day per week for ICT tasks, with continued external support every two weeks, within existing budget provisions.

This hybrid approach ensures technical reliability without escalating costs.

Community Engagement and Sports Participation Challenges

The board identified ongoing challenges in parental involvement in sports, noting a consistent lack of volunteers despite strong demand for children's participation

Suggestions include running coaching workshops to build parent confidence and recruiting Year 13 students from Te Puke High to lead training sessions.

The idea of limiting sports offerings to three or four per year aims to concentrate volunteer resources and improve sustainability.

Anton and others highlighted the need for consequences for families not supporting volunteer commitments to maintain team viability.

The board recognises the complex social factors affecting participation and continues to prioritise community access through transport vans and other support.

Student Wellbeing and Behaviour Management

Positive outcomes were reported for the boys' classroom program, including no student stand-downs this year, signaling improved behaviour management and inclusion schoolwide.

Correspondence from local Iwi praised the program's success, highlighting community validation. The board acknowledges ongoing challenges but sees progress as a foundation for continued support and resource allocation.

These results support the school's broader engagement strategy to improve equity and student outcomes in a diverse community.

Reflections and challenges from leaders- board appreciated these reflections

Principal report moved as read

Marcus and Nicole

5.2 Finance Report

Batches approved as true and correct

Matt and Marcus

Draft budget planning and overview

2026 Draft Budget Planning and Adoption

The Board reviewed the **2026 Draft Budget** at tonight's meeting. Following discussion, the Board **formally adopted the 2026 Budget**, effective from the first Board meeting of the new year. This adoption will be recorded in the meeting minutes, and the approved budget will be used to inform the 2026 Annual Report.

A copy of the approved budget and the corresponding meeting minutes will also be provided to the auditor as part of the annual audit process.

Moved by:

Nicole and Jo

Statement of financial Position: Motion passed

"That the Cash Budget, Statement of Financial Position, Operating Budget and Cashflow for 2026 are approved".

Andrea has signed this on behalf of the board and sent back to Education Finance

Fundraising Target: Set ambitious goal of \$50,000 for next year, building on past successes.

Fun Run Profit: Generated net profit of \$9,805, contributing positively after a \$4,000 payout.

Event Planning: Need for a fundraising strategy session early next year for better coordination among nearly 40 staff.

Volunteer Engagement: Large fundraisers depend on strong community support and volunteer participation for maximum impact.

Budget Approval: Draft budget adopted unanimously, allowing continuity for fundraising targets amidst financial constraints.

New Facilities: Construction of new basketball courts underway, expected to be ready mid-year, funded externally with no cost to school.

Notes

Fundraising Strategy and Goals

The team agreed to set an ambitious fundraising target of \$50,000 for next year to significantly increase income, building on past successes.

The Fun Run generated a net profit of \$9,805, contributing positively to the bottom line despite expenses and a \$4,000 raise payout (00:05).

Matt highlighted that fundraising efforts have been conservative so far, emphasising the need to ramp up and leverage the school's staff of nearly 40 people to manage events

The group discussed the need for a dedicated fundraising strategy session early next year to assign roles and responsibilities, ensuring better coordination and execution.

Ideas from successful community events, like a golf tournament raising \$35,000 with extensive volunteer involvement, and sponsorship models such as a car sponsorship for a hole-in-one prize, were proposed for adaptation

Event Execution and Community Engagement

Executing large-scale fundraisers requires strong volunteer participation and community support to maximize revenue and engagement.

The golf event model includes 50 teams of four players each paying \$50 per player, with a packed venue and multiple prize holes supported by local sponsors.

Strategies to increase donations include running prize draws on select holes and securing donated prizes, which contributed to high participant enthusiasm and cash inflow.

The team plans to involve parents and local businesses more actively, using targeted outreach to secure sponsorships and volunteers, with Angel spearheading involvement in both the float parade and fun run.

The “divide and conquer” approach will be used to spread responsibilities among staff and volunteers, ensuring sustainable event management

The board moved to adopt the draft budget as presented, recognising it as tight but realistic in the current financial climate.

The budget approval was supported unanimously with motions moved and seconded by Nicole and Jo, respectively, and will be submitted to the auditor, Campbell, for review.

The financial tightness reflects broader economic realities, not operational failings, as noted during the discussion

The budget adoption allows for planning continuity and sets a foundation for the fundraising targets and upcoming projects.

5.3 Health & Safety Review

Review of the School camp is included in Principal Report

5.4 Iwi

Angie signed this document of behalf of the Iwi.

6. Other Business

6.1 General Business

Kayleen will start this process for the board selection.

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



Funding Application Approval

We are applying to We Care Community Trust Limited for funding to cover the cost of the AI professional development for our kaiako in 2026, as discussed at the last meeting. The total of this funding is NZD35,000.00. As we are dealing with an Australian firm there will be no GST on this transaction.

The motion this flying 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 Limited for funding to pay for the AI Surge Pty Ltd training over the course of 2026 to the value of NZD35,000.00, no GST.

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

0 Opposed:

0 Abstained:

Decision Date: 26 Nov 2025

Outcome: Approved

Rona Wheeldon
25 Mar 2026