

# KEI KONEI TĀTOU E TU ANA. HERE WE STAND.



## BOARD OF TRUSTEES MINUTES

**TUESDAY, 23rd June 2025.**

Previous hui: 3rd June, 2025

**Opening 6:00pm**

**Present:** Briar Carden Scott, Tineke Douglas, Scott Spicer, Dot Carter, Catherine Sole, Moana Magee

**Welcome to Manuhiri (Guests)**

**Karakia:** Moana Magee

**Apologies:** Matthew Carden-Scott

**Visitors:** Amanda Cook

**Quorum:** Yes

**Agenda Additions:** Overstaffing discussion, Timeline on staff structure, Board replacements

**Minutes Secretary:** Dorette Hartley

**Staff Representative:** Dot Carter

**Declaration of interests:** NA

### Administration:

#### APPROVAL OF MINUTES

Term 2, 3rd June (for May) 2025, Meeting Minutes be accepted as true and correct.

No amendments

Moved by: Scott Spicer

Seconded by: Dot Carter

### Actions from Previous Meeting

#### 1. Annual Plan update - Strategic

Sale of Rata Street process has commenced

Moved that NELP 1 is accepted  
 Moved by: Briar Carden-Scott  
 Seconded:

## 2. National Education and Learning Priorities (NELPS) and Ka Hikitia Outcome Domains

### Objectives

### Student Progress, Achievement and Wellbeing

#### 1. Learners at the Centre

Learners with their whānau are at the centre of education

#### Te Whānau

Education provision responds to learners within the context of their whānau

Spotlight on:

Te Ara Hau - report consider as read

Attendance - Amanda Cook presented new MOE Reporting requirements. (Report)

Mandatory by January 2026

- Daily attendance reporting (KAMAR)
- Fortnightly MOE Reports
- Refreshed Attendance Codes
- Stepped Attendance Response (STAR) - aim is to be proactive about attendance before it becomes a problem.

#### Waihi College:

*Early intervention:* Pouako contacts whanau with Attendance Letter, termly after 5 absences.

*Increased Support:* At 10 days - Letter goes out to whanau with supports we can offer.

*Escalation:* After 15 days, letter by DP to request face-to-face meeting with whanau to discuss attendance plan.

WC Flow chart ready to send out to whanau to explain process in simplified way.

Further changes and initiatives in the pipeline from MOE.

#### WC Data:

Regular, irregular & moderate absence has improved, Chronic not the case. Room for improvement and a way to go.

Looking at finding ways to make the process less cumbersome for staff and for the school.

Moved that NELP 1 is accepted

Moved by: Briar Carden-Scott

Seconded: Dot Carter

#### 2. Barrier free access

Great education opportunities and outcomes are within reach for every learner

Spotlight on:

International School

Production: Highlight, Five full houses, inclusive.

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| <p><b>Te Tangata</b><br/>Māori are free from racism, discrimination and stigma in education</p> <p>Athenree bus discussion was covered in NELP 1</p>  | <p>Scott to write letter on behalf of the board English</p> <p>Moved that NELP 2 is accepted<br/>Moved by: Briar Carden-Scott<br/>Seconded: Cat Sole</p>   |
| <p><b>3. Quality Teaching and Leadership</b><br/>Quality teaching and leadership make the difference for learners and their whānau</p> <p><b>Te Kanorautanga</b><br/>Māori are diverse and need to be understood in the context of their diverse aspirations and lived experiences.</p> | <p>Spotlight on:</p> <p>Te Ao Maori<br/>Social Sciences<br/>Health and Physical Education<br/>Specialist Classroom Teacher<br/>Languages</p> <p>Moved that NELP 3 is accepted<br/>Moved by: Briar Carden-Scott<br/>Seconded: Moana Magee</p> |
| <p><b>4. Future of Learning and Work</b><br/>Learning that is relevant to the lives of New Zealanders today and throughout their lives</p> <p><b>Te Tuakiritanga</b><br/>Identity, language and culture matter for Māori learners</p>   | <p>Spotlight on:</p> <p>Arts (Visual Art &amp; Drama)<br/>Senior Hub<br/>Sports</p> <p>Moved that NELP 4 is accepted<br/>Moved by: Briar Carden-Scott<br/>Seconded: Cat Sole</p>   |
| <p><b>5. WORLD CLASS INCLUSIVE PUBLIC EDUCATION New Zealand education is trusted and sustainable.</b><br/>Enhance the contribution of research and mātauranga Māori in addressing local and global challenges (TES ONLY)</p>  | <p>Moved that NELP is accepted<br/>Moved by:<br/>Seconded:</p> <p>NA</p>   |

| <b>School Business as usual : Updates from the Principal</b> |   |
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| <b>Area</b>  | <b>Commentary</b>   |
| Kahui Ako  | <p>Cluster Wide Symposium on 27 June - approx 135 attendees, 23 presenters<br/>LSC - there is a vacancy coming up in this space (0.4 at WC, 0.6 at Waihi Beach)<br/>Disestablished at the end of the year, Cluster to look at what can't be left to chance.</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Scott Spicer</p>  |
| Personnel & employment matters                               | <p>Uniform discussion - report. Interesting point: Do Crocs have a place as part of a smart uniform? Policy allows plain black crocs without gobbets/decorations, with back strap worn. If we consider any changes to the policy, it will include re-looking the whole uniform policy, do a 360 review, will be a 2026 initiative and in line with sports contracts.<br/>Four teachers out with long term sickness<br/>Sickness is impacting the relieving budget<br/>Formal resignation - Science, and accepted.</p> |

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|  | <p>Board to acknowledge SLT in writing to thank them for hard work and efforts</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Cat Sole</p>  |
| <b>Finance</b>                                   | <p>May report - taken as read<br/>Roll return on 1 July<br/>June predicts bigger spend which is typical for this time of year.<br/>Staffing request is currently at national level (Darryl driving this)</p> <p>Propose changing banks to ASB - better offering for our needs. The board agrees.</p> <p>One Foundation application for upgrade for one of our vans.</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Cat Sole</p> |
| <b>Advertising &amp; community communication</b> | <p>Weekly newsletter available along with upcoming events and dates. Good information, positive feedback.<br/>Good articles about our pupils in the news<br/>Website blurbs being updated<br/>School TV for parental support</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Scott Spicer</p>  |
| <b>Property</b>                                  | <p>Large water leak being investigated<br/>Beautification project being launched<br/>Cyclical maintenance programme - looked at by all parties and ready for auditor. Board moved Cyclical Maintenance Programme.</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Dot Carter</p>   |
| <b>Health &amp; Safety</b>                       | <p>Health &amp; Safety Report<br/>Discipline Report<br/>Student Uniform<br/>Only two stand downs since last hui. Incredible support in junior spaces to support students and consistent message and approach across the board.</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Cat Sole</p>  |
| <b>Legislation &amp; Compliance</b>              | <p>Assurances looked at<br/>Communication during an emergency, disaster or crisis - please look at this</p> <p>Moved by: Briar Carden-Scott<br/>Seconded: Dot Carter</p>   |

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| Policy Reviews and assurances | <p>N/A</p> <p>Moved by: Briar Briar Carden-Scott</p> <p>Seconded:</p>  |
| Board Training                | <p><b>Representation</b> reviewed tonight.</p> <p>Does the make-up of the board reflect the community? Yes but iwi representation would be a great addition. This could be managed in different ways.</p> <p>Does the Board have a succession plan in place? Eighteen month plan could be helpful. Current needs for board could be identified and then co-opt accordingly.</p> <p>Induction &amp; support: Can do a lot better. Every hui could have an induction aspect and prepare induction pack. ACTION: Board to think about what could be included in Board induction process - what would be helpful. Tineke to collate NZSTA opportunities. Briar to continue to guide board around policies.</p> <p>Is there enough interest in applying for Board positions? Students don't know what the role involves. Student rep could be given more guidance.</p> <p>Communication Plan? Used to be monthly Board Report to share. Briar, as manager of board, communicates clearly and frequently to community. Possibly a news bite in newsletter or similar forum. Mahi isn't always newsworthy however.</p> <p>Does the board monitor that the school is performing to parent expectation? Data analysis, surveys, analysis of variance, annual report available for all to see.</p> <p>Whanau voice gathered in multiple ways.</p> <p>Does the Board ensure that parent community is aware of complaints procedure?<br/>Yes</p> <p>Does Board deal effectively with disputes or conflicts? Yes - but very few letters to Board. Always acknowledged and heard.</p> <p>Will continue with accountability next hui.</p> |

Meeting Closed: 8:03pm

Next Meeting:

