

**BOARD OF TRUSTEES – WAITOKI SCHOOL**  
**MINUTES**  
**Wednesday, 18 June 2025; 6:30pm**  
**Staff Room**



PRESENT	Principal Jules McCourt, Presiding Member Andy Schick, Melissa Estinel, Michael Upton, DP Chelsea Brown (Meeting Minutes Secretary, granted speaking rights).
APOLOGIES	Sharon Hartley
ABSENT	N/A
GUESTS/OBSERVERS	Becky Minton

<b>Waitoki School Karakia</b> Kia hora te marino Kia whakapapa pounamu te moana Hei huarahi mā tātou i te rangi nei Aroha atu, aroha mai Tātou i ā tātou katoa Hui e, tāiki e	<b>Waitoki School Welcome</b> May peace be widespread May the sea be like greenstone A pathway for us all this day Let us show respect for each other For one another Bind us all together
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Regular Meeting Motions:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 21 May 2025 as a true and accurate record of the meeting.	Andy Schick	Jules M	Passed
The board accepts the Principal's Report tabled for the meeting held 18 June 2025.	Andy Schick	Michael U	Passed
The board accepts the Financial Reports tabled for the periods ending 31st May 2025.	Andy Schick	Michael U	Passed
The board accepts the following policies are to be reviewed this term: <ul style="list-style-type: none"> <li>- Crisis Management</li> <li>- Disaster Management</li> <li>- Emergency Management</li> <li>- Emergency Closure (board review)</li> <li>- Communication During an Emergency, Disaster, or Crisis (board review)</li> <li>- Planning and Preparing for Emergencies, Disasters and Crises</li> </ul>	Andy Schick	Melissa E	Passed

Matters Arising from Previous Minutes	Who	Result
n/a	n/a	n/a

### 1.0 Cultural Capabilities

To improve the capability of the school to create a culturally responsive learning environment that recognises, supports, celebrates and learns from all of the cultures represented amongst our ākonga and whānau.

No decision making related items uniquely related to this section for this meeting. The Principal's report (item 3.1) includes updates on school activities relating to this area.

### 2.0 Hauora

To acknowledge, support and strengthen the Hauora of all Waitoki School learners, staff and whānau.

2.1 - Board/ Staff morning tea - Jules

Jules reminded the board of the hard mahi the kaiako have done this term in particular with their mid-year reports and assessment.

Jules suggested that Friday, 27th June (last day of term) would be a lovely day to celebrate as this is also Sue's last day at Waitoki. Michael and Andy will attend.

### 3.0 Local Curriculum

To provide ākonga with a robust, relevant, exciting and refreshed local school curriculum, developed from Te Mātaiaho (the refreshed New Zealand Curriculum for full implementation by 2027) and with our community.

3.1 - Principal's Report - Jules

Jules shared her comprehensive board report.

- ACTION - Jules to conduct a survey to gauge interest for the Rob Cope, Kids Online opportunity.

3.2 - Curriculum/Maths - Becky Minton

Awesome mahi from Becky with an inclusive game (looking at extenders and enablers) and explaining her actions so far, and a brief look at the Maths data so far.

### 4.0 Stewardship

Property, Finance, Fundraising, Health and Safety, HR, Policy Reviews.

4.1 - Conflicts of Interest Register - any changes? - Andy

No changes identified.

#### 4.2 - 2025 Finance Report at 31 May 2025 - Jules

- Jules elaborated on a few aspects of the finance report in particular the vandalism costs that haven't been received yet, photocopier budget, AT costs that weren't budgeted for, Structured Literacy costs for photocopying, staff amenities - eg. coffee and tea, caretaker hours, water (roofwash).

#### 4.3 - Review Strategic Plan 2024-2025 progress - Jules

As mentioned in Jules Principal's report (shared earlier).

#### 4.4 - Review Annual Plan 2025 progress - Jules

As mentioned in Jules Principal's report (shared earlier).

#### 4.5 - Term 2 Policy Review - recap -Andy

#### 4.6 - Term 2 Assurances- Andy

#### 4.7 - Property Maintenance/ health and safety audit - Andy

#### 4.8 - Succession Planning - Andy

#### 4.3 - Incommittee Meeting - Presiding Member:

Meeting Transition to Incommittee / Public Excluded Business agenda items:

Board moved to Incommittee at 7.57pm.

#### 4.9 - Employment matters - Public Excluded Business/PEB) - Jules

- Please refer to Incommittee Meeting Minutes 18 June 2025.

#### 4.10 - Approval of previous Incommittee Minutes for meetings 19 March 2025 - Public Excluded Business (PEB) - Andy S

- Please refer to Incommittee Meeting Minutes 18 June 2025.

Board returned from Incommittee at 8.38pm

Action(s) items outstanding from previous meeting(s):	Meeting Date:	Who	Status
- Jules to put in a Capex proposal for 2026 for additional devices. Look for grants.	21/5/2025	Jules	Pending
- Jules to complete the engagement agreement for Yellowstone Management.	21/5/2025	Jules	Completed
- Jules to bring the Hazard Register to the next meeting.	21/5/2025	Jules	In progress
- Jules to look at ways to close the P&L gap for 2026.	19/3/25	Jules	In progress
- Melissa to get the liquor license sorted for Sip Swap Shop.	19/3/25	Mel	In progress

- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Working bee - Michael to consider - make a list of things to be completed e.g water blasting.	19/03/25	Michael	In progress
- Board to review the Waitoki School Board Code of Conduct with reference to the MOE legislated Code of Conduct for School Boards and simply/remove any double ups.	19/02/25	Andy	Completed

Correspondence:	Table/Read	Outcome or Follow Up Action(s)

Conflicts of Interest Register:			
Name	Organisation	Active Interests	Notice Date
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Meeting Opened at	6:30pm
Meeting Closed at	8:38pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	Wednesday, 30th July 2025	Agenda Closes	Friday 25 July 2025
Agenda Items for next meeting	<ul style="list-style-type: none"> <li>n/a</li> </ul>		