

**BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 3 December 2025; 6.30pm
Staff Room**



PRESENT	Melissa Estinel, Brad Mann, Natalie Driscoll, Kelly Cowan, Stacey Paris, Sharon Hartley (Staff Rep), Jules McCourt (Principal).DP Chelsea Brown (Meeting Minutes Secretary, (granted speaking rights).
APOLOGIES	
ABSENT	
GUESTS/OBSERVERS	Serena and Becky - (granted speaking rights).

<p>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</p>	<p>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</p>
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Expert Presentation:

Presentation: Serena and Becky - Community Engagement (Strategic Goal 3 - curriculum)

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 5 November 2025 as a true and accurate record of the meeting.	Natalie D	Brad M	Yes

Matters Arising from Previous Minutes	Who	Result
None		

Principal's Report

1.0: Strategic Goals and Annual Plan:

- 1.1: Strategic Goal 1- Cultural Capabilities
- 1.2: Strategic Goal 2 - Hauora.
- 1.3: Strategic Goal 3 - Local Curriculum

2.0: National Education and Learning Priorities (NELPS)

2.1: End of year Data Analysis - Jules explained the challenge for kaiako using the old assessment and reporting model for collecting this data against a new curriculum and new phrases. Jules explained the successes for example the Year 2 Writing, the Structured Literacy Acceleration (SLA) Programme with Mim and that we are already where we need to be for Reading (*83.7% of all students are either proficient (formerly 'at') or exceeding (formerly 'above') the expected reading level. This achievement is greater than the national target of 80% by 2030 by 3.7%*). Jules explained some challenges for example the low Year 7 & 8 data and the goalposts being moved.

2.2: Giving effect to Te Tiriti o Waitangi - Jules gave a timely reminder about the media influence and the responsibility of management and teachers still giving effect to Te Tiriti (as part of our revised 2026 teachers code of conduct - Standard one). Jules asked the Board if they wanted her to make a public statement that we supported giving effect to Te Tiriti o Waitangi.

- **ACTION** - The Board has agreed to write the statement on behalf of Waitoki School. Natalie to start the ball rolling and then pass onto the Board for them to collaborate on. Our goal is to have a statement by this Friday, 5th December.

3.0 Principal's Stewardship

3.1: Property:

- Modification to the school site - sink
- **MOTION** - The Board approves to accept the installation of a sink.
 - Moved: Natalie D
 - Seconded: Brad M
 - Passed: Yes
- Revised Cyclical Maintenance schedule:
 - **MOTION** - The Board resolves to accept the reviewed cyclical maintenance schedule included in the pack.
 - Moved: Natalie D
 - Seconded: Kelly C
 - Passed: Yes

3.2: Finance: Draft 2026 Waitoki School Budget for approval:

- **MOTION** - Approval of draft budget for 2026: The board resolves to approve the budget as tabled.
 - Moved: Natalie D
 - Seconded: Brad M
 - Passed: Yes

3.3: Health & Safety:

- Sand update - Jules gave the Board the update around the sand and that the three classes that were closed are now open for instruction. Steve from Yellowstone has supported Management in getting this mahi done. Jules explained the importance of clear communication to the community. The Board thanked Jules for her mahi with this.
- Boat Matting - Some decks are slippery in the wet so we are still getting quotes for this.

3.4: Term 4 Assurances:Natalie.

- **MOTION** - To approve the term 3 Assurances schedule included in the pack.
 - Moved: Natalie D
 - Seconded: Melissa E

- Passed

3.5: Fundraising objectives:

Jules recommendations:

- Science, Technology, Engineering, Arts and Maths (STEAM) equipment e.g. Makey Makey, Vex 123, Bee-bots, drone, EPRO8 kits, and Robotics.
- Outdoor portable sound equipment.
- Enhancing playspaces.

- **MOTION** - To approve the recommendations made by Jules.
 - Moved: Natalie D
 - Seconded: Stacey P
 - Passed Yes

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal’s Report tabled for the meeting held 3 December 2025.	Natalie D	Sharon H	Yes

4.0: Board Stewardship

4.1: Conflicts of Interest Register - any changes? - PM.

4.2: Finance: October 2025 Finance report.

- **MOTION** - That the Board accepts the Financial Reports tabled for the period ending 31/10/2025.
 - Moved - Natalie D
 - Seconded - Brad M
 - Passed - Yes

5.0 Policy Review

5.1 Policy Review: The Board accepts the following policies are to be reviewed this term: None

6.0: Incommittee (Publicly Excluded Business)

MOTION TO TRANSITION TO INCOMMITTEE TO CONDUCT PUBLICLY EXCLUDED BUSINESS:

- Move that the public be excluded for Agenda Items to do with personnel matters pursuant to section 48 of the local government official information and meeting act, the reason being to discuss matters of personnel and the grounds is to protect the privacy of individuals.
 - Moved - Natalie D
 - Seconded - Jules M
 - Passed - Yes

Board moved to Incommittee Meeting at 8:30pm

6.1: Approval of Incommittee Meeting Minutes 5 November 2025 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 3 December 2025.

6.2: Board awareness - (Public Excluded Business/ PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 3 December 2025.

Board returned from Incommittee at 9:02pm

Meeting Closed at 9:24pm

Action(s) Items Outstanding from previous meetings:	Who	Status
- None	{Board member}	{Status}

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

Conflicts of Interest Register:			
Name	Organisation	Active Interests	Notice Date
Stacey Paris	Complete Maintenance Systems	Maintenance work around the school	17/09/2025
Brad Mann	Grow Wild Education(wife)	Alternative Education	17/09/2025

Meeting Opened at	6:32pm
Meeting Closed at	9:24pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date		Agenda Closes	
Agenda Items for next meeting	• N/A		