WHITIKAHU SCHOOL BOARD OF TRUSTEES
Meeting Minutes

11th March 2026

Time
6.07pm

Present
Rebecca, Ryn, Simeon, Michael, Maraea, Brittany, Christina

1. **APOLOGIES**

2. **DECLARATION OF INTEREST**

3. **GOVERNANCE**

Finalise Work 2026 BOT Work Plan
Each member has reviewed the work plan and relevant sections to individual roles, and all members approve the plan to be publicly published.
Moved: Ryn, Second Rebecca

Board Checklist - Term one 2026
The Board reviewed outstanding governance and compliance items. Key areas were identified for completion to ensure alignment with current requirements and good governance practice.
Items for Action:

Delegations to Principal
The Board reviewed the updated delegations framework in line with the Education and Training Act 2020. The Board delegates to the Principal all functions and powers necessary for the day-to-day management of the school, including the appointment of staff. A full delegation's scope can be found in the document "Whitikahu Governance Policies 2026" in the BOT Google Drive.
The Board would like to make the following amendments to the *Board Governance Policies* Document:

- [ ] Part one *Board Roles and Responsibilities Policy; Outcome statement* - Statement regarding Te Tiriti o Waitangi to remain as written as per our previous meeting's decision about giving effect to Te Tiriti o Waitangi.
- [ ] Change the title of the document to take ownership of "*Whitikahu School Governance Policy"*
- [ ] Add a PDF of this document to the relevant sections of our School Docs Policies
- [ ] The Board collectively agreed to review and create the following documents to better align with our policies: Staff Induction Pack, Board of Trustees Induction Pack and Children, Family/Whanau Induction Pack. Ideally, this would be complete alongside our Prospectus and before the next elections.
- [ ] Part Seven *Board Roles and Responsibilities Policy;* Delegations Point - Appoint, on behalf of the Board, the Privacy Officer and EEO Officer. The Board have decided Rebecca should be the appointed EEO officer.

Moved Ryn, Second Brittany

- Board Code of Conduct

The Board reviewed the *Code of Conduct for State School Board Members* and noted progress on key administrative requirements.
Moved Brittany, Second Rebecca

- Conflict of Interest Register

The Board agreed that a formal register is required.
Action: Christina to create and maintain the register.
Moved Christina, Second Simeon

- Annual Report

Preparation of the annual report has commenced.
Action: Continue development and report progress to the Board.
Moved Christina, Second Michael

- Board Member Register

The Board identified the need for an up-to-date register.
Action: Christina to establish and maintain the register.
Moved Christina, Second Ryn

Term One Polices Reviewed
The Board completed the scheduled review of Term One policies. All policies were reviewed to ensure they remain current, compliant, and aligned with school expectations and legislation. The Whitikahu School Board of Trustees approves the policies following review, with no further amendments required.

Policies Reviewed:

- Alcohol, Drugs and Other Harmful Substances
- Sun Protection
- Digital Technology
- Cellphones and Personal Digital Devices
- Firearms Not Allowed

Moved: Rebecca, Second Maraea

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4. FINANCE & PROPERTY

Finance

January and February accounts have been approved by the Board of Trustees.

Moved Simeon, Second Michael

Principal Expenditure
The Board reviewed Principal-related expenditure within the monthly and annual budget. It was noted that expenditure is currently tracking above the allocated budget; however, these costs are approved and include professional subscriptions, professional development, conference attendance, and associated relief teaching.

The Board acknowledged that current coding does not fully reflect the nature of these costs and agreed that this will be reviewed in future annual budgets to improve transparency and cost analysis.

It was further noted that reimbursement from the Ministry of Education is expected once the relief teaching threshold (11 days) is exceeded. This reimbursement is anticipated in Term 4.

Moved: Ryn, Second Simeon

School Credit Card
The Board reviewed the recent implementation of the school credit card, currently used by the Principal. Rebecca is maintaining a spreadsheet to track all transactions and ensure accurate coding before processing through Education Services and inclusion in the monthly financial reports.

The system is working well, with no concerns noted. The use of the credit card has reduced the need for frequent reimbursements to staff and multiple individual transactions, as intended when approved.

The Board also reviewed the School Credit Card Policy and confirmed it remains fit for purpose.

Moved: Simeon, Second Michael

Draft Financial Statements for 2025
The Draft Financial Statements for 2025 were presented to the Board. Trustees agreed to review the document following the meeting to ensure full consideration.
Defer of formal approval pending trustee review.
Approval will be confirmed via online communication or at the next Board meeting

Moved Simeon, Second Rebecca

Property

School house
The Board was advised that the tenancy bond for the school house could not be located with the Tenancy Tribunal following enquiries by LJ Hooker (Tenancy Manager). This was identified after a review was requested through the Tenancy Tribunal by Michael Norton, the Property delegate for the Board of Trustees.

A review of historical records was undertaken, and a payment of $880 from the tenant (Anna) at the commencement of the tenancy (circa 2017–2018) was identified and is assumed to be the original bond. However, no record of bond lodgement was found.

To ensure compliance with tenancy legislation, LJ Hooker will arrange for an updated bond to be established. This will reflect the current requirement of four weeks' rent, less the $880 previously paid.

The Board agreed that LJ Hooker will lodge the original $880 (held by the school) together with the additional bond amount to be collected from the tenant with the Tenancy Tribunal. This ensures the tenancy arrangement is compliant for the tenant, landlord (the school), and managing agent.

The Board noted that this entry provides a clear record of the chain of custody of the original $880 bond payment and the agreed process to rectify the matter.

Moved Michael, Second Christina

<u>School House Repairs</u>
LJ Hooker requested that some urgent repairs be made to the schoolhouse, as previously arranged. All works to be completed on the property will be arranged and undertaken by the property delegate, Michael, alongside the Board's approval. This ensures costs are kept within our control and do not have additional arrangement fees charged by LJ Hooker.
Non-urgent projects such as external painting, roof repairs, and weatherboard replacements are being reviewed and will be completed when it is appropriate.

Moved Michael, Second Ryn

<u>School Courts Turf Project</u>
Rebecca presented a quote from TigerTurf for turfing the school courts. The Board discussed the potential benefits of the project, noting its positive impact on school appearance and student sporting opportunities.

Funding options were considered, including applying to *Grants for Good* and approaching potential funders within the school community. The Board agreed that obtaining an additional quote would provide a useful comparison.

Brittany offered to prepare a proposal document to support funding applications. The possibility of partnering with the PTA as a key fundraising avenue was also discussed.

Moved Rebecca, Second Christina

<u>Upcoming Working Bee</u>
The Board discussed plans for the upcoming Term One holiday working bee and associated property projects. The priority project is the refurbishment of the Reading Recovery room, including reorganising, repainting, recarpeting, and general improvements. This will be a multi-day project.

Additional working bee tasks include spreading mulch in the arboretum, painting the neighbour’s shed in exchange for a donation (Graham Thomas), and repainting the swimming pool area. Simeon will confirm the donation amount for the shed project.

The Board also discussed the need for external pest control (bug and spider spraying) and agreed this work should be completed by a professional provider.

Moved Simeon, Second Michael

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5. ADMINISTRATION

<u>Meeting Minutes</u>
The Board of Trustees confirms that the minutes from the February 4th meeting are a true and accurate record.
Moved Christina, Second Brittany

<u>Correspondence</u>
Inward: 03/01 - Hills Laboratories - Water Test report for January and February
03/02 - B-Safe Electrical Appliance Testing and Compliance Report
Otward: N/A
Moved Rebecca, Second Christina

ERO Update
The Board was advised that the Education Review Office (ERO) will meet with staff before meeting with the Board on Wednesday, 25th at 4:00 pm.
Classroom observations are currently underway to support internal evaluation and readiness for the upcoming ERO visit. Ongoing preparation of required documentation is also being undertaken by the Principal (Rebecca) and Presiding Member (Ryn), as requested by auditors, to ensure readiness and compliance.

Moved Ryn, Second Rebecca

Principal's Report
The principal's report was received and reviewed by the board.
Key points noted include:

- **Curriculum & Teaching:** Implementation of new Professional Growth Cycles for staff and ongoing curriculum reform, supported by Ministry of Education training and trialling of new curriculum areas
- **ERO Preparation:** Classroom observations underway to support internal evaluation and readiness for the upcoming ERO visit
- **School Profile:** Current roll of 52 students; attendance at 85%, below the school target but above the government target
- **Operations & Health and Safety:** No major hazards reported; minor incidents largely related to routine medication and playground injuries
- **Property & Maintenance:** Security improvements completed (pool locks, alarm system, bell system); plans in place to refurbish the Reading Recovery room
- **Community Engagement:** Successful partnership with Huntly Department of Corrections supporting grounds improvements (arboretum)

Moved Rebecca, Second Ryn

EOTC Proposal - School Camp 2026
The Board received and reviewed the proposed EOTC camp for Akomanga Toru, to be held at Camp Aongatete from 19–23 October 2026, led by Maraea Te Pou.
The camp aims to support outdoor education, leadership, teamwork, and environmental learning through a range of structured activities, including team-building challenges, environmental education, and instructor-led outdoor experiences.
The Board noted:

- Participation of approximately 21 students
- A mix of teacher-led and external provider-led activities
- Strong curriculum links and student development outcomes
- Funding to be supported through fundraising initiatives, with costs still being finalised
- Transport, risk assessment, and final planning details to be confirmed following a site visit
- A School visit before camp from the staff of Camp Aongatete will be scheduled for later in the year

The Board acknowledged the educational value of the camp and the planning underway.
Considerations need to be made for the date that potentially clashes with the Group Agriculture day. Attempts have been made to contact the committee for the Group day to advise of the potential clash in an attempt to suggest an alternative date.

Moved Maraea, Second Rebecca

Bull Calf Fundraiser
The Board was advised that gifts for donors from the 2025 Bull Calf Fundraiser have not yet been distributed. Brittany will be provided with the list of donors and associated gifts and will arrange delivery as soon as possible.

Moved Brittany, Second Rebecca

Term One Board of Trustees Update
The Board agreed that a Term One community update will be prepared by Brittany in her role as Community Liaison Delegate. The update will reflect Board progress and key highlights.
Content to include:

- Increase in student roll
- Acknowledgement of staff and the wider community for their contributions
- Completion of the 2026 Implementation Plan and strategic priorities
- Upcoming Board-led fundraising (Bull Calf Scheme)
- Upcoming ERO visit
- Ongoing development and high student use of the arboretum
- Contribution of the Department of Corrections team to arboretum improvements
- Growing success of community working bees

Moved Brittany, Second Maraea

Westpac Bank - Community Funding
The Board was advised of a potential community funding opportunity through Westpac, identified by a staff member within the school community. This funding may be available to support future events and resources.

Moved Brittany, Second Maraea

End of Term Staff Appreciation
The Board approved a staff appreciation lunch to be organised by Brittany for the final Monday of Term One (30 March). Options for catering were discussed, including approaching Matte Black.

The Board also discussed the idea of sourcing small, donated monthly gift cards to recognise community members from Matte Black.

Moved Rebecca, Second Simeon

Meeting Closed
9.45pm

Next Meeting
Term Two - 6th May

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Conflict_of_Interest_Register.docx