

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 3 June 2026; 6.00pm
Staff Room



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

Becky Minton: Curriculum/Maths (Strategic Goal 3) - absent due to sickness. Becky will present at the next board meeting.

Previous Meeting Minutes:	Moved by:	Seconded by:	Passed:
The board approves and ratifies the board minutes dated 6 May 2026 as a true and accurate record of the meeting.	Natalie D	Stacey P	Yes

Matters Arising from Previous Minutes	Who	Result
None	N/A	

Principal's Report

1.0: Strategic Goals and Annual Plan:

1.1: Strategic Goal 1- Cultural Capabilities.

1.2: Strategic Goal 2 - Hauora.

1.3: Strategic Goal 3 - Local Curriculum.

Jules made the Board aware of the device situation in the senior school. There is a need for new devices as some chromebooks with broken keys need to be fully replaced. We may need to replace our device allocation in the near future.

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 Review** - At this stage in the year, Waitoki School has 86% of its students who have attended school more than 90% of the year so we are currently exceeding the Ministry's aim.

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.

- **Term 2 Assessment and reporting** - Jules updated the Board on the SMART tool and its setbacks and limitations. There has been some disappointment from the teachers that used it in the Term 2 window. This was particularly evident in the Writing assessment and the AI marking rubrics and lack of clarity around these.

2.3: Objective (c)

- to ensure that the school is a physically and emotionally safe place for all students and staff.
 - **Pink Shirt Day**
- 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
- 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
- teaching and learning programmes
 - **Changes to government funding:**
 - **Mathematics**
 - **Writing**
 - **Reading and Structured Literacy**
- monitoring and reporting students' progress - Jules elaborated and gave an example using the Year 6 cohort.

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

- **Property:**
 - **Health & Safety: UV Water system update- Safer Drinking Water for Schools Programme** - Jules gave the Board an update and the work should begin on Monday, 8th June 2026. We should be able to claim back to the MOE our costs on water so far. Someone is coming in to support Dave and the water system.
 - **Fencing Project - Capital Works**
 - **Electrical Works 5YA.**

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 conference**

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

- **2025 Annual Report** - all up and loaded now.
- **Term 2 Board Assurances**

3.0 Principal's Stewardship

3.1: Personnel.

- **Staff resignation (PEB)**

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal's Report tabled for the meeting held 3 June 2026.	Natalie D	Kelly C	Yes

4.0: Board Stewardship

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

4.2: Finance: **April 2026 Finance report:** No questions have arisen from the April 2026 Finance Report but Jules elaborated on some one off payments e.g. Nest Consulting and GRIP Conference. Jules also elaborated on the Caretakers salary and the terms when extra hours are needed when the pool is open.

MOTION - That the Board accepts the Financial Reports tabled for the period ending 30/04/2026:

- **Moved:** Natalie D
- **Seconded:** Melissa E
- **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 D
 - **Seconded:** Brad M
 - **Passed:** Yes

Board moved to Incommittee Meeting at 6:40pm

6.1: Approval of Incommittee Meeting Minutes 6 May 2026 - (Public Excluded Business/ PEB) -PM

- Recorded in Incommittee Meeting Minutes (PEB) 3 June 2026.

6.2: Staff Resignation.

6.3: Playground: Re grant funding-update

Board returned from Incommittee at 6:56pm

Meeting Closed at 7:03pm

Action(s) Items Outstanding from previous meeting	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)
31/03/2026	NZEI- Employment relations	Read	

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	6:15pm
Meeting Closed at	7:03pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	1 July 2026	Agenda Closes	24 June 2026
Agenda Items for next meeting			