

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday, 21st May 2025; 6:30pm
Staff Room



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

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 March 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 21st May 2025.	Paul H	Sharon H	Yes
The board accepts the Financial Reports tabled for the periods ending 31st March 2025 and 30th April 2025.	Paul H	Melissa E	Yes
The board accepts the following policies are to be reviewed this term: <ul style="list-style-type: none"> - Crisis Management - Disaster Management - Emergency Management - Emergency Closure (board review) - Communication During an Emergency, Disaster, or Crisis (board review) - Planning and Preparing for Emergencies, Disasters and Crises 	Paul H	Michael U	Yes

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.

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.

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 thanked Mel and her team for the mahi towards the Colour Run and bringing the community together. Jules acknowledged the staff and their mahi. Between them they raised a significant amount of money.
- Open Morning - 13th May - not a huge crowd but the families that came were positive. Next one will be held on 11th September.
- Update on SLA with Mim Rushworth - Jules elaborated on the progress and acceleration of their mahi under Mim's expertise. Catching the tamariki young is a benefit. Benefits of small classes - more teacher support. Sharon has applied for some Structured Literacy PLD (two junior and two senior teachers going this year.
 - Good early progress on the SLA programme as per BOT and MOE funding.
- Attendance - Jules unpacked the Everyday Matters and advised some context and next steps (home school tamariki, incorrect codes).
- Paul H thanked Jules for her report.
 - ACTION - Jules to put in a Capex proposal for 2026 for additional devices. Look for grants.

3.2 - Curriculum/Maths - Becky Minton:

- Apologies - unwell. Will present at another meeting (TBC).

4.0 Stewardship

4.1 - Staff Elected Representative byelection - Paul H

- Sharon Hartley confirmed as Staff Elected Representative, effective midday, 21st May 2025, confirmed by Returning Officer, Sarah Fitzgerald, 15th May 2025.
- On behalf of the board, Paul H welcomed Sharon to the board.
- On behalf of the board, Paul H thanked Kirsty Hodd for her mahi as acting AP/Team Leader during Term 1.

4.2 - Conflicts of Interest Register - any revisions? - Paul H

- ACTION - Remove Katrina Selfe, as Katrina has resigned as a board member.

4.3 - 2025 Finance Reports at 31st March 2025 and 30th April 2025 - Jules

- Jules gave an overview of the expenditures, some elaboration on the Operations Budget and the money we can save on relieving. Our working capital is still in good order. School donations (40%) are slowly increasing after Sarah sent out statements.
- Final 2024 audit report received from BDO today, 21st May 2025.
- Jules tabled recent credit card statements for the board's assurance/awareness as per recommendation from the auditor.
 - MOTION - That the board accepts the 2024 Final Audit report, received 21st May 2025.
 - Moved - Paul H
 - Seconded - Jules M
 - Passed - Yes

4.4 - Update Review 5YA/10YPP - Jules

- Jules tabled the 5YA and 10YPP for the board to review.
- Jules elaborated on projects that still need to be completed this year.
- Additionally, there are outstanding cyclical maintenance tasks, particularly painting, gutter and roof cleaning that require attention.

4.5 - Submit Annual Report 2024 by 31 May 2025 - Jules

- Is on schedule to be done.

4.6 - Analysis of Variance 2024 Evaluation - Jules

- Will be submitted and published with the 2024 Annual Report.

4.7 - Fundraising Update and Fundraising Proposal - Melissa

- Glow Disco - 13th June. Mel has some whānau ready to help with running the disco. Some discussion around the budget for costs.
- Mel is also working on a proposal for activities to support/complement Waitoki School's Christmas in the Country, including market stalls for outside vendors and parents, to complement student stalls. Support from Harcourts confirmed.
- Upcoming events: Sip Swap and Quiz Night.
 - MOTION - That the Winter Disco proposal be approved with an expense budget up to \$300.00.
 - Moved - Paul H
 - Seconded - Jules M
 - Passed - Yes

4.8 - Electronic resolutions since last meeting - Paul H:

- School Board Casual vacancies - Parent Rep & Staff Rep
 - 8th April 2025 - The board resolved to fill the Staff Elected Rep vacancy by byelection.
 - 8th May 2025 - The board resolved not to fill the Parent Elected Rep vacancy, as per Education and Training Act 2020 Section 13 Clause 3.
- Returning Officer appointment for Staff Rep By-Election
 - 8th April 2025 - The board resolved to appoint Sarah Fitzgerald to provide Returning Officer services for the Staff Elected Representative byelection.
- Change of Property Project Management service provider
 - 15th May 2025 - The board resolved to release BPMS Ltd (Building and Property Management Services) from its engagement as Waitoki School's Property Project Manager.
 - 16th May 2025 - On behalf of the board Paul gave verbal notice of the board's resolution to Nick Bradley, Director of BPMS. Paul offered Nick the opportunity to meet and provide feedback on the board's decision.
 - The board reviewed the credentials of Property Project Manager, Yellowstone Management. Paul completed two reference checks. Both highly positive. Paul shared details of the reference feedback with the board.
 - MOTION - That Jules and Paul H meet with Nick Bradley of BPMS Ltd on behalf of the board to receive Nick's feedback and to officially release BPMS from its Agreement for Consultant Engagement for Project Management Services.
 - Moved - Paul H
 - Seconded - Andy S
 - Passed - Yes
 - MOTION - That the board approves the engagement of Yellowstone Management for Consultant Engagement for Project Management Services.
 - Moved - Paul H
 - Seconded - Michael U
 - Passed - Yes
 - ACTION - Jules to complete the Engagement Agreement for Yellowstone Management.

4.9 - Term 1 Policy Review - recap - Paul H

- The board discussed several questions and suggestions from Andy and Mel, shared with the board since the 19th March 2025 meeting.
- Hazard Register - Jules and Sarah have reviewed this and will be improving the current register.
- Accident, Injury and Illness register - An accident book for recording accidents is in place. ERO and Auditors review this. Injuries and illnesses are also recorded in Etap on the student's record for efficient review if needed.
- Health, Safety and Welfare policy - Mel to submit review question via Schooldocs; Could this policy better reflect tikanga Māori/te ao Māori?
 - ACTION - Jules to bring the Hazard Register to the next meeting.

4.10 - NZSBA AGM Delegate - Paul H

- Jules to act as Delegate for the NZSBA AGM 2025, to register online and ensure the board's vote on the AGM remits is lodged online on time.

4.11 - Board Work Plan check - Paul H

- The Staff Wellbeing survey has been completed. Jules to share key feedback during the In-committee meeting.
- Cultural Capabilities survey (July). Jules to prepare survey questions and seek board feedback.
- PLD - Current Webinar being promoted by NZSBA = Board's Role in Student Suspension Meetings.

Board moved to Incommittee at 8:44pm.

4.12 - Employment matters - Public Excluded Business (PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 21st May 2025.

4.13 - Approval of previous Incommittee Minutes for meeting held 19th March 2025 - Public Excluded Business (PEB) - Paul H

- Recorded in Incommittee Meeting Minutes (PEB) 21st May 2025.

Board returned from Incommittee at 9:35pm.

4.14 - Appointment of new Presiding Member - Paul

- Paul resigned as Presiding Member via written resignation and thanked board members for their support.
- Andy Schick appointed as Presiding Member via process of election.
- Jules thanked Paul for his mahi for the school.

Action(s) items outstanding from previous meeting(s):	Meeting Date:	Who	Status
- Jules to follow up with Sarah re. parent statements (including school donation).	19/3/25	Jules	Completed
- Jules to ensure Scott reviews BYOD and other related IT policies. Scott to give recommendations to the board around this.	19/3/25	Jules	Completed
- Jules to distribute 2024 Financial Statements for board approval by 31 March.	19/3/25	Jules	Completed
- 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 and Trivia Night.	19/3/25	Mel	Pending
- Paul H to share details of the arrangements for the Triennial Elections with the community.	19/3/25	Paul H	Completed
- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Working bee - Michael to consider.	19/03/25	Michael	Pending
- Board to review the Waitoki School Board Code of	19/02/25	Andy	Pending

Conduct with reference to the MOE legislated Code of Conduct for School Boards and simply/remove any double ups.			
- Jules to look at My Kindo for payments.	19/02/25	Jules	Completed
- Paul H to feedback to School Docs the preference for a flow chart for the Concerns and Complaints policy.	05/09/24	Paul H	Flow Chart now available in Schooldocs.
- Paul H to check on the Complaints Register to ensure it is up to date.	05/09/24	Paul H	Completed

Correspondence:		Table/Read	Outcome or Follow Up Action(s)
21/03/25	- Notice of resignation from School Board - Paul Roest (Parent Rep)	Yes	Board resolved not to fill the vacancy as per Education and Training Act 2020 Section 13 Clause 3.
01/04/25	- Notice of resignation from School Board - Katrina Selfe (Staff Rep)	Yes	New staff rep byelection completed (see item further below).
13/05/25	- MOE, Employment Relations team. <i>Notice of Initiation of Bargaining for Collective Agreements. (PEB)</i>	Yes	Notices sent to Principal and all staff as requested by 15/05/2025.
15/05/25	- Te Whakarōputanga Kaitiaki Kura o Aotearoa/ NZSBA - Notice of AGM - 12 July 2025.	Yes	Board to review and vote on AGM remits.
15/5/25	- Returning Officer Sarah Fitzgerald, advised the board of the Staff Elected Representative Byelection result.	Yes	Sharon Hartley elected, takes office 21st May 2025.

Meeting Opened at	6:35pm
Meeting Closed at	9:50pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	Wednesday, 18th June 2025	Agenda Closes	Friday 13th June 2025
Agenda Items for next meeting	<ul style="list-style-type: none"> Board Code of Conduct review, as part of Board's Work Plan Item "Board Succession preparation" 		