

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
12 August 2025: 6.30pm
Staff Room



PRESENT	Principal Jules McCourt, Presiding Member Andy Schick, Melissa Estinel, Michael Upton, Sharon Hartley, DP Chelsea Brown (Meeting Minutes Secretary, granted speaking rights), Serena Bateman (granted speaking rights).
APOLOGIES	n/a
ABSENT	n/a
GUESTS/OBSERVERS	Brad Mann, Kelly Cowan

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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3.0 Local Curriculum

3.3 - Serena: Expert presentation Curriculum - Enviro & G2T (Strategic Goal 3)
 The board and Jules thanks Serena for her great mahi around Garden to Table and Enviro Schools.
 Questions around a wishlist for G2T: ongoing ingredient costs, new oven.

Regular Meeting Motions:	Moved by:	Seconded by:	Passed:
Previous Minutes : The board approves and ratifies the board minutes dated 30 July 2025 as a true and accurate record of the meeting.	Andy S	Michael U	Passed
Principal's Report : The board accepts the Principal's Report tabled for the meeting held 12 August 2025.	Andy S	Sharon H	Passed
The board accepts the following policies are to be reviewed this term: Approved and ratified : - Child Protection (board) - Abuse Recognition and Reporting (board) - Food and Nutrition - Safety Checking (board)	Andy S	Jules M	Passed

- Police Vetting - Missing Student Procedure			
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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.

1.1 - 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 - 2.1 - Board Staff lunch - Thursday, 18th September

- MOTION - Move that the board will provide lunch on Thursday, 18th September.
 - Moved - Andy S
 - Passed - Yes
- ACTION - Jules to order the lunch (Pita Pit) and Andy to collect from Silverdale.

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

Board approval for seeking grant funding for playground project (motion required)

- Sarah and Jules have been through the budget and explained to the board the suggested works and remediation of the 'mound' for the xmas/new years period.
 - MOTION - That Jules can approach and request a grant from "Grants for Good".
 - Moved - Andy S
 - Seconded - Melissa E
 - Passed - Yes
 - ACTION - Jules to approach "Grants for Good".

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 Report - No finance report

4.3 - Strategic Plan Consultation - Jules

- Included in Jules principal's report - MOE are getting rid of the NELPS but they haven't defined what we have to do for our Strategic Plans and what's replacing the NELPS. Jules proposes we defer until we have more clarity from the MOE.
 - MOTION - Move that we defer and wait until we get more clarification from the MOE.
 - Moved - Andy S
 - Seconded - Sharon H
 - Passed - Yes

4.4 - Term 3 Assurances- Andy S

Jules had a copy of the Term 3 Assurances for Andy to sign.

- MOTION - To approve the term 3 Assurances
 - Moved - Andy S
 - Seconded - Sharon Hartley
 - Passed - Yes

4.5 - Triennial Board Elections update

Six nominations for parent elected representative have been received so an Election will now take place as per the timeline agreed.

4.6 - Application for Funding Assistance 2025 from Dairy Flat Community Trust (Melissa)

Melissa explained the application process (closing 12th September) from the Dairy Flat Community Trust. Jules to check with "Grants for Good" regarding this funding.

- MOTION - Approved, subject to Jules clarifying with "Grants for Good".
 - Moved - Andy S
 - Seconded - Michael U
 - Passed - Yes
- ACTION - Jules to contact Grants for Good for clarification.

Meeting Transition to Incommittee / Public Excluded Business agenda items:

MOTION

- 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 - Andy Schick
- Seconded - Sharon Hartley
- Passed - Yes

- Move that Chelsea Brown from Waitoki School be permitted to remain at this meeting after the public has been excluded whilst the board discusses personnel matters because of her knowledge on the matters to be discussed which will be of assistance to the board.
 - Moved - Andy Schick
 - Seconded - Jules McCourt
 - Passed - Yes

4.7 - Incommittee Meeting - Presiding Member:

If Jules needs support whilst Andy is away we need a Presiding Member. Michael U to take on this role.

Board moved to Incommittee at 7:43pm.

4.8 - Approval of Incommittee Meeting Minutes 18 June 20205 and 30 July 2025 - (Public Excluded Business/ PEB) - Andy S

- Please refer to Incommittee Meeting Minutes 12 August 2025.

Board returned from Incommittee at 8:01pm.

Action(s) Items Outstanding from previous meetings:	Who	Who	Status
- Melissa to get the liquor license sorted for Sip Swap Shop and Trivia Night.	19/3/25	Mel	Cancelled
- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Working bee - Dated agreed as Saturday, 13th September. Community to be notified.	12/08/25	Jules	Complete
- 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)
dd/mm/yy	- {Summary of item}		
dd/mm/yy	- {Summary of item}		

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Conflicts of Interest Register:

Name	Organisation	Active Interests	Notice Date
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Meeting Opened at	6:37pm
Meeting Closed at	8:10pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	Wednesday, 17th September	Agenda Closes	{Date or TBC}
Agenda Items for next meeting	{Item or n/a} {Item or n/a}		