

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 30 July 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	N/A
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 18th June 2025 as a true and accurate record of the meeting.	Andy S	Jules M	Passed
The board accepts the Principal's Report tabled for the meeting held 30 July 2025.	Andy S	Michael U	Passed
The board accepts the Financial Reports tabled for the periods ending 30 June 2025.	Andy S	Michael U	Passed
The board accepts the following policies are to be reviewed this term: <ul style="list-style-type: none"> - Child Protection (board) - Abuse Recognition and Reporting (board) - Food and Nutrition - Safety Checking (board) - Police Vetting - Missing Student Procedure 	Andy S	Melissa E	Passed

Matters Arising from Previous Minutes	Who	Result
- Term 3 Policy Review	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.

1.0 Cultural Survey.

2.0 Hauora

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

2.1 Student Wellbeing - Graduate Profile Survey

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.

Principal's Report : Jules

The board accepts the Principal's Report tabled for the meeting held 30 July 2025.

- The cyber safety proposal is on hold whilst Scott is away.
- Jules explained the SLA role for 2026 and the increase in year groups to year 6. Board approval will be needed to match the MOE contribution.
- Kahui Ako's are being disbanded at the end of 2025.
- Request for approval for school closure Monday 3rd November 2025, swap from 28 October 2025.
 - MOTION - That the board approves for the school to close for instruction as a Teacher Only Day Monday 3 November 2025:
 - Moved: Andy Schick
 - Seconded: Melissa E
 - Passed- Yes
- School House - Healthy Homes report recommendations. Work required to meet legal compliance.
- MOTION - That the board approves the quote for the school house healthy homes report subject to one question around the gravel proportion of the quote from KDB - \$6,350.00.
- Moved: Andy Schick
- Seconded: Michael U
- Passed - Yes
- Shade Sails are damaged and will need fixing. Referred to quote submitted , adjustment made in the budget review to cover the extra cost.
- MOTION: - that the board approve the repair to the shade sail.
- Moved: Andy Schick
- Seconded: Jules M
- Passed - Yes
- Mid Year Budget review - Changes to budget areas highlighted in spreadsheet.
- Jules explained the breakdown. Clarity needed around the roofing costs increase in the capital works budget. The Board to approve via email once clarity has been provided.

- Ooz - 60% of our tamariki are Out of Zone (OOZ).
Jules proposed that we keep the number the same as 2025 - 40 places. After discussion we have decided to set it at 50 Ooz places for 2026. Capacity for 225 tamariki. We are currently at 29 Ooz for 2025 with almost two terms left in 2025.
- MOTION: That the board approved the Ooz places for 2026 at 50.
- Moved: Andy Schick
- Seconded: Sharon H
- Passed: Yes
- 2026 start and end dates: including Connection Meetings (classed as a school day) on Tuesday, 3rd Feb 2026 ending on Tuesday, 15th December 2026 (option 6).
- MOTION: That the board approve option 6 for 2026 term dates.
- Moved: Andy S
- Seconded: Michael U
- Passed: Yes

Option 6
Start date Tues 3/2
End date Tues 15/12
84
106
100
92
382

3.2 Presentation: Sharon - Curriculum / English (Strategic Goal 3) - The Board thanked Sharon for her awesome mahi and acknowledged that she is currently leading this area along.

4.0 Stewardship

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

4.1 - Conflicts of Interest Register - any revisions? - Andy S

- None

4.2 - 2025 Finance Reports at 30 June 2025 - Jules

- The Board to review the budget adjustment via email.

4.3 - Achievement Data Review: Jules presented the mid year achievement data as part of her principals report.

4.4 - Mid year financial review : See Principals report.

4.5 - Roll Return 1 July 2025- Legal requirement (school holidays) . MOE has acknowledged receipt.

4.6 - Roll preview for 2026 - This is no longer a ministry requirement.

4.7 - Out of zone places allocation for 2026 - agreed at 50 - see Principals report.

- MOTION - That the out of zone places allocation be agreed at 50 places for 2026.
 - Moved: Andy Schick
 - Seconded: Sharon H
 - Passed: Yes

4.8 - Confirm Term dates for 2026. See Principals report.

4.9 - Triennial Board Elections;

- One nomination has been received for the parent elected representatives.
- Nominations close 6 August 2025.
- Discussed recruitment- Invite people to observe at the next meeting.
- Jules to email the community.

Board moved to the Incommittee at 8:04pm.

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

4.13 - Approval of previous Incommittee Minutes for meeting held 18 June 2025. - Public Excluded Business (PEB) - Andy S - not actioned.

Recorded in Incommittee Meeting Minutes (PEB) 30 July 2025.

Board returned from the Incommittee at 8.49pm.

Action(s) items outstanding from previous meeting(s):	Meeting Date:	Who	Status
- 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	Pending
- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Working bee - Michael to consider.(Need to hire an industrial water blaster for decks/walls.)	19/03/25	Michael	Pending
- 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	Pending
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Correspondence:		Table/Read	Outcome or Follow Up Action(s)
20/07/2025	- Letter and report to the board from Scott Hillman	Yes	Discussed incommittee

Meeting Opened at	6:33pm
Meeting Closed at	8:49pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	Tuesday 12 August 2025	Agenda Closes	Thursday 7 August 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" 		