

BOARD OF TRUSTEES – WAITOKI SCHOOL
MINUTES
Wednesday 6 May 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).
APOLOGIES	Sharon Hartley (Staff Rep)
ABSENT	None
GUESTS/OBSERVERS	Mim Rushworth

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:

Mim Rushworth: English (Curriculum - Strategic Goal 3):
 The Board acknowledges Mim's passion and mahi.
 She is a life long learner and shares her passion and knowledge/research with her colleagues.

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

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 - Board approval for the Principal to exercise discretion in the approval and application of the Q attendance Code on behalf of the Board.**

MOTION: The Board hereby delegates formal authority to the Principal to exercise discretion in the approval and application of the Q attendance Code on behalf of the Board.

- **Moved:** Natalie Driscoll
- **Seconded:** Stacey Paris
- **Passed:** Yes
- **Abstained:** Brad Mann (due to a conflict of interest).

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 - SMART tool update.**

2.3: Objective (c)

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

- **Emergency Drill - Fire Evacuation**
- **Adventure Playground**
- **Additional Security Camera**

- 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
 - **William Pike Challenge Programme** - Jules updated the Board on the fabulous Camp at Y Camp last week. The weather was outstanding and the activities were really challenging. Jules did put it out there that we value the programme but the costs are getting high for whānau and the bus costs are very high. Options - fundraising as a school.
- monitoring and reporting students' progress
 - **Staff Meetings**
 - **SMART Tool**

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

- **Property:**
 - **Playground:** PEB re grant funding.
 - **Dispersal Field Update**

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 Triathlon**
- **KPA Conference**

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

- **2025 Auditors visit** - Jules updated the Board on the auditors visit.
- The auditor has picked up some problems with cyclical maintenance. In the past tradespeople were not used so there are no receipts as the mahi was done by the community at Working Bees or staff members.
- She is going to make recommendations to the Board about using proper tradespeople in the future where they are using proper supplies and resources.

3.0 Principal's Stewardship

3.1: Personnel.

- **Staff wellbeing survey (PEB)**
- **Staff Medical Leave (PEB)**

3.2: Principals Career Structure:

MOTION: The Board hereby affirms that the principal meets the progression criteria in clause 4.4.1(g) of the Collective Agreement.

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

3.3: 5YA/10YPP update - we are not on track with the 5YA at the moment.

Principals Report:	Moved by:	Seconded by:	Passed:
The board accepts the Principal's Report tabled for the meeting held 6 May 2026.	Natalie Driscoll	Melissa Estinel	Yes

4.0: Board Stewardship

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

4.3: Finance:

March 2026 Finance report: Jules updated the Board:

- Operational Grant Drop (\$43,000)
- Camp payments - not up to date more parents have made payments.
- School Parent Donations: The parent contributions are at 40% of budget as compared to 26% last year.

MOTION - That the Board accepts the Financial Reports tabled for the period ending 31/03/2026.

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

5.0 Policy Review

5.1: Policy Review:Term 2 2026:

- School Swimming Pool - Board review
- Education Outside the Classroom (EOTC)- Board review
- EOTC Governance Roles and Responsibilities
- EOTC Risk Assessment and Management
- Daily School Bus

Policy Review:	Moved by:	Seconded by:	Passed:
The board approves the review of the following policies: ● School Swimming Pool - Board review ● Education Outside the Classroom (EOTC)-	Natalie Driscoll	Brad Mann	Yes

Board review			
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: Brad Mann ■ Passed: Yes Board moved to Incommittee Meeting at 7:27pm 6.1: Approval of Incommittee Meeting Minutes 18 March 2026 - (Public Excluded Business/ PEB) -PM ● Recorded in Incommittee Meeting Minutes (PEB) 6 May 2026. 6.2: Staff Wellbeing survey ● Recorded in Incommittee Meeting Minutes (PEB) 6 May 2026. 6.3: Staff medical leave (PEB) ● Recorded in Incommittee Meeting Minutes (PEB) 6 May 2026. 6.4: Playground: Re Grant funding (PEB) ● Recorded in Incommittee Meeting Minutes (PEB) 6 May 2026. Board returned from Incommittee at 8:24pm Meeting Closed at 8:25pm			

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)
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	6:05pm
Meeting Closed at	8:25pm
Minutes written up by:	Chelsea Brown
Minutes Approved by Presiding Member/Chair	Signed: Date:

Next Board Meeting Date	3 June 2026	Agenda Closes	27 May 2026
Agenda Items for next meeting			

CONFIRMED