



**COROMANDEL AREA SCHOOL**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**held Monday, 24<sup>th</sup> February 2025 @ 4.30pm**

**1. ADMINISTRATION**

**1.1 Opening Karakia – 4.30pm**

**1.2 Present:** Ann Leef (Board Chairperson), Abby Morgan (Deputy Board Chair), Tracey Adams  
(Principal), Gary Stroobant (Co-Opted Representative), Mereana Maika  
(Elected Representative), Sheree Diaz (Staff Representative), Brianna Moody  
(Elected Parent Representative), Luka Phillips (Elected Student Representative)

**1.3 In Attendance: (non-board members):**

Debbie d’Auvergne (Board Secretary)  
Nane Kaye-Ivitu (Teacher) & Tamsyn Raddick (Parent) – 5.00pm

**1.4 Apologies:** Sheree Diaz – advised she will be leaving the board meeting at 5.30pm

**1.5 Elect Board Chairperson** – Ann Leef stepped down as current board chairperson and called for nominations to elect a new board chair.

Principal nominated Brianna Moody for board chair, Brianna accepted.

**Carried:** G Stroobant/A Morgan      **BoT Members unanimous**      **Time: 4.30pm**

**1.6 Elect Deputy Board Chairperson** – Abby Morgan stepped down as current deputy board chairperson and called for nominations to elect a new deputy board chair.

Gary Stroobant nominated Abby for deputy board chair, Abby accepted.

**Carried:** B Moody/M Maika      **BoT Members unanimous**      **Time: 4.32pm**

**1.6 Declaration of conflicts of interest (Conflict and pecuniary): Nil**

**1.7 Confirmation of Agenda:** Taken as read - Agenda confirmed @ 4.33pm

**1.8 Confirmation of previous Minutes — 25<sup>th</sup> November 2024 - Taken as read**

**MOVED** that the Minutes of previous meeting be deemed true and correct

**Carried:** (B Moody/G Stroobant)      **BOT Members unanimous**

**4.33pm**

**Time:**

**1.9 Principal’s Report – February 2025 – Read & discussed**

**MOVED** to accept Principal’s Report

**Carried:** (M Maika/A Morgan)

**BOT Members unanimous**

**Time: 4.56pm**

## **2. Discussions:**

**2.1** BoT welcomed Nane & Tamsyn to the board meeting. Nane spoke to the board about taking a Roopu of Tamariki to Rarotonga this year.

- Nane advised that she had hosted a whanau hui last week to discuss the intended trip, including fundraising for the cost.
- Expecting to take 12 students and approx. 6 to 7 adults
- Indicative dates are 20<sup>th</sup> November to 4<sup>th</sup> December 2025
- Students will be billeted out with Rarotongan students' families
- Students from Rarotonga will be introduced to & will communicate with our students via video conferencing well before the trip so that our students feel comfortable with their hosts when they get to Rarotonga
- Whanau are willing to fundraise to cover the cost of the trip which Nane has estimated to be between \$55,000 and \$60,000
- Nane advised that fundraising has already started with a food stall & gate keeping at Keltic Fair
- Further fundraising will include applying for local Māori Trust Grants & sponsorships/grants from local businesses etc.

Mereana spoke about BoT responsibilities/expectations and what the Board requires before final approval can be given for the trip to go ahead

- Formal Proposal to be received by the Board
- Kaupapa needs to align with the curriculum
- Health & Safety/RAMS paperwork
- Financial Plan

The Board agreed in principle to support the trip and gave the go ahead for Nane & whanau to go ahead with planning their fundraising.

**Sheree Diaz left the board meeting at 5.30pm**

2.2 Updated 2025 Strategic Plan – Read & discussed

**Moved that the updated 2025 Strategic Plan be approved/adopted**

Carried: B Moody/A Leef BoT Members unanimous

Time: 5.42pm

2.3 Approve School Annual Accrual Report

**Moved to approve SAAR Report** – BoT Chair signed the SAAR Certification

Carried: B Moody/T Adams BoT Members unanimous

Time: 5.44pm

**2.4 2025 Term 1 Policy Review** – to be ratified at the March board meeting

- Health, Safety and Welfare Policy
- Safety Management System
- Risk Management
- Worker Engagement, Participation and Representation
- Healthcare
- Recording and Reporting Accidents, Injuries and Illness

2.5 **Gift Policy** – BoT agreed Gift Value limit to be set at \$250.00, anything over the limit is to be approved by BoT.

**Moved to set the Gift Value limit at \$250.00**

Carried: A Leef/B Moody BoT Members unanimous

Time: 5.49pm

## **2.6 Accept following Creditors**

- 10<sup>th</sup> December 2024 – ASB Cheque Account - \$26,356.09
- 17<sup>th</sup> January 2025 – ASB Cheque Account \$15,818.11
- 20<sup>th</sup> February 2025 – ASB Cheque Account \$33,356.54

### **Moved to accept December 2024, January & February 2025 creditors**

Carried: A Leef/G Stroobant BoT Members unanimous

Time: 5.50pm

## **2.7 Accept Schooled Limited Finance Reports**

- As at 30<sup>th</sup> November 2024
- As at 31<sup>st</sup> December 2024 (Draft Report)

### **Moved to accept Schooled Limited Finance Reports**

Carried: G Stroobant/B Moody BoT Members unanimous

Time:

5.52pm

## **2.8 Accept Richardsons Real Estate Statement of Accounts as at**

- 30<sup>th</sup> November 2024
- 31<sup>st</sup> December 2024
- 31<sup>st</sup> January 2025

### **Moved to accept Richardsons Real Estate Statement of Accounts**

Carried: G Stroobant/B Moody BoT Members unanimous

Time:

5.53pm

## **2.9 Accept ASB Visa Reconciliations as at**

- 30<sup>th</sup> November 2024 – D'Auvergne
- 31<sup>st</sup> December 2024 – D'Auvergne
- 31<sup>st</sup> December 2024 – Tracey Adams
- 31<sup>st</sup> January 2025 – D'Auvergne
- 31<sup>st</sup> January 2025 – Tracey Adams

### **Moved to accept ASB Visa Reconciliations**

Carried: G Stroobant/B Moody Bot Members unanimous

Time: 5.53pm

## **3. Strategic Decisions**

### **3.1 Delegations**

- The board delegates the day to day Financial & Asset management responsibilities to the Principal and appoints a Finance Committee consisting of the Principal, Finance Manager & Gary Stroobant (Co-Opted Board Member)
- The board delegates to the Principal the day to day administration of the school
- The board delegates authority to the Principal to appoint school staff

### **MOVED to ratify Delegations**

Carried: (B Moody/A Leef)

BOT Members unanimously

Time:

5.58pm

### **3.2 Board Responsibilities – Discussed**

**3.3 Board Code of Conduct** – Board Members read and signed Board Code of Conduct. Code of Conduct was explained to new BoT student representative.

### **3.4 Conflicts of Interest – Discussed**

## **4. Correspondence – listed separately – taken as read**

### **MOVED to accept Correspondence**

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**5. Any Other Matters**

5.1 Approve payment of Longboard Construction Ltd Invoice \$4,384.76 excl GST

**Moved to approve payment of Invoice \$4,384.76 excl GST**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time: 6.09pm

5.2 Approve payment of Longboard Construction Ltd Invoice \$4,552.61 excl GST

**Moved to approve payment of Invoice \$4,552.61 excl GST**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time: 6.09pm

5.3 Approve payment of Longboard Construction Ltd Invoice \$15,408.90 excl GST

**Moved to approve payment of Invoice \$15,408.90 excl GST**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time:

6.09pm

5.4 Approve payment of Longboard Construction Ltd Invoice \$15,685.00 excl GST

**Moved to approve payment of Invoice \$15,685.00 excl GST**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time:

6.09pm

5.5 Approve payment of Longboard Construction Ltd Invoice \$6,495.00 excl GST

**Moved to approve payment of Invoice \$6,495.00 excl GST**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time:

6.09pm

5.6 Approve EOTC Event Proposal, Approval and Intentions – Yr 7/8 November 2025 Counties Manukau Games Trip

**Moved to approve Yr 7/8 CM Games Trip in November 2025**

Carried: B Moody/G Stroobant

BoT Members unanimous

Time: 6.11pm

5.7 Accept Creditors – 21<sup>st</sup> February 2025 – 12,041.48 – ASB Cheque account

**Moved to accept Creditors – 21<sup>st</sup> February 2025 - \$12,041.48**

Carried: G Stroobant/B Moody

BoT Members unanimous

Time: 6.11pm

**6. Meeting Closed: 6.11pm**

**7. Identify Agenda items for next Board Meeting**

7.1 Confirm March Agenda

7.2 Ratify Term 1 Policies

7.3 Confirm February 2025 BoT Meeting Minutes

7.4 Principal's Report –March 2025

7.5 Formal Proposal & Financial Plan for intended trip to Rarotonga

7.6 Analysis of Variance

7.7 Approve Principal Performance Agreement

7.8 Approve 2025 Budget

**8. In-Committee – Items – 3**

The Board moved to exclude the public from the meeting at 6.11pm to discuss a personnel issue under Section 48 of the Local Government Official Information and Meetings Act 1987

**Board Chair called to come out of In-Committee at 6.25pm**

## 9. Closing Karakia

Next BoT Meeting scheduled to be held: Monday, 31<sup>st</sup> March 2025 @ 4.30pm in the Board Room

Board Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

Board Member \_\_\_\_\_ Date: \_\_\_\_\_

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### B.o.T. Meetings Correspondence 25<sup>th</sup> November 2024

#### INWARDS CORRESPONDENCE

	From	Subject
1.	William Buck Ltd	Email: Gift Policy Value Limit
2.	Schooled Limited	Finance Report as at 30 <sup>th</sup> November 2024
3.	Richardsons Real Estate	Statement of Account as at 30 <sup>th</sup> November 2024
4.	Schooled Limited	Draft Finance Report as at 31 <sup>st</sup> December 2024
5.	Richardsons Real Estate	Statement of Account as at 31 <sup>st</sup> December 2024
6.	Ngaire Harris – ERO	Email: Evaluation Partner
7.	Caitlin Metz – Connexa	Email: Improving Spark connectivity in Coromandel Town
8.	Richardsons Real Estate	Statement of Account as at 31 <sup>st</sup> January 2025
9.	Tertiary Education Commission	Preliminary Funding Wash-Up Assessment for 2024
10.	Tertiary Education Commission	Significant Plan Amendment 2025
11.	Longboard Construction Ltd	Invoice \$4,384.76 excl GST
12.	Longboard Construction Ltd	Invoice \$4,552.61 excl GST
13.	Longboard Construction Ltd	Invoice \$15,408.90 excl GST
14.	Longboard Construction Ltd	Invoice \$15,685.00 excl GST
15.	Longboard Construction Ltd	Invoice \$6,495.00 excl GST

<b>16.</b>	<b>Nane Kaye-Ivitu</b>	EOTC Event Proposal, Approval and Intentions Form – 2025 Rarotonga Trip
<b>17.</b>	<b>Sheree Diaz</b>	EOTC Event Proposal, Approval and Intentions Form – November 2025 Yr 7/8 Counties Manukau Games Trip