

KEI KONEI TĀTOU E TU ANA. HERE WE STAND.



## BOARD OF TRUSTEES MINUTES

**MONDAY, 24th NOVEMBER 2025.**

Previous hui: 3 Novemeber, 2025

**Opening:**

**Present:** Cat Sole, Briar Carden-Scott, Tineke Iverson, Victoria Menary, Stuart Hartley, Gemma Barden

**Welcome to Manuhiri (Guests):** Jo Howell, Dan Hill

**Karakia:** Briar Carden-Scott

**Apologies:**

**Visitors:**

**Quorum:** Yes

**Agenda Additions:** Discussion about presiding member

**Minutes Secretary:** Dorette Hartley

**Staff Representative:** Tracey Te Wake

**Declaration of interests:**

**Guest Discussions:**

Jo Howell: CAA discussion (NCEA Literacy & Numeracy Co-requisite). Requirement for gaining NCEA Level 1, 2 or 3. Industry requires functional literacy & numeracy to apply outside of school. Various pathways to achieve this requirement. 2 main ones at WC are:

CAA assessments (Skill based) MOE preferred method.

Traditional NCEA Standards pathway (more traditional)

Jo explained how these co-requisites work; how it is administered; how students are supported and prepared; and provided notes with key information. She also explained the difference between the two main methods used at Waihi College and the specific programmes designed & used at WC. Jo shared data for 2025 results at WC and how it compares to national averages. Watched video made for WC whanau that explains NCEA Literacy & Numeracy. 2028 will see new requirements (New Curriculum)

Questions, answers & discussion.

**Guest Discussions:**

Dan Hill – Accountant

Presenting Draft Budget & October Report

**Administration:**

**APPROVAL OF MINUTES**

Term 4, 3 November 2025 Meeting Minutes be accepted as true and correct.

Moved by: Victoria Menary

Seconded by: Cat Sole

**Actions from Previous Meeting**

**Whanaungatanga:**

**Board Education:**

NA

**1. Annual Plan update - Strategic**

Annual Plan actions:

Board training options:

[2025 WC Board Hui Plan](#)

Moved that NELP 1 is accepted

Moved by: Briar Carden-Scott

Seconded: Cat Sole

**2. Addition to Agenda**

Appointment of Presiding Member: Clarity provided by NZSTA.

In short:

Person running the process (Board members who can't be elected) will call for nominations.

Opportunity for candidates to speak, follow by voting (suggest secret ballot)

Record process of the outcome in the Boards meeting.

Process will be repeated at first Board Meeting of next year (or motion to roll over)

Board votes to re-appoint Tineke Iverson in the role of Presiding Member

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

<b>Objectives</b>	<b>Student Progress, Achievement and Wellbeing</b>
<b>1. Learners at the Centre</b> Learners with their whānau are at the centre of education	<b>Spotlight on:</b>

<p><b>Te Whānau</b> Education provision responds to learners within the context of their whānau</p>	<p>Science Year 7 &amp; 8 PE &amp; Health Sports Co-ordinator Te Ao Maori Music Senior Hub Curriculum changes update Japan trip feedback - boys</p> <p>Briar shares more information to update Board around current state of Curriculum changes. Waihi College has put out a statement around Ti Tiriti O Waitangi.</p> <p><b>Moved that NELPS are accepted:</b> <b>Moved by:</b> Briar Carden-Scott <b>Seconded:</b> Tracy Te Wake</p>
<p><b>2. Barrier free access</b> Great education opportunities and outcomes are within reach for every learner</p>	
<p><b>Te Tangata</b> Māori are free from racism, discrimination and stigma in education</p> <p>Athenree bus discussion was covered in NELP 1</p>	
<p><b>3. Quality Teaching and Leadership</b> Quality teaching and leadership make the difference for learners and their whānau</p> <p><b>Te Kanorautanga</b> Māori are diverse and need to be understood in the context of their diverse aspirations and lived experiences.</p>	
<p><b>4. Future of Learning and Work</b> Learning that is relevant to the lives of New Zealanders today and throughout their lives</p> <p><b>Te Tuakiritanga</b> 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><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. Opens 28 November</p> <p>Kahui Ako coming to an end: Retaining Cluster year level hui around best practice &amp; networking AOV can be shared at another time All contracts finish on January 27<sup>th</sup> 2026.</p>

	<p>Moved by: Briar Carden-Scott          Seconded: Stuart Hartley</p>
<p><b>Personnel &amp; employment matters</b></p> <p>For your information.</p>	<ul style="list-style-type: none"> <li>● Parent Board Rep - one position available - discussion of who we might approach.</li> <li>● Staffing Surplus - verbal discussion</li> <li>● Staff discipline - verbal discussion</li> <li>● Fixed Term Maternity Cover Term 1-3 advertised</li> </ul> <p>Shoulder tapping for additional Board member – one interested party. The next step is to call for nominations. Co-opting is not an option at this stage. The board is happy to proceed with interested party. Briar will check how the process is.</p> <p>Moved by: Briar Carden-Scott          Seconded: Gemma Barden</p>
<p><b>Finance</b></p> <p>For your decision making &amp; information.</p>	<p>OCTOBER report for finance - Taken as read.</p> <p>Moved by: Briar Carden-Scott          Seconded: Tracy Te Wake</p> <p><u>Notes on the October Financial Report:</u>          The way commentary is presented in reports will change:          5 areas:  <b>Operating projections -</b>          Current annual result is on budget          Income higher than expected. What this will look like in 2026 is not known but advice is to budget as previously.  <b>Notable expenses for the month</b> (October) – in future parameters of what is included here will change  <b>Capital expenditure budget</b> – will be needs only in future  <b>Uncommitted funds</b> – most important number in report. Currently in a deficit position.  <b>Key areas to review</b> – can be every month or every year e.g. leases, banked staffing.</p> <p>Overall, things are tracking well. Darryl (MOE) acknowledges the situation could have been much worse. Being conservative in estimations.</p> <p><u>Notes on the Draft Budget:</u>          Will not be signed off until we have as much information as possible, can be approved at the next meeting and final approval can be in January .          Dan talked to the Board, through main points.          Hope that during 2026 most issues are resolved and 2027 starts on a better footing.          Very careful &amp; realistic consideration for every line in the budget.          Scheduling significant mid-year review &amp; hoping to be proactive with applying for funding &amp; grants.          Questions about contribution to swimming pool – funds have been earmarked. In 2026.          Capital Expenditure: Agreement is for needs not wants          Dan explained the different sheets in the budget document</p> <p><b>Resolution for this meeting:</b>          The Board has reviewed and accepted the budget and will take the next 3 weeks to</p>

	<p>digest the details, make enquiries and then draft their approval. Board unanimously approves this resolution.</p> <p><u>Cyclical Maintenance:</u> MOE requirement is for funds to be set aside for maintenance of their buildings. Current plan &amp; contract signed for exterior painting Site maps &amp; naming of buildings to be sorted out between Carus plan and Marica initial scope Dovetailing some work with 5YA plan (e.g. internal painting)</p> <p><b>Resolution</b> The board approves the cyclical maintenance plan with a provision of \$186 004 at the end of 2025.</p> <p><b>Moved by:</b> Tineke Iverson Unanimously seconded by the Board</p> <p>Board approved Debbie Christensen has Board authority to apply for funding &amp; grant on our behalf.</p> <p><b>Moved by:</b> Briar Carden-Scott <b>Seconded by:</b> Cat Sole</p>
<p><b>Advertising &amp; community communication</b></p> <p>For your information.</p>	<ul style="list-style-type: none"> <li>● Weekly newsletter available along with up and coming events and dates.</li> <li>● Good articles about our students in the news.</li> <li>● Website blurbs being updated.</li> <li>● School TV for parental support.</li> </ul> <p><b>Moved by:</b> Briar Carden-Scott <b>Seconded:</b> Victoria Menary</p>
<p><b>Property</b></p> <p>For your information.</p>	<p>Property:</p> <p>NA</p> <p><b>Moved by:</b> Briar Carden-Scott <b>Seconded:</b> Tracy Te Wake</p>
<p><b>Health &amp; Safety</b></p> <p>For your information.</p>	<ul style="list-style-type: none"> <li>● Health and Safety report.</li> <li>● Staff Wellbeing</li> <li>● Discipline report</li> </ul> <p>Uniform initiative – Stuart &amp; Briar to get student findings from Health class project as a starting point.</p> <p><b>Moved by:</b> Briar Carden-Scott <b>Seconded:</b> Stuart Hartley</p>
<p><b>Legislation &amp; Compliance</b></p> <p>For your decision making</p>	<p>NA</p> <p><b>Moved by:</b> <b>Seconded:</b></p>

<p><b>Policy Reviews and assurances</b></p> <p>Please ensure you have reviewed these policies.</p>	<p>Policy reviews          Bus discussion raised again.          Gemma happy to assist Briar with wording of future correspondence.</p> <p><b>Moved by:</b> Briar Carden-Scott  <b>Seconded:</b> Tracy Te Wake</p>
<p><b>Board Training</b></p>	

Board Correspondence	
	Personal Grievance received.

**Meeting Closed:** 8:08pm

**Next Meeting:** 15th December via dinner and or email

*J. Dangle*  
 18/5/26