

KEI KONEI TĀTOU E TU ANA. HERE WE STAND.



WAIHĪ
COLLEGE

BOARD OF TRUSTEES MINUTES

MONDAY, 22nd SEPTEMBER 2025.

Previous hui: 25 August, 2025

Opening:

Present: Cat Sole, Briar Carden-Scott, Tineke Iverson, Victoria Menary, Stuart Hartley.

Joined via Zoom: Tracey Te Wake

Welcome to Manuhiri (Guests): -

Karakia: Briar Carden-Scott

Apologies: Gemma Barden

Visitors: NA

Quorum: Yes

Agenda Additions: NA

Minutes Secretary: Dorette Hartley

Staff Representative: Tracey Te Wake

Declaration of interests: NA

Administration:

APPROVAL OF MINUTES

Term 3, 25th August 2025 Meeting Minutes be accepted as true and correct.

Moved by: Briar Scott

Seconded by: Cat Sole

Actions from Previous Meeting

Whanaungatanga:

What are your reasons for joining the Board?

Board Education:

- Management vs Governance & Board Induction
- As part of Board Induction - Strategic Plan shared & talked through with new Board. Will be reported on at the end of 2 years. New Strategic Plan for coming years & 2026 Annual Plan to be shared with Board in near future.
- Code of Conduct for Board Members (Ministry of Education)
- Concerns & Complaints process
- Next Board Hui: Start Board education with looking at Policies.

1. Annual Plan update - Strategic

Annual Plan actions:

Strategic Plan in Action
See Report from Principal

Board training options:

 2025 WC Board Hui Plan

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

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

Objectives	Student Progress, Achievement and Wellbeing
<p>1. Learners at the Centre Learners with their whānau are at the centre of education</p> <p>Te Whānau Education provision responds to learners within the context of their whānau</p>	<p>Spotlight on: Sciences Sport Other Languages and Special Classroom Teacher Senior Hub</p>
<p>2. Barrier free access Great education opportunities and outcomes are within reach for every learner</p> <p>Te Tangata Māori are free from racism, discrimination and stigma in education</p> <p>Athenree bus discussion was covered in NELP 1</p>	<p>Moved that NELPS are accepted: Moved by: Briar Carden-Scott Seconded: Victoria Menary</p>
<p>3. Quality Teaching and Leadership Quality teaching and leadership make the difference for learners and their</p>	

<p>whānau</p> <p>Te Kanorautanga Māori are diverse and need to be understood in the context of their diverse aspirations and lived experiences.</p>	
<p>4. Future of Learning and Work Learning that is relevant to the lives of New Zealanders today and throughout their lives</p> <p>Te Tuakiritanga Identity, language and culture matter for Māori learners</p>	

School Business as usual : Updates from the Principal

Area	Commentary
<p>Kahui Ako</p> <p>For your information.</p>	<p>Ongoing: Succession Planning for KA mahi to retain for our Cluster post disestablishment on 28 January 2026.</p> <p><u>Museum Exhibition</u> Bella Paulsen (Currently a Year 13 Waihi College student) is helping schools partner with the Waihi Museum, to craft an exhibition showcasing Waihi's education over the years.</p> <p>Moved by: Briar Carden-Scott Seconded: Stuart Hartley</p>
<p>Personnel & employment matters</p> <p>For your information.</p>	<ul style="list-style-type: none"> ● Physics Teacher job - filled ● Student Board Rep - filled Stuart Hartley ● Staff Board Rep - Tracy Te Wake ● Parent Board Rep - one position available ● Digital Tech Teacher position to be filled (Jade Street leaving) <p>Moved by: Briar Carden-Scott Seconded: Stuart Hartley</p>
<p>Finance</p> <p>For your decision making & information.</p>	<ul style="list-style-type: none"> ● AUGUST report for finance - Taken as read. Accountant feedback is that all areas in the report are under control. Invite Daniel (Accountant) to talk to Board about how finances work ● Resolutions below <p><u>Suggested Annual Board Resolutions:</u> Suggestions shared with Board. To attend to at next Board Hui</p> <ul style="list-style-type: none"> ● That meeting allowances be paid to BOT members paid at the following rates: Chairperson \$75; Board Members \$55 ● That depreciation rates remain the same (or changed to if relevant) ● That the school's assets have been reviewed for impairment; if relevant the Board approves listed assets to be adjusted or written off. ● That the Cyclical Maintenance plan has been reviewed and adjusted accordingly. This is usually part of the 10YPP but recent plans may not have this added as part

	<p>of it. (Done at previous Board Hui)</p> <ul style="list-style-type: none"> ● That the school's Accounts Receivables have been reviewed for impairment. If required, debts that are unrecoverable are to be listed and the Board agrees to them being written off. ● That all Stock Items held for resale have been reviewed for impairment / obsolesces. If required items that are unable to be sold and the Board agrees to them being written off. <p><u>Board Resolution:</u></p> <p>Motion to switch banks from Bank of New Zealand to ASB Bank Limited, with the account opening document to be signed by the Principal, Briar Carden-Scott and the Board Presiding member, Tineke Douglas.</p> <p>The ASB Bank signatories will be: Briar Carden-Scott, Joanne Howell, Deborah Christian, Jodi Henderson.</p> <p>The ASB online administrators will be: Deborah Christian, Jodi Henderson</p> <p>Motion to open a Business Credit Card facility with a School limit of \$16 000.00. The card holders and individual limits will be:</p> <p>Briar Carden-Scott - \$5 000.00; Deborah Christian \$5 000.00; Joanne Howell \$3 000.00; Alistair Cochrane \$3 000.00</p> <p>The Board approves this motion.</p> <p>Moved by: Briar Carden-Scott Seconded: Victoria Menary</p>
<p>Advertising & community communication</p> <p>For your information.</p>	<ul style="list-style-type: none"> ● Weekly newsletter available along with up and coming events and dates. ● Good articles about our students in the news. ● Website blurbs being updated. ● School TV for parental support. <p>Moved by: Briar Carden-Scott Seconded: Victoria Menary</p>
<p>Property</p> <p>For your information.</p>	<p>Hollis Bush: Project with DOC to restore the area</p> <p>Farm: Coal boiler coal to be sold; new calves, fertilizer, wild flower pollinator idea for orchard, lamas on the way, chicken coups</p> <p>Property: Several break-in attempts, police involved. Graffiti on the rise. Heritage trees to tidy up & pine that fell down. Base Up hired for site beautification project.</p> <p>Furniture Grant: Staffroom transformation</p> <p>Moved by: Briar Carden-Scott Seconded: Cat Sole</p>
<p>Health & Safety</p> <p>For your information.</p>	<ul style="list-style-type: none"> ● Health and Safety report. ● Staff Wellbeing (e.g. morning teas, celebrations & recognitions) ● Discipline report ● Uniform initiative moved to 2026 <p>Moved by: Briar Carden-Scott Seconded: Victoria Menary</p>

<p>Legislation & Compliance</p> <p>For your decision making</p>	<p>Nothing for this Hui</p> <p>Moved by:</p> <p>Seconded:</p>
<p>Policy Reviews and assurances</p> <p>Please ensure you have reviewed these policies.</p>	<ul style="list-style-type: none"> • Assurances (completed for the term) • Policy reviews (none at this Hui) <p>Moved by:</p> <p>Seconded:</p>
<p>Board Training</p>	<p>Management vs Governance Induction</p>

Meeting Closed: 8:00pm
 Next Meeting: 3 November 2025

J. Daylon 3/11/25