

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 29 July 2026; 6.00pm
Staff Room



PRESENT	Melissa Estinel, Natalie Driscoll, Kelly Cowan, Jules McCourt (Principal), DP Chelsea Brown (Meeting Minutes Secretary, granted speaking rights), Sharon Hartley (Staff Rep).
APOLOGIES	Brad Mann, Stacey Paris
ABSENT	
GUESTS/OBSERVERS	Becky Minton, 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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Expert Presentation:

Becky Minton - Curriculum/Maths (Strategic Goal 3) - postponed from Wednesday 3rd June

Scott Hillman - Curriculum/ICT (Strategic Goal 3) - the Board discussed Scott's recommendations for upgrading STEAM resources like iPads and computers that are over 10 years old.

Motion: The Board approves applying for a Four Winds Foundation grant to replace and upgrade computers and iPads, conditional upon Scott securing at least two quotes.

Resolution: That a funding application be submitted to the Four Winds Foundation for the amount of \$32,598.25 to fund the purchase of computers and iPads, based on the quotes provided.

- **Moved:** Natalie Driscoll
- **Seconded:** Jules McCourt
- **Passed:** All

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 3 June 2026 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: Strategic Goal 1- Cultural Capabilities. 1.2: Strategic Goal 2 - Hauora GOAT values. 1.3: 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 - Every Day Matters attendance report 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. ● SMART assessment tool 2.3: Objective (c) ● to ensure that the school is a physically and emotionally safe place for all students and staff. ● Health & Safety - First Aid Training: training was actioned on the 3rd July when a staff member slipped and needed an ambulance. ● Health Curriculum Statement: Jules is hoping to get some responses from the community. ● 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) ● Staff Meetings

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
 - **Mid Year Data Analysis:** Jules explained to the board the tight time frame teachers were under in preparation for report writing and collecting data. There was nothing alarming to Jules that stood out in this 'trial year'.
- teaching and learning programmes
- monitoring and reporting students' progress - Jules elaborated and gave an example using the Year 6 cohort.
 - **Mid year Reports**
 - **Three way conferences:** higher engagement this time at around at 80%. We have noticed a pattern (that we are monitoring) where some whānau are not bringing their child.

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

- **Property:**
 - **Fencing Project - Capital Works:** Jules met with the MOE team today regarding the fencing project. It is going to take about 8 weeks to complete. Jules has been given a start date.
 - **Electrical Works 5YA.**
- **Finance:**
 - **Mid Year Budget Review**

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.

- **July Roll Return**
- **Out Of Zone placement allocation 2027:** Jules recommendation is still 50 places for 2027.
- **Term Dates 2027:** Four options were given. Jules' recommendation is: Option 3. This will give time for Teacher Only Days, reconnecting and team building.
- Start date - Tues 2/2/2027 (Connection Meetings), first day of learning 3/2/2027
- End date - Thurs 16/12/2027

MOTION: That the Board accepts the proposal for option 3 for Term Dates in 2027, starting the Connection Meetings on 2/2/27 and the first day of learning as 3/2/27, finishing Term 4 on Thursday, 16th December 2027.

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

MOTION: That the Board approves the recommendation for 50 Out of Zone placements for 2027.

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

3.0 Principal's Stewardship

3.1: Personnel.

- New Staff: Jules gave a quick update on our new staff members: Lacey Taylor (office); and Chris Cooper (CRT - Tuesday and Wednesday).
- Trudi Green: Update **(PEB)**.
- Staff Leave Without Pay (LWOP) request **(PEB)**
- Break in - 25/07/2026: Jules gave an in-depth update on the break in on Saturday night where our generator was stolen. There were some inconsistencies with ALARM NZ's map and coding which Jules has rectified.

Principals Report:

The board accepts the Principal's Report tabled for the meeting held 29 July 2026.

Moved by:

Natalie Driscoll

Seconded by:

Kelly Cowan

Passed:

Yes

4.0: Board Stewardship

4.1: Conflicts of Interest Register - any updates - PM. No updates needed.

4.2: Finance: **May and June 2026 Finance reports.**

MOTION - That the Board accepts the Financial Reports tabled for the period ending 31/05/2026 and 30/06/2026:

- **Moved:** Natalie Driscoll
- **Seconded:** Melissa Estinel
- **Passed:** Yes

5.0 Policy Review

5.1: Policy Review:

Term 3 policies for review;

- School Community Engagement Policy (board)
- Inclusive School Culture (board)
- Enrolment
- Student Attendance (board)
- Student Uniform/Student Dress Expectations
- Concerns and Complaints Policy (board)

5.0 Policy Review

Moved By:

Seconded By:

Passed:

The board approves the review of the following policies:

- School Community Engagement Policy (board)
- Inclusive School Culture (board)
- Student Attendance (board)
- Concerns and Complaints Policy (board)

MOTION - The Board accepts the policies as they are and that the Board wishes to make an amendment to the Inclusive School Culture (bottom of page 2) and rewording that we support and celebrate ALL cultures, and removing the wording around Fono Evenings and adding acknowledge and celebrate ALL cultures.

- **Moved:** Natalie Driscoll
- **Seconded:** Jules McCourt
- **Passed:** Yes

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 8:10pm

6.1: Approval of Incommittee Meeting Minutes 3 June 2026 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 29 July 2026

6.2: Trudi Green: Update

6.3: Staff Leave Without Pay (LWOP) request

6.4: Stand Down: 22 June 2026.

6.5: Playground: Grant Funding update.

Board returned from Incommittee at 8:47 pm

Meeting Closed at 8:52pm

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 Brown	Ongoing

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	6:03pm
Meeting Closed at	8:52 pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	26 August 2026	Agenda Closes	19 August 2026
Agenda Items for next meeting			