

# BOARD MEETING MINUTES 2025

**DATE:** 17/03/2025  
**TIME:** 4.45-7pm  
**VENUE:** Onsite-Board Room

## Opening Karakia

**PRESENT:** Cara MacKenzie (Staff Rep), Casey Bell (Principal), Turi Robinson (Presiding Member), Justine Edwards (Parent Rep), Loretta Card (Parent Rep), Nicole Mitchell (Parent Rep)

**APOLOGIES:** NA

**CONFLICT OF INTEREST:** no conflict of interest recorded

## 2. AGENDA ITEMS

### 2.1 Board Assurances

- Refer to [Principal's Report](#) Pages 4-6

**Motion:** The Board accepts the Board Assurances

**Moved:** Justine      **Seconded:** Loretta      **In favour:** **CARRIED**

### 2.2 Wellbeing

- [\(Teachers\) Review results](#)
- SLT will look at the areas that need to be addressed. Wellbeing action plan to be created and reported back to the Board.

### 2.3 Principal's Professional Learning Group

- [Principal Professional Learning Group agreement \(to be signed\)](#)

**Motion:** The Board agrees to the Principal undertaking a Professional Growth Cycle in 2025.

**Moved:** Turi      **Seconded:** Justine      **In favour:** **CARRIED**

### 2.4 Van Proposal

- 12 seater van(s)
- To provide transport for sports, cultural activities, trips/camps, etc.
- This will eliminate teacher's having to use their own vehicles
- An easy way to transport students around - without having to go outside of school to pick up and drop back.
- Signage will provide school advertising
- SLT met with Hamilton North to discuss their costs in running their vans
- Sheds required to store the vans. Quotes to buy are still coming.
- Will look into Toyota

**Motion:** proceed with getting quotes for Van purchase

**Moved:** Cara      **Seconded:** Nicole      **In favour:** **CARRIED**

### 2.5 Progress Updates:

- **Rumaki**
- Roll return has been sent through so are waiting to become a registered provider so funding should come through for the resources required soon.

- Whaea Adrienne supporting lower level learners to support Manaaki
- **Health and wellbeing centre**
  - Disclosure agreed and signed
  - identified that it was too unsafe to continue in the old sports shed
  - Explore other options for the centre due to asbestos contamination

## 2.6 Kapa Haka Waananga dates

- 8 dates, all overnight, Friday-Sat afternoon
- Showering - Girls and boys have separate allocated times
- Boys and girls are split for sleeping
- Vetted teachers stay overnight
- Girls MPR, Boys Library
- Reg and Waitawa are in charge, 4 tutors are vetted and stay overnight also

**Motion:** For noho to be on school site, overnight

**Moved:** Turi      **Seconded:** Justine      **In favour:** **CARRIED**

## 3.0 PROPERTY

### 3.1: Property Meeting with Octa

- **Project 1:** Toilet ceiling/roof being repaired (emergency project)
- **Project 2:**
  - Half walls to be removed to open up Hubs Rumaki,1,2,3
  - Replace external sliding doors and add sliding doors in hubs
  - Internal glass sliding doors for the breakaway room
  - Heat pump in RTLB
  - Sliding white board doors in Tech Rooms
  - Wall coverings in hubs will be replaced
  - Floor coverings replaced
  - Radiators removed
  - Re-screw roof of Ham North building

Anything else identified will be repaired using remaining money.

### 3.2: Wall division

- Walk Through

### 3.3 School Gates

- [School Gates](#)

### 3.4 Fire alarm panel

- \$85,000 for an alarm panel with all smoke detectors and bing bong connected to it.
- See what ministry proposes

## 4.0 MONITORING

### 4.1 [Principals Report](#)

- Strategic goals evidenced.

**Motion:** Principal's report received and accepted

**Moved:** Loretta      **Seconded:** Nicole      **In favour:** **CARRIED**

#### **4.2 Annual Plan 2025**

- Uploaded to School Website
- Every alternate Thursday morning there is a meeting (SAT and SLT alternate weeks)
- Goals → Actions → Progress → Next Steps are discussed

### **5.0 FINANCE**

#### **5.1 Feb Finance report 2024**

- 17% through the budget for the financial year.
- Income: 21%, Spent 13%.
- School is in a good financial position

**Motion:** Board accepts Feb Accounts

**Moved:** Nicola      **Seconded:** Cara      **In favour:** **CARRIED**

#### **5.2 Analysis of Variance**

**Motion:** Annual financial statements for 2023 accepted by the board

**Moved:** Turi      **Seconded:** Loretta      **In favour:** **CARRIED**

#### **5.3 Banking:**

Term Deposit - Discussion about Term deposits and Government Bonds

### **6.0 ANY OTHER BUSINESS**

#### **6.1 In Committee**

#### **7.0 ATTENDANCE**

##### **New Attendance strategy -STAR**

- Stepped Attendance Response
- The Govt target is for 80% of students to attend regularly, that is to attend school more than 90% of the time
- The same as what we are already doing
- We have a lot of high risk attendance

### **8.0 ADMINISTRATION**

#### **8.1 Correspondence and Reports**

- Erica Stanford

#### **8.2 Meeting Minutes**

- Feb Minutes

**Motion:** Minutes of Last Board Meeting accepted as a true record

**MOVED:** Turi      **SECONDED:** Nicola      **IN FAVOUR:** **CARRIED**

#### **9.0 Agenda items for next meeting**

- Term 1 Achievement Data
- PB4L Data report & Student Wellbeing Feedback
- Term 2 School Docs Reviews
- Day camps review (Feedback and costs)

#### **9.1 Next Board of Trustee Meeting Date:**

Monday 19th May

**Closing Karakia**

**Meeting Closed At:**

**Presiding Member: Turi Robinson 17 / 03/2025**

A handwritten signature in black ink, appearing to read 'Turi Robinson', written in a cursive style.