

**BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 18 February 2026; 6.30pm
Staff Room**



PRESENT	Melissa Estinel, Brad Mann, Natalie Driscoll, Kelly Cowan, Sharon Hartley (Staff Rep), Jules McCourt (Principal), DP Chelsea Brown (Meeting Minutes Secretary, (granted speaking rights).
APOLOGIES	Stacey Paris
ABSENT	None
GUESTS/OBSERVERS	None

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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Appointment of Presiding Member for 2026:

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.
- Sharon Hartley nominated Natalie Driscoll as Presiding Member.
- Seconded by Brad Mann.
- 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

Expert Presentation:
None

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 3 December 2025 as a true and accurate record of the meeting.	Natalie Driscoll	Jules McCourt	Yes

Matters Arising from Previous Minutes	Who	Result
None		

Principal's Report
1.0: Strategic Goals and Annual Plan:
1.1: Annual Plan Update - Management Units 1.2: Strategic Goal 1- Cultural Capabilities. 1.3: Strategic Goal 2 - Hauora. 1.4: Strategic Goal 3 - Local Curriculum.
2.0: Paramount objectives of Board's governing schools
2.1: Objective (a) to give effect to its obligation to take all reasonable steps to ensure that the school's students attend the school when it is open. ● Attendance 2.2: Objective (b) to ensure that the school uses good quality assessment and aromatawai information to monitor and evaluate students' progress and achievement, including any assessment or aromatawai specified in a foundation curriculum policy statement. ● 2026 Reporting Framework 2.3: Objective (c) ● to ensure that the school is a physically and emotionally safe place for all students and staff. ● Health & Safety - School Policy and Procedures ● gives effect to relevant student rights set out in this Act, the New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993. ● Emotional regulation ● takes all reasonable steps to eliminate racism, stigma, bullying, and any other forms of discrimination within the school. 2.4: Objective (d) to ensure that the school is inclusive of, and caters for, students with differing needs. ● Connection Meetings

2.5: Objective (e) to ensure that it;

- seeks to achieve equitable outcomes for Māori students
 - **Student Data**
- takes all reasonable steps to provide for students to be taught, and to learn, in te reo Māori on request of their parents or immediate caregivers
 - **Diverse learning**
- takes reasonable steps to ensure that the policies and practices for the school reflect New Zealand's cultural diversity

2.6: Objective (f) to give effect to its obligations in relation to;

- any foundation curriculum statements, national curriculum statements, and national performance measures
- teaching and learning programmes
- monitoring and reporting students' progress
 - **Three way conferences**

2.7: Objective (g) to perform its functions and exercise its powers in a way that is financially responsible.

- **Property: Sink** - Discussion
- **Playground** : Resolution to apply for grant funding to Pub Charity Limited (\$21,874.87)
MOTION - That the Board approves a request be made to Pub Charity Ltd for funding for the amount of \$21,874.87 for Playground Equipment (C CHALLENGE, HONEYCOMB SCRAMBLE & MATARIKI STAR STACKER)
 - Moved: Natalie Driscoll
 - Seconded: Sharon Hartley
 - Passed: Yes
- **Finance: 2026 Waitoki School Budget** -:
- **MOTION** - Formal approval of confirmed budget for 2026: The board resolves to approve the budget as tabled.
 - Moved: Natalie Driscoll
 - Seconded: Kelly Cowan
 - Passed:

2.8: Objective (h) if the school is a member of a community of learning that has a community of learning agreement under clause 2 of Schedule 5, to comply with its obligations under the agreement.

- **Kaipara Principals Association**

2.9: Objective (i) to comply with all of its other obligations under this or any other legislation.

- **Term 1 2026 assurances**
- **MOTION** - To approve the term 1 Assurances schedule included in the pack.
 - Moved: Natalie Driscoll
 - Seconded: Brad Mann
 - Passed: Yes

3.0 Principal's Stewardship

3.1: Personnel: Public Excluded Business (PEB)

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal's Report tabled for the meeting held 18 February 2026.	Natalie Driscoll	Brad Mann	Yes

4.0: Board Stewardship

4.1: Role of the PM - key takeouts: everyone is seen and heard and voices their opinion at the meeting.

4.2: Update Board Work Plan 2026. PM

4.3: Review Board Code of Conduct - Check NZSTA Board Task Checklist Term 1. PM

4.4: Board Delegations: Review and establish Delegations register as per NZSTA Board Task checklist

- Melissa Estinel - Fundraising portfolio
- Brad Mann - Health and Hauora portfolio
- Natalie Driscoll - Finance portfolio
- Kelly Cowan - Curriculum/Special Education portfolio
- Sharon Hartley - Curriculum portfolio
- Stacey Paris - Property portfolio

4.5: Conflicts of Interest Register - reviewed - PM.

4.6: Finance: November / December 2025 Finance report.

- **MOTION** - That the Board accepts the Financial Reports tabled for the period ending 31/12/2025.
 - Moved: Natalie Driscoll
 - Seconded: Brad Mann
 - Passed: Yes

5.0 Policy Review

5.1: Policy Review:Term 1 2026:

- Alcohol, Drugs, and Other Harmful Substances Policy (board)
- Sun Protection (board) - change suggested wording on page 2 *"We require students to wear hats that shade the face, neck, and ears whenever they are outdoors during school hours and/or activities, e.g. interval and lunch breaks, P.E., sports days, outdoor EOTC trips, and other school activities. Students at school without a hat must remain in an allocated shaded area or (if allowed) inside at break times. Hats must be broad-brimmed (min. 7.5 cm), or legionnaire/bucket hats (min. 6 cm brim, deepcrown)."* REMOVE FROM SCHOOL DOCS THE ABOVE HIGHLIGHTED TEXT.- Jules
- Digital Technology and Online Safety (board)
- Cellphones and Other Personal Digital Devices

Policy Review:	Moved by:	Seconded by:	Passed:
The board approves the review of the following policies: • Alcohol, Drugs, and Other Harmful Substances Policy (board) • Sun Protection (board) • Digital Technology and Online Safety (board) • Cellphones and Other Personal Digital Devices	Natalie Driscoll	Brad Mann	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 Driscoll
 - Seconded: Jules McCourt
 - Passed: All

Board moved to Incommittee Meeting at 7:24 pm

6.1: Approval of Incommittee Meeting Minutes 3 December 2025 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 18 February 2026.

6.2: Staff LWOP Request. - (Public Excluded Business/ PEB) - Jules

- Recorded in Incommittee Meeting Minutes (PEB) 18 February 2026.

Board returned from Incommittee at 7:31pm

Meeting Closed at 7:36pm

Action(s) Items Outstanding from previous meet	Meeting Date:	Who	Status
- Submit application to MOE for school property modifications for fencing and toilets.	5/11/2025	Chelsea	Ongoing

Correspondence:	Table/Read	Outcome or Follow Up Action(s)
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	6:33pm
Meeting Closed at	7:36pm
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			

CONFIRMED