

**BOARD OF TRUSTEES – WAITOKI SCHOOL**  
**MINUTES**  
**17 September 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), Seann Ashley (granted speaking rights).  New Board: Brad Mann, Natalie Driscoll, Kelly Cowan, Stacey Paris (granted speaking rights). Motion - Andy S granted speaking rights to the new board.
APOLOGIES	
ABSENT	
GUESTS/OBSERVERS	

<b>Waitoki School Karakia</b> 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	<b>Waitoki School Welcome</b> 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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**Principal to welcome the new Board.**

**Farewell and thank you to the old Board.**

**1.1 - Board Induction and planning our first official meeting. Jules**

- Jules explained the new process that we needed to meet before the 22nd of September.
- This is our meet and greet meeting and an opportunity for the new board to see how a board meeting runs and this meeting will be the last for the outgoing board.
- Jules thanked the current board for mahi and expressed her gratitude to the new board.
- An induction will be arranged early in Term 4 but not in week 1 due to Ag Day/Country. Jules will run the induction.
- Wednesday, 5th November is our first board meeting with our new team.
- Andy S will continue his mahi as presiding member till then.

- MOTION -

- Moved - Andy S
- Seconded - Mel E
- Passed - Yes/No

- ACTION - Induction Meeting - Week 2: Wednesday 15th October 2025 @ 6:30pm.

Regular Meeting Motions:	Moved by:	Seconded by:	Passed:
Previous Minutes : The board approves and ratifies the board minutes dated 12 August 2025 as a true and accurate record of the meeting.	Andy S	Michael U	Andy S
Principal's Report : The board accepts the Principal's Report tabled for the meeting held 17 September 2025.	Andy S	Michael U	Andy S
Financial Report : The board accepts the Financial Reports tabled for the periods ending 31 August 2025.	Andy S	Mel E	Andy S

Matters Arising from Previous Minutes		Who	Result
-			

### 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.

- Jules explained to the new Board the current system - reporting to the seven NELPS. From November this will change.
- Jules explained to the new Board the zoning and the rest of her Principal's report.
- Jules recommends we do the consultation for the new strategic plan.
- Jules recommends we ask the following questions:

1. What are Waitoki School's current strengths?
2. What are Waitoki School's challenges?
3. What opportunities would you like us to consider for your children?
4. When you think about "thriving in an ever-changing world," what specific qualities, skills, or dispositions come to mind for you, your children, and your community?

- Jules asked the BOT their permission to send out the above questions to consult our community and inform the direction for our Strategic Plan (for the next three years).
- Chelsea to resend the Google Form to all classroom teachers as a reminder - only five whānau have completed the survey so far.

## 2.0 Hauora

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

2.1- No decision making related items uniquely related to this section for this meeting.

## 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

3.2 - Seann Ashley: Expert presentation: WSL - Kaipartanga / Cultural Capabilities ( Strategic Goal 1)

- Jules thanked Seann for all his amazing mahi and explained the roles of an WSL.
- Jules explained the WSL role and the disbandment of the Kahui Ako going forward for 2026.
- The board congratulated Seann on his amazing presence and mahi in the kura.

## 4.0 Stewardship

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

4.1 - Conflicts of Interest Register - any changes? - Andy S- Updated see changes.

4.2 - 2025 Finance Report - August 2025 Finance report

- Jules explained the process of the finance report and that she always explains anything that is highlighted.
- The August report reflects the new budget and changes to funding.

4.3 - 2026 School Donation

- Jules advised the new BOT her recommendation for the 2026 school donation scheme. To support the board with making this decision, in 2025 Jules explained the current findings:

Single Donation - One child \$220.00: 37.3% have paid

Family with 2 children - \$350.00: 29.1% have paid

Family with 3+ children - \$450.00: 0% paid

Total invoiced for 2025: \$25,700.00

Total paid : \$8,285.00: 32.2% - A final reminder will be sent in Term 4.

- Jules recommendation is for School donations for 2026 to remain the same as they have been in 2025.
- There were questions from the new BOT about payment options and statements etc. Jules explained the options.

- MOTION - Andy moved that we keep the 2026 donations the same as amount as 2025.
  - Moved - Andy S
  - Seconded - Sharon H
  - Passed - Yes

4.4 - Triennial Board Elections update

#### 4.5 - Approval of 2026 Camp - Years 6,7,8

- Jules explained the cohort camps and previous awesome experiences and the benefits.
- Board approval is required to book the Y6, 7 & 8 camp at Shakespear Lodge, April 2026. The cost will be approximately \$400 per child for 3 days and 2 nights.
- The camp is fully catered and students will take part in 8 instructor led activities over the 3 days. Going to school camp offers students invaluable lessons beyond the classroom. It provides a unique setting for building independence, teamwork, and resilience through new challenges and shared experiences.
- For the Y7 & Y8 students, two of the activities count toward their William Pike Leadership Challenges (mountain biking will be targeted at the Year 7 & 8s).

- **MOTION** - Andy moved the recommendation for the YMCA Shakespear Lodge, April 2026 and pricing and to go ahead and confirmed it can be booked.

- Moved - Andy S
- Seconded - Mel E
- Passed - Yes

**ACTION** - Chelsea to contact YMCA Shakespear Lodge and book the camp for Week 2, Term 2.

#### 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 S
  - Seconded - Mel E
  - 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 S
  - Seconded - Jules M
  - Passed - Yes
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#### 4.6 - Incommittee Meeting - Presiding Member:

Meeting Transition to Incommittee / Public Excluded Business agenda items:

**Board moved to Incommittee at 7.44pm.**

#### 4.7 - Employment matters - Public Excluded Business/PEB) - Jules

- Please refer to Incommittee Meeting Minutes 17 September 2025.

#### 4.8 - Approval of previous Incommittee Minutes for meetings 12 August 2025 - Public Excluded Business (PEB) - Andy S

- Moved - Andy S
- Seconded - Michael
- Passed - Yes

**ACTION** - Sarah to turn the documents into PDFs then delete from the folder.

**Board returned from Incommittee at 8:25pm.**

**Meeting closed at 8.26pm.**

Action(s) Items and outstanding from previous meetings	Date	Who	Status
- Jules to identify costs for the recommended grounds works and put a proposal forward.	19/02/25	Jules	Pending
- Chelsea to contact YMCA Shakepear Lodge and book the camp for Week 2, Term 2. -	17/09/25	Chelsea	Pending
- Sarah to turn the documents into PDFs then delete from the folder.	17/09/25	Sarah	Pending

Correspondence:		Table/Read	Outcome or Follow Up Action(s)
dd/mm/yy	- {Summary of item}		

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

Meeting Opened at	6:35pm
Meeting Closed at	8:26pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	Wednesday, 5th November	Agenda Closes	{Date or TBC}
Agenda Items for next meeting	<ul style="list-style-type: none"> <li>• {Item or n/a}</li> <li>• {Item or n/a}</li> </ul>		