

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 19th March 2025; 6.30pm
Staff Room



PRESENT	Principal Jules McCourt, Melissa Estinel, Katrina Selfe, Andy Schick, Paul Roest, Presiding Member Paul Heagerty, Michael Upton, DP Chelsea Brown (Meeting Minutes Secretary, granted speaking rights).
APOLOGIES	n/a
ABSENT	n/a
GUESTS/OBSERVERS	Acting AP Kirsty Hodd

Waitoki School Karakia 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	Waitoki School Welcome 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 19th February 2025 as a true and accurate record of the meeting.	Paul H	Andy S	Yes
The board accepts the Principal's Report tabled for the meeting held 19th March 2025.	Paul H	Katrina S	Yes
The board accepts the Financial Reports tabled for the period ending 28th February 2025.	Paul H	Michael	Yes

Matters Arising from Previous Minutes	Who	Result
- Strategic Plan Review - Objective 3	Jules	See Item 3.3
- Term 1 Policies Review - To be completed by email.	Paul	

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 - Special Needs & Learning Support - Public Excluded Business (PEB) - Jules

- This Item was addressed during Incommittee/ Public Excluded Business.
- Please refer to Incommittee Meeting Minutes 19th March 2025.

2.2 - Expert Presentation - Special needs, learning support & Hauora - Chelsea DP/LSC

- Chelsea presented an update for the board on the work completed, underway and planned, to support students with special needs, learning support, behaviour, leadership and Hauora/wellbeing.
- PMP program to be introduced to support development of students in years 1-3.
- Board discussion regarding the process of identifying students with learning needs.
- Jules and Paul H thanked Chelsea for her mahi in this important area.

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

- Principal's reporting included completion or updates on Board Work Plan Items:
 - Term 1 Assurances
 - Term 4, 2024 Attendance Reporting
- Jules highlighted a few things:
 - New document by the MOE on how we should implement the new curriculum.
 - Jules explained our reporting to parents to the Board and that reports (mid and end) will stay the same as 2024.
 - MoBot has come and done a demo on the "paddock". A quote has been provided = \$18,000.00. Current arrangements (caretaker) remain more cost effective than this particular option.
 - Rūma Rima need repairs to the back wall.
 - Alarm activations - Dave has been leaf blowing the sensors - and this is working as reflected in fewer activations.
 - Mud hill - Tiger Turf is coming out on Tuesday, 26th March to evaluate and measure up.
 - Jules updated the board on the digital learning device situation.
 - Following an audit of devices, Scott believes we have enough devices.
 - Devices will now be allocated at Year 4/5 and remain with the same student for their remaining time at Waitoki School.
 - Scott is updating a digital learning device asset register.
 - Jules explained the OoZ and In Zone enrolments.

- **ACTION** - Jules to ensure Scott reviews BYOD and other related IT policies. Scott to give recommendations to the board around this.
- **ACTION** - Jules to distribute 2024 Financial Statements for board approval by 31 March.

3.2 - Request for approval for school closure 3rd June 2025 for staff PLD - Jules

- Teacher PLD which aligns with our strategic goal #3.
- Second Maths PLD with Parakai, Woodhill and Waioneke.
- **MOTION** - That the board approves for the school to close for instruction as a Teacher Only Day for 3rd June 2025 to enable staff to attend PLD.
 - Moved - Paul H
 - Seconded - Katrina S
 - Passed - Yes

3.3 - Strategic Plan progress review - Objective 3 - Jules

- Local Curriculum - our strategic plan was written when we had a new trajectory. Our staff are unpacking the new curriculum nicely. We need to put time into this professional development.
- Lots of mahi looking into the enviro schools (adding the Year 2 & 3's) and following up on our student voice from our Year 7 & 8's (AIMs Games, Robotics, French).
- Ag Day was a great success in 2024 and remains a key part of the local curriculum.

4.0 Stewardship

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

4.1 - Conflicts of Interest Register - any changes? - Paul H

- No Actions.

4.2 - 2025 Finance Report at 28 February 2025 - Jules

- Now in the board folder.
- Jules gave some insight into a few items:
 - Donations paid (3%), School Docs, School House Insurance.
 - Sarah has given some recommendations for the July budget review.
 - Insurance premiums exceeded budget, having gone up since January.
 - Caretaker hours in Term 1 have increased.
 - A couple of things were incorrectly coded - wastewater, SchoolDocs subs.
 - End of February shows an operating surplus.
- **ACTION** - Jules to follow up with Sarah re. parent statements (including school donation).

4.3 - 2025 Draft Budget Approval - Jules

- Jules updated the board:
 - On the changes vs Draft Budget presented in December.
 - One new tamariki that has ORS funding.
 - School Docs.
 - Property Maintenance Grant - caretaker grant.
 - Board funded teachers (Mim - SLA).
 - Budget included for Principal appraisal - board to discuss at next meeting.
- **MOTION** - The board approves the 2025 Draft Budget.

- Moved - Paul H
- Seconded - Andy
- Passed - Yes
- **ACTION** - Jules to look at ways to close the gap for 2026.

4.4 - Appointment of Executive Officer - Paul H

- **MOTION** - The board approves the appointment of Sarah Fitzgerald as the Executive Officer
 - Moved - Paul H
 - Seconded - Jules M
 - Passed - Yes

4.5 - Board/Staff Morning Tea

- Katrina S to organise and liaise with Jules on date.
- Jules extended an invitation to board members to attend.

4.6 - Term 1 working bee

- Jules had previously presented a list to the BOT.
- Much of the mahi has been done (thank you again to Melissa Neville & whānau and Pete's Landscaping and caretaker Dave).
- Paul H to discuss the remainder of the list with Michael and look to Term 2.

4.7 - Fundraising Objectives 2025 - Melissa

- The board has approved the proposal for the Colour Run by email, scheduled for Friday, 2nd May.
- Melissa tabled proposals for:
 - Friday 18th July (date TBC) Trivia Night.
 - September (date TBC) Sip Swap Shop (Women's wellness).
 - Note - liquor license required (\$60 or \$70) for both events.
 - Melissa advised High Tea would not be held this year.
- **MOTION** - By consensus the board approved the fundraising proposals for Colour Run, Sip Swap Shop and Trivia Night.
 - Moved - Paul H
 - Passed - Yes
- **ACTION** - Melissa to get the liquor license sorted for Sip Swap Shop and Trivia Night.

4.8 - Confirm Returning Officer and Date for Triennial Board Elections - Paul H

- Paul H has shared the proposal from Alan Curtis with board members prior to the meeting.
- Online voting is now an option.
- The board discussed Alan's proposal, postal vs online voting, closing date for the election.
- **MOTION** - The board confirms Alan Curtis be appointed as returning officer for the triennial board elections for 2025 and that the election be via online voting, closing on the 10th September 2025.
 - Moved - Paul H
 - Seconded - Andy C and Jules M
 - Passed - Yes
- **ACTION** - Paul H to share details of the arrangements for the Triennial Elections with the community.

★ Kirsty Hodd left the meeting at 8:48pm.

Board moved to Incommittee at 8:49pm.

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

- Please refer to Incommittee Meeting Minutes 19th March 2025.

4.10 - Approval of previous Incommittee Minutes for meetings 11-Dec-2024 and 19-Feb-2025 - Public Excluded Business (PEB) - Paul H

- Please refer to Incommittee Meeting Minutes 19th March 2025.

4.11 - (Additional Agenda Item) Student Stand Down - Public Excluded Business (PEB) - Jules

- Please refer to Incommittee Meeting Minutes 19th March 2025.

Board returned from Incommittee at 9:19pm.


Correspondence:		Table/Read	Outcome or Follow Up Action(s)
18/03/25	- Audit Arrangements Letter received from BDO.	Yes at meeting 19/03/25.	19/3/25 - Paul H replied to BDO to acknowledge receipt.

Action(s) items outstanding from previous meeting(s):	Meeting Date:	Who	Status
- Jules to look at what the changes are from the MOE/Government since the Strategic Plan was written, particularly in regard to Strategic Goal 3.	19/02/25	Jules	Completed
- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Working bee - Paul R and Paul H to discuss. UV bulb - Paul R to investigate.	19/02/25	Paul H	Bulb completed. Working bee pending.
- David Cooper to be removed from the Delegations Register. Add in new wording re Health and Wellbeing to the delegation.	19/02/25	Paul H	Completed
- Paul Heagerty's conflict of interest - re. spouse Emma Heagerty (former school employee) - to be removed.	19/02/25	Paul H	Completed
- 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	Paul H	Pending
- Jules to notify the school community of school	19/02/25	Jules	Completed

closure on 28th October 2025, no later than 6 weeks' prior to the date of closure.			
- Jules to confirm request for two other days proposed for school closure.	19/02/25	Jules	Completed
- Jules to look at My Kindo for payments.	19/02/25	Jules	Awaiting quote from MyKindo.
- Paul H to include an update on progress for the Hauora strategic aims, as shown in the ZOR progress and Student NZCER Wellbeing survey, in the Term 3 board update to the community.	05/09/24	Paul H	Removed
- Paul H to feedback to School Docs the preference for a flow chart for the Concerns and Complaints policy.	05/09/24	Paul H	SchoolDocs has addressed this. Paul to forward details to board.
- Paul H to check on the Complaints Register to ensure it is up to date.	05/09/24	Paul H	Pending
- Jules to arrange "Certificate of Appreciation" template to be used to thank school supporters e.g. Coastline Markers.	05/09/24	Jules	Completed

Conflicts of Interest Register:

Name	Organisation	Active Interests	Notice Date
Katrina Selfe	- Waitoki School	Spouse, Tim Selfe, registered electrician, regularly provides electrical services to the school.	14/6/23

Meeting Opened at	6:36pm
Meeting Closed at	9:20pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	 Signed: Date: 21st May 2025

Next Board Meeting Date	Wednesday 14th May 2025	Agenda Closes	Friday 9th May 2025
Agenda Items for next meeting	<ul style="list-style-type: none"> n/a 		