

**BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 18 March 2026; 6.00pm
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	None
ABSENT	None
GUESTS/OBSERVERS	

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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Expert Presentation:

Chelsea Brown (DP/SENCo/LSC) - Behaviour Management & Hauora (Strategic Goal 2)

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 18 February 2026 as a true and accurate record of the meeting.	Natalie Driscoll	Brad Mann	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

Jules spoke about her positive unit holder meetings with the team about their action plans. The board

acknowledged the hard mahi that went into these plans.

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 - Mid Term 1 review** - Jules elaborated on this important part of her report - attendance and the impact on our data and the students learning. The target is 75% for 2026 (2030 target is 80%).

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 - Assessment and reporting** - Jules explained the new assessment expectations using the SMART tool. The timeframe is tight.

2.3: Objective (c)

- to ensure that the school is a physically and emotionally safe place for all students and staff.

Health & Safety;

- **Area under climbing frame (retro fit Health & Safety Req) - Quotes**

Board approval for board funding for the retro fitting of the safety surface under the cargo net.

MOTION: The board approves the expenditure of \$8,125.62 of board funds for the retro fitting of the safety surface under the cargo net as this is a board owned and maintained asset.

- Moved: Natalie Driscoll
- Seconded: Kelly Cowan
- Passed: Yes

- **School Pool** - something to ponder for the next swimming season: pool keys just for our Waitoki whānau and not community (keeping in mind it is a good revenue for the school). Jules to research how much we made off the pool keys versus costs to fix things or run the pool, what was the percentage of community vs school whānau key?
- **Dead Tree** - arborist paid for by Pete. Thank you Pete.
- **Emergency Drill**

- 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.
- 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.

- **Structured Literacy Acceleration (SLA)**
- **Maths Acceleration Programme (MAP)**

2.5: Objective (e) to ensure that it;

- seeks to achieve equitable outcomes for Māori students
 - **Māori performing arts**
- 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
 - **Structured Literacy PLD**
- monitoring and reporting students' progress
 - **Three way conferences** - Jules updated the Board on the successful conferences and the feedback we got. 74% of families attended meetings with their classroom teacher.

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

- **Property:**
- **Playground:** Board approval for board funding for the playground project (\$56,000 in 2026 approved budget) - as over \$35,000 requires MOE approval.
MOTION: The board approves the expenditure of \$56,000 of board funds towards the new playground project. This will be a board owned and maintained asset.
 - Moved: Natalie Driscoll
 - Seconded: Stacey Paris
 - Passed: Yes
- **Water Pump**
- **Dispersal field** - Pete has been working on this during the weekends.
- **Finance:** Review and approve the Draft 2025 Annual Financial Statements: Audit Process
- **MOTION:** Board approval of the Draft 2025 Annual Financial Statements being submitted to the auditors.
 - Moved: Natalie Driscoll
 - Seconded: Brad Mann
 - Passed: Yes

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.

- **Cluster Swimming sports**
- **Summer sports**

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

- **2026 Annual plan**
- **Revised 2024 - 2026 Strategic plan**
- **March roll return**

3.0 Principal's Stewardship

3.1: Personnel.

- **Staff wellbeing** - once a term we normally do something to acknowledge our amazing kaiako/support staff e.g. morning tea as per our Work Plan.

3.2: Fundraising objectives

3.3: Changes in education

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

4.0: Board Stewardship

4.1: Staff "wellbeing" morning tea - **Thursday, 26th March at 10:05am - 10:30am.** Kelly C to cover the duty.

4.2: Conflicts of Interest Register - any updates - PM. None

4.3: Finance: Feb 2026 Finance report.

MOTION - That the Board accepts the Financial Reports tabled for the period ending 28/02/2026.

- Moved: Natalie Driscoll
- Seconded: Brad Mann
- Passed: Yes

5.0 Policy Review

5.1: Policy Review: 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 Driscoll
 - Seconded: Melissa Estinel
 - Passed: Yes

Board moved to Incommittee Meeting at 7:24pm

6.1: Approval of Incommittee Meeting Minutes 18 February 2026 - (Public Excluded Business/ PEB) -PM

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

6.2: Staff SOPT payment (Public Excluded Business/ PEB)

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

6.3: Staff medical leave (Public Excluded Business/ PEB)

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

Board returned from Incommittee at 7:36pm

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	6.03pm
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			