Minutes of the School Board Meeting

Date: 29 June 2026

Time: 5:15 pm – 7:55 pm

1. Administration

- **Present:** Stephen (Steve) Doran (Chairperson), Max Guptill (Deputy Chairperson) (via Zoom), Abbie Gunning, Erin Cairney and Simon Kahika, Zoe Foster (Staff Representative), and Ray Kelly (Principal).
- **In Attendance:** Michelle Ginders (Minute Recorder), Danielle Wilson, Tertius de Villiers, Ria Henty and Gillian Lolesi (Teachers).
- **Apologies:** None
- **Conflicts of Interest:** None
- **Welcome:** Steve welcomed everyone to the meeting, especially the teachers. Max Guptill is attending this meeting via Zoom.

2. Matters Arising (Action Points from 02.06.26)

- **Board Profiles:** Steve has sent his profile.
- **Policies:**
    - The wording of the Digital Technology & Online Safety and Cellphones and Other Personal Devices Policy was sent to School Docs, and the new policy was included in the pack.
    - School Pool Policy to be discussed later in the meeting.
    - The daily meal allowance has been reviewed in the policy for professional development courses and overnight trips, and a copy has been included in the pack.
- **Eftpos Machine:** Still to be looked into by Michelle.
- **Te Whakarōpūtanga:** Ray still to send remits to Michelle.
- **School Zone:** Ray has sent his concerns to the Ministry and is awaiting their response.
- **Agenda Items -** The following items were included for this meeting:
  o Swimming Pool and Meal Allowance Policies
  o Photos of Students in Swimming Pool

3. Mid-Year Data Presentation

- Ray briefly explained the different data reports to the Board.
- Danielle Wilson and Gillian Lolesi explained the different stages that they go through when checking all the data. Ray has the final say on all data results.
- The school has a Literacy Support Teacher who works with a number of students and also works with teachers in class during reading to help upskill them.

- The school has a Maths Support Teacher, but this has stalled because the teacher is on sick leave.
- Learning Support Assistants (Teacher Aides) also work with students.
- BSLA Spelling is going well, but Kowhai will be making changes next term.
- Descriptors have been set by the Ministry. The school will send out information with the school reports, and links will be included on the website.
- The school is starting to see results from BSLA Reading across the school, and students are showing a deeper level of knowledge/understanding.
- Tertius de Villiers, Zoe Foster and Ria Henty all briefly explained what additional specialised teaching support they are receiving, which programmes they are using, and what upcoming training is happening, to improve student outcomes in 2026 and beyond.
- The Board briefly discussed and asked questions. Steve thanked the teachers for attending the meeting, and really appreciate everything they and the rest of the staff are doing for the students.

Danielle, Tertius, Ria and Gillian left the meeting at 6:00 pm.

4. Strategic Aims & Principal's Report

- **School Roll:** The school roll is currently 309, 40 students down from this time last year. Roll Returns are due on 1st July, and Ray informed the Board that this will mean we are down two teachers next year.
- **Stand Downs Term 2:** 7 Students (13 days).
- **Attendance:**
    - Term 1 attendance was 90.19%
    - Term 2 attendance is good due to all the hard work the school is putting in.
    - The focus has been on continuous lateness, with calls to whanau and home visits.
    - Deputy Principals' watchlist for Term 2 is 36 students, down from 54 in Term 1. There is regular contact with whānau.
    - Aro Ake - Navigators
        - 20 current cases
        - 5 new referrals to Aro Ake in June
- **Curriculum Requirements:** Week 9 classes averaged 93% in reading, writing, and mathematics; 100% is not always possible due to other school activities.
- **Positive Behaviour for Learning (PB4L):**
    - The school is currently managing a small group of students, and the Senior Leadership Team is working with teams and teachers to share strategies for managing these students.
- **Property:**
    - Graeme Brown
        - Currently working on the Health & Safety Report.
        - The new matting seams and edges were checked and found to be good.
        - The swimming pool changing rooms are in progress.

        - The swimming pool roof - Graeme Brown is currently waiting for a quote.
        - Room 7 verandah - waiting for a quote, but this could be a full replacement.
        - Hall Wall - waiting on a quote to replace with ply.
        - Doors - waiting on a quote to replace.
        - Gutters - still to be repaired; will remind contractors.
- **Board Assurances:**
    - Assured:
        - Risk Management
        - Planning and Preparing for Emergencies, Disasters, and Crises
        - School Planning and Reporting
        - Safety Checking and Police Vetting
        - Teaching Staff
        - Performance Management
        - Appointment Policy, Staff Conduct and Professional Development
        - Employment Policy and Equal Employment Opportunities.
        - Child Protection and Abuse Recognition and Reporting
        - Curriculum and Student Achievement Policy
        - Cellphones and Other Personal Digital Devices
    - Not Applicable:
        - Boarding House/Hostel Policies
- **Kāhui Ako:**
    - The school will be hosting the Kāhui Ako Rehu Tai (Speech) Competition next term.
- **School Events:**
    - Samoan Language Week.
    - Kowhai Team Rugby League Tournament.
    - Eastern Zone Senior Rugby Tournament.
    - The Navy, Te Kaha, ran a PE session with the seniors and our Takaro Whānau Event on 12th June.
    - Road Safety Week.
    - Year 7 & 8 Immunisations.
    - Tironui Trust Concert.
    - Madagascar Show for Junior Students.

5. Governance Matters & Legal Compliance

- **Policy Reviews:**
    - The following policy was briefly discussed:
        - Travel Expenditure
        - Generative AI
- **AI-Generated Images:** The Board discussed the recent incident involving former employee Anna Voyce being targeted by an AI-generated moving image. The response/action the school took, the outcome and dealing with the media.

- **School Swimming Pool Photos:** The Board robustly discussed this issue and has decided on the following:
    - For each Board member to look into the issue further.
    - Seek external help on this matter.
    - Erin to share the training links.
    - Run through scenarios.
    - To be included on the Agenda for the next meeting.
- **Te Whakaarōpūtanga National Board:** Max will be nominated by another school for the National Board, with our school's support.
- **Policies to be Reviewed and Approved at a later meeting:**
    - School Swimming Pool

6. Finance & Asset Management:

- **May Financial Accounts:**
    - The accounts for May show a deficit.
- **Annual Audit**: The Board discussed the Annual Audited Accounts - Areas of Improvement for the Year Ending 31.12.2025 and the following was discussed:
    - Matter 1 - The minutes were amended and given to the auditors.
    - Matter 2 - Discussed
    - Matter 3 - Discussed
    - Matter 4 - Staff will take more leave this year to reduce the leave liability.
    - Matter 5 - The Board will review this policy.
- **Eftpos Machine:** The Board has asked the school to conduct a cost comparison between our current machine and a Paywave machine.

7. Strategic Decisions:

- **Pool Beautification**: The Board discussed that this would be an asset for the school and has asked Ray to gather quotes for the different ideas for the next meeting.
- **School Enrolment Zone:** Ray is still awaiting a response from the Ministry to his recent correspondence regarding the school zones. Ray will invite real estate agents to visit the school.
- **School Closing Date Change:** Ray explained to the Board his reasoning behind changing the closing date from Monday 14th December to Friday 11th December 2026. The Board discussed and agreed to this change.
- **SchoolDoc Changes:** Ray briefly explained the changes and reasoning behind these.

8. Te Whakarōpūtanga

- **Annual General Meeting:** Max informed the Board that the recent AGM did not proceed because only 32 schools were registered. A new Special AGM will be held on 20th June 2026, and no quorum is required. All current remits will remain. Ray will send to Michelle to email to the Board.

9. General Business:

- **Tuckshop Request from Student:** Steve explained that he has responded to this student's request to inform them that it would be discussed at the next Board meeting. The Board discussed and has decided that, at this stage, they will not be going ahead with this idea. Ray will respond to the student with the Board's decision and the reasoning behind this.
  Zoe explained to the Board that the Kowhai Team is doing persuasive writing next term, so the Board may receive more of these letters.
- **Child's Time:** Ray explained to the Board that they contacted him regarding removing a tree on the leased land. On closer inspection, the tree is on their land and was planted by the original owners. Ray has met with them to discuss.
  - Steve to review the lease to see if it is under our maintenance or theirs.
  - Ray to respond to Child's Time.

10. Reviews

- **Policies**

  Motion to accept and approve the Generative AI policy.

  Proposed: Erin Cairney **Seconded:** Ray Kelly

  Result: All in Favour ~ motion carried.

  Motion to accept and approve the Travel Expenditure policy.

  Proposed: Abbie Gunning **Seconded:** Ray Kelly

  Result: All in Favour ~ motion carried.

- **Te Whakarōpūtanga National Board:**
  A motion was proposed to support Max Guptill's nomination by another school to the Te Whakarōpūtanga National Board.

  Proposed: Steve Doran

  Result: All in Favour ~ motion carried.

- **Financial Reports**
  A motion was proposed to accept and approve the May 2026 financial accounts and pay the bills.

  Proposed: Abbie Gunning **Seconded:** Erin Cairney

Result: All in Favour ~ motion carried.

- **Annual Audited Accounts - Areas of Improvement**
  A motion was proposed to accept and approve the Annual Audited Accounts - Areas of Improvement 31.12.2025.
  Proposed: Steve Doran
  Result: All in Favour ~ motion carried.
  A motion was proposed to accept and approve the Audit Representative Letter for the Year Ended 31.12.2025 and the School Subsequent Events Questionnaire.

  Proposed: Max Guptill **Seconded:** Simon Kahika

  Result: All in Favour ~ motion carried.

- **School Closing Date**
  A motion was proposed to change the school's closing date to Friday 11th December 2026.

  Proposed: Zoe Foster **Seconded:** Simon Kahika

  Result: All in Favour ~ motion carried.

- **Minutes of the previous meetings**
  The Te Whakaarōpūtanga remits to be included in these minutes.
  The meeting minutes from 2 June 2026 were read and accepted as a true and accurate reflection of the meeting.

  Proposed: Abbie Gunning **Seconded:** Ray Kelly

  Abstained: Erin Cairney and Simon Kahika

  Result: All in Favour ~ motion carried.

- **Correspondence**
  A motion was proposed to accept all incoming and outgoing correspondence.

  Proposed: Zoe Foster **Seconded:** Max Guptill

  Result: All in Favour ~ motion carried.

11. Agenda Items for Next Meeting

- Policies Review
- Swimming Pool Photos

- Board Members at the next Parent/Teacher Interviews, 5th August 2026, in Room 15.

11. In Committee – Personnel

- Steve moved that:
  The meeting moved into committee, and pursuant to Section 48 of the Local Government Official Information and Meetings Act 1987, the public is excluded from the remainder of the meeting to give confidentiality to and to protect the privacy of individuals concerned as follows: "that the matters being discussed are of a personal and private nature."

  The Board moved out of the In-committee.

Signed: Board Chairperson **Date:** 3/8/2026
Stephen (Steve) Doran

MATTERS ARISING FROM THE SCHOOL BOARD MEETING OF

<u>26th of June 2026</u>

No.	ITEM	WHO	WHEN
1.	**Matters Arising:** • Eftpos Machine • Te Whakarōpūtanga AGM remits to be emailed to Michelle.	Michelle Ray	
2.	**Photos of Staff & Students:** • Get advice from Entity or other organisations on the use of photos on social media & website. • Run through worst-case scenarios and the actions that would need to be taken. • Send through the links for training and information on this matter	Ray Board Erin	
3.	Parent/Teacher Interview: • Who is attending? • What to discuss?	Board	
4.	Child's Time - Tree: • Check the lease agreement. If it is our responsibility, send out a motion to approve the cost. • Contact Child's Time	Steve/Ray	
5.	Letter from Student - Ray to respond to the student.	Ray	
6.	**Quotes:**	Ray	

	• Swimming Pool Upgrade • Hall Air Conditioners		
6.	Agenda Items for the Next Meeting: Swimming Pool Policy Quotes for Pool Upgrade Photographs of Students and Staff Board attending Parent / Teacher Interviews. Quotes for Hall Air Conditioners	Ray/Board	