

**BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES**
Wednesday 26 August 2026; 6.00pm
Staff Room



PRESENT	Melissa Estinel, Natalie Driscoll, Kelly Cowan, Brad Mann (via Google Meet), Stacey Paris, Jules McCourt (Principal), DP Chelsea Brown (Meeting Minutes Secretary, granted speaking rights), Sharon Hartley (Staff Rep), Seann Ashley, granted speaking rights).
APOLOGIES	
ABSENT	
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
---	--

Expert Presentation:
Seann Ashley: Kaiparatanga/Cultural Capabilities (Strategic Goal 1)

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approved and ratified the board minutes dated 29 July 2026 as a true and accurate record of the meeting via email on 13 August 2026.	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: Strategic Goal 1- Cultural Capabilities.

- Kaiparatanga and Kapa Haka
- Community engagement

1.2: Strategic Goal 2 - Hauora GOAT values.

- Behaviour Management

1.3: Strategic Goal 3 - Local Curriculum.

- English
- Maths
- Production

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 - Every Day Matters attendance report (final)**

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.

- **Reporting to parents**

2.3: Objective (c)

- to ensure that the school is a physically and emotionally safe place for all students and staff.
 - **Health & Safety**
 - **Health Curriculum Statement** - Jules recommendation is based on the feedback from the community and leaving it as is. No changes to be made.

The Board accepts the current Health Curriculum Statement.

- 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.

- **In-Class Support (ICS) 2027**
- **SLA & MAP funding Y0 - Y6 in 2027** - No mention of the board matching the funding. The funding is harder to match at smaller kura. Some talk of what you get is what you get.
- **Y7/8 MAP in 2027** - Same as above for the funding.

2.5: Objective (e) to ensure that it;

- seeks to achieve equitable outcomes for Māori students
- 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
- 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
 - **Science Curriculum**
 - **Social Science curriculum**
- teaching and learning programmes
- monitoring and reporting students' progress

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

- **Property:**
 - **Fencing Project - Capital Works:**
 - **Electrical Project 5YA.**
- **Finance:**
 - **Mid Year Budget Review** - recommendation from Lata.

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 Cluster Events**

2.9: Objective (i) to comply with all of its other obligations under this or any other legislation There needs to be a goal around Reading, Writing and Maths. The school vision needs to be included and be data driven. Some inclusion around paramount objectives and consulting with school communities. The title of the email will be "**Have your say on the future of the school**".

- **2027 - 2028 Strategic plan - community consultation survey**

MOTION - That the Board agrees for this survey to be distributed to the community with some changes to the wording around challenges and use the wording "areas for development".

- **Moved:** Natalie Driscoll
- **Seconded:** Stacey Paris
- **Passed:** Yes

- **Term 3 2026 assurances**

MOTION - To approve the Term 3 Assurances schedule included in the pack.

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

3.0 Principal's Stewardship

3.1: Personnel.

- Provisional Staffing 2027 - Jules updated the BOT around the OoZ places for 2027 and her change of wording to ensure people in the community know there are places available. Yearbooks from 2025 have been given to visiting whānau and have been well received. Provisional staffing is due on 4th September 2026.
- Trudi Green: Update **(PEB)**
- Julie Atkinson: Update **(PEB)**

3.2: Term Dates for 2027

Term 1 - Tuesday 2 February - Individual family connection meetings. End of term - Friday 9 April.

Term 2 - Tuesday 27 April – Friday 2 July.

Term 3 - Monday 19 July – Friday 24 September.

Term 4 - Monday 11 October – Thursday 16 December.

3.3: Out of Zone (OOZ) Places 2027

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal's Report tabled for the meeting held 26 August 2026.	Natalie Driscoll	Melissa Estinel	Yes

4.0: Board Stewardship

4.1: Conflicts of Interest Register - any updates - PM.

4.2: Finance: **July 2026 Finance reports.**

MOTION - That the Board accepts the Financial Reports tabled for the period ending 31/07/2026:

- **Moved:** Natalie Driscoll
- **Seconded:** Sharon Hartley
- **Passed:** Yes

5.0 Policy Review

5.1: Policy Review: None

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:** Kelly Cowan
 - **Passed:** Yes

Board moved to Incommittee Meeting at 7:41pm

6.1: Approval of Incommittee Meeting Minutes 29 July 2026 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 26 August 2026

6.2: Trudi Green: Update

6.3: Julie Atkinson: Update

Board returned from Incommittee at 7:58pm

Natalie clarified the grant fund and the GST that we would have to pay. Natalie will keep everyone updated.

Meeting Closed at 8:00pm

Action(s) Items Outstanding from previous meeting	Meeting Date:	Who	Status
- Submit application to MOE for school property modifications for fencing	5/11/2025	Chelsea Brown	Approved work commenced.
- MOE funded Toilet (USB)	8/06/2026	Chelsea	With Council

Correspondence:	Table/Read	Outcome or Follow Up Action(s)

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	6:05pm
Meeting Closed at	8:00pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	23 September 2026	Agenda Closes	16 September 2026
Agenda Items for next meeting			

