

**BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 5 November 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	Scott Hillman (granted speaking rights).

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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Appoint a Presiding Member:

Election of Presiding Member:

Resolution:

Normal meeting procedures were suspended at this point and Chelsea Brown was asked to run the election process.

- Chelsea Brown called for nominations for the Presiding Member.
- Brad Mann nominated Natalie Driscoll as Presiding Member.
- Seconded by Sharon Hartley.
- Kelly Cowan nominated Melissa Estinel as Presiding Member.
- Seconded by Natalie.
- There were no other nominations.
- Natalie Driscoll was elected by majority vote.

- **Natalie Driscoll accepted the nomination.**
- **Natalie Driscoll is appointed as the Presiding Member**

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 17 September 2025 as a true and accurate record of the meeting.	Natalie D	Stacey P	Yes

Matters Arising from Previous Minutes	Who	Result
None		

Principal's Report
<p align="center">1.0: Strategic Goals and Annual Plan:</p> <p>1.1: Strategic Goal 1- Cultural Capabilities 1.2: Strategic Goal 2 - Hauora. 1.3: Strategic Goal 3 - Local Curriculum - Jules explained the importance of focusing on the new curriculum changes for 2026.</p>
<p align="center">2.0: National Education and Learning Priorities (NELPS)</p> <p>2.1: SLA Teacher 0.32 FTTE: Board Approval for 2026.</p> <ul style="list-style-type: none"> - MOTION - The Board unanimously approved by email (1/10/2025) to fund 0.32 FTTE Board funded Structured Literacy Support teacher for 2026. - The non-negotiable requirement from the MOE is for the Board to agree to match this with an additional 0.32 FTTE from the Ops Grant. <ul style="list-style-type: none"> - Moved - Natalie D - Seconded - Sharon H - Passed - Yes <p>2.2: MPA Teacher 0.08 or 0.16 FTTE: Board Approval for 2026.</p> <ul style="list-style-type: none"> - MOTION - The Board unanimously approved by email (6/10/2025) to fund the 0.08 FTTE Board funded Structured Maths and Pāngarau (SMP) support teacher for 2026. - To receive the additional funding from the MOE, the Board needs to agree to match the Ministry's 0.08 FTTE funding from the ops grant. <ul style="list-style-type: none"> - Moved - Natalie D - Seconded - Kelly C - Passed - Yes

3.0 Principal's Stewardship

3.1: Employment matters: Board Funded Leadership Release. Board Approval for 2026:Public Excluded Business/PEB - Jules

3.2: Employment matters: Staff Update- Public Excluded Business/PEB - Jules.

3.3: Employment matters: Staffing for 2026 - Public Excluded Business/ PEB-Jules.

3.4: Property: Update.

Pool Salt Cells (Board approval):

- **MOTION** - The Board unanimously approved by email (1/10/2025) to approve the replacement of the pool salt cells as per the supplied quote for 2025.
 - Moved - Natalie D
 - Seconded - Stacey P
 - Passed - Yes

Modifications to fencing and toilet. (Board approval):

- **MOTION** - The Board unanimously approves the modifications to the school property for fencing and toilets, as financed by MOE funding.
 - Moved - Natalie D
 - Seconded - Brad M
 - Passed - Yes
- **ACTION** - Chelsea to submit application to MOE for school property modifications for fencing and toilets.

3.5: Finance: Draft 2026 Budget Considerations - hasn't come through from the accountants, Jules will send it through when it arrives.

3.6: Health & Safety

3.7: Strategic Plan Consultation 2026-2028.

3.8: Confirmation of Strategic Plan 2026.

- **MOTION** - That the Board approves the extension of the current 2024 - 2025 strategic plan for 2026 as well, as it is still relevant and we focus on developing the new strategic plan from Term 3 2026 onwards in preparation for implementation from January 2027.
 - Moved - Natalie D
 - Seconded - Brad M
 - Passed - Yes

3.9: Draft Board work plan and meeting dates for 2026 - Everyone is happy to keep the meetings on a Wednesday for 2026. Units for 2026 haven't been assigned yet but we will add in expert presentations when we have assigned the units.

3.10: Term 3 - 2025 Attendance Reporting - Jules explained the reasoning behind the 61% (regular attendance). Some examples are graduated transition plans, Northern Health School, Forest School attendance. The Government's target is for 80% of students to attend regularly, that is to attend school more than 90% of the time (in 2026).

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal's Report tabled for the meeting held 5 November 2025.	Natalie D	Mel E	Yes

4.0: Board Stewardship

4.1: Conflicts of Interest Register - any changes? - PM. None

4.2: Finance: August and September 2025 Finance report. Questions around the deficit budget and funding the position. Not everything is covered by the Operations Grant. Money has been used from our savings funding over the last few years. Options can be: raising the school fees and our fundraising stream and going for grants.

- **MOTION** - That the Board accepts the Financial Reports tabled for the period ending 31/8/2025 and 30/09/2025.
 - Moved - Natalie D
 - Seconded - Kelly C
 - Passed - Yes

4.3: Board approval for seeking further grant funding for playground project from Four Winds Foundation:

- **MOTION** - That the Board approves a further request be made to Four Winds Foundation for funding for the amount of \$17,500 for Playground Equipment (C CHALLENGE, HONEYCOMB SCRAMBLE & MATARIKI STAR STACKER and ARTIFICIAL TURF).
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 - Moved - Natalie D
 - Seconded - Stacey P
 - Passed - Yes

- **ACTION** - Sarah to send the request (signed by Jules and Natalie - PM). 4.4:
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4.4: 2025 Fundraising review - Melissa:

Mel shared some feedback around fundraising (from Melissa Neville and Kali Grey):

- Structure of fundraising - need a Fundraising Chair and a Board Rep (focused around fundraising).
- Create a 2026 calendar of events e.g. ice blocks, pop up cafes, events, disco; staff and fundraising team (Kirsty left half way through the year taken over by Becky/Serena),
- Need to be communicating and passing on information;
- Concern - Petes Landscaping - allocating some funds to raise money to cover the maintenance of the big project of the garden (make it sustainable);
- Corporate sponsors - lack of and change of (Harcourts - withdrawn their support because Waitoki used the services of another local realtor).
- Jules explained the Skool Loop sponsorship with another local realtor (linked to a teacher) and the challenges that have come with it.

Teachers feedback from Jules:

- teachers organised Country Fair for 2025 but won't be able to do the same for 2026 as it was a huge piece of mahi.
- Could Country Fair 2026 be the one big project for fundraising?
- Community engagement comes from sports events, Mothers/Fathers Day assemblies, production, colour run, disco, warhammer.

5.0 Policy Review

5.1 Policy Review: The Board accepts the following policies are to be reviewed this term:

- Bullying and Harassment.(Board Review).
- Behaviour Management.(Board Review).
- Minimising Physical Restraint.(Board Review).
- Stand-down, Suspension and Exclusion.
- Staff Wellbeing and Safety.
- Searches, Surrender and Retention of Property.

Policy Review:	Moved by:	Seconded by:	Passed:
The board approves the review of the following policies: <ul style="list-style-type: none"> ● Bullying and Harassment.(Board Review). ● Behaviour Management.(Board Review). ● Minimising Physical Restraint.(Board Review) 	Natalie D	Brad M	Yes

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 - Brad M
 - Passed - Yes

Board moved to Incommittee Meeting at 8:15pm.

6.1: Approval of Incommittee Meeting Minutes 17 September 2025 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 5 November 2025.

6.2: - Employment matters - (Public Excluded Business/ PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 5 November 2025.

6.3: - Correspondence - (Public Excluded Business / PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 5 November 2025.

6.4: - Contractor - (Public Excluded Business / PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 5 November 2025.

Board returned from Incommittee at 9:46pm.

Meeting Closed at 9:47 pm.

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

Correspondence:	Table/Read	Outcome or Follow Up Action(s)
06/10/2025 - Katrina Selfe - Resignation	Table	None

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	6:34pm
Meeting Closed at	9:47pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	03/12/2025	Agenda Closes	26/11/2026
Agenda Items for next meeting	<ul style="list-style-type: none"> N/A 		