

KEI KONEI TĀTOU E TU ANA. HERE WE STAND.



## BOARD OF TRUSTEES MINUTES

**MONDAY, 28th April, 2026**

Previous hui: 24 March 2026

**Opening:** Karakia Victoria Menary

**Present:** Cat Sole, Briar Carden-Scott, Victoria Menary, Stuart Hartley, Gemma Barden, Tracy Te Wake, Karyn Williams, Tineke Iversen (late)

**Welcome to Manuhiri (Guests):** Amanda Cook

**Karakia:** Briar Carden-Scott

**Apologies:**

**Visitors:** None

**Quorum:** Yes

**Agenda Additions:** None

**Minutes Secretary:** Dorette Hartley

**Staff Representative:** Tracey Te Wake

**Declaration of interests:** None

### Administration:

#### APPROVAL OF MINUTES

Term 1, 24 March Meeting Minutes be accepted as true and correct.

Moved by: Cat Sole

Seconded: Victoria Menary

### Guest presenter: Amanda Cook - Attendance

Attendance discussion:

Every Day Matters Report for Term 1, 2026 (provisional report pending minor data changes)

Some notable points

43% Good attendance (from 32% in T1 2025)

29% Irregular Attendance (from 44% in T1 2025)

14% Moderate (from 13% in T1 2025)

14% Chronic absence (from 11% in T1 2025)  
 98% Punctuality  
 Leading reason is illness or medical  
 Highest Chronic Absences: Year 10's at 22%  
 SchoolBridge & Attendance Officer have both made huge impact  
 Look into additional SchoolBridge training for parents to increase uptake

**Actions from Previous Meeting**

Uniform actions not attended to yet  
 No update on vans as no feedback yet from One Foundation

**Board Actions:**

Send blurb and photo to Wendy  
 Each Board member commits to 1 STAR training session this term

**Whanaungatanga:**

**Board Education:**

ERO will connect with the Board around Stewardship & Governance during visit in Term3. Board needs to do & submit a self assessment document prior to the visit.  
 Board to attend to part of this at every hui. Recognise that individuals are at different stages.  
 Board selects aspects they would like more information and background on to be able to contribute better to the ranking of specific aspects in future sessions to complete this doc.  
 Briar will provide more info at next hui.

ERO email re preparation meeting. ERO visit will straddle the old and new approach.  
 Positive feedback about 2023 report priorities

**Board Discussion – What do we want to hear from our school community?**

1.

**1. Annual Plan update - Strategic**

Taken as read, no questions & further discussion

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

**2. Addition to Agenda**

Drug Dog report  
 ERO phonecall report with Briar

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

Objectives	Student Progress, Achievement and Wellbeing
<p><b>1. Learners at the Centre</b>            Learners with their whānau are at the centre of education</p> <p><b>Te Whānau</b>            Education provision responds to</p>	<p><b>Spotlight on:</b></p>

learners within the context of their whānau	<p>Visual Art Geography Careers and Trades Te Ara Hou Youth Mentoring program Gateway</p> <p>Briar points out gateway successes regarding local business employing our students.</p> <p>2025 Te Ara Hou results to be celebrated. Tracy will provide info around this.</p> <p>Discussion around Year 9 &amp; 10 successes in literacy &amp; numeracy progress/results. Continue the successful efforts</p> <p>Moved that NELP 2 are accepted: Moved by: Briar Carden-Scott Seconded: Stuart Hartley</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>Personnel &amp; employment matters</p> <p>For your information.</p>	<p>Discussion around questions: Staff Planning Process: feedback around mandatory requirements around this. "The Waihi College Way" of planning is now in place. Recognises literacy components, values &amp; updated curriculum in planning. HOD's responsible for rolling out &amp; checking of planning. What are our targets and how do we make it happen? Support &amp; guidance has been put in place to assist with this. Board staff funding: How many staff members do the Board fund? 3 teachers. Resignation: Vicky McMillan. Maternity Leave: Nicky - Carlene Dillamore will stand in</p>

	<p>Board goes in committee to discuss a personnel grievance matter.</p> <p>Moved by: Briar Carden-Scott Seconded: Victoria Menary</p>
<p><b>Finance</b></p> <p>For your decision making &amp; information.</p>	<ul style="list-style-type: none"> <li>Board has seen the draft Annual Financial Statements for the year ended 31 December 2025. Auditors waiting for some last details before the final document can be provided and acted on by the Board.</li> </ul> <p>Moved by: Briar Carden-Scott Seconded: Gemma Barden</p>
<p><b>Advertising &amp; community communication</b></p> <p>For your information.</p>	<ul style="list-style-type: none"> <li>Weekly newsletter &amp; social communications.</li> <li>Exit &amp; entry whanau interviews to gauge whanau thoughts on the school. Students often leave for good &amp; positive reasons. Should share this as a positive point with our community to turn the negative narrative. Board would love to see more of this. Could fall under an alumni committee. Unplanned leavers are often a surprise to us, so an interview doesn't happen.</li> <li>Incoming whanau: can consider enrolment specific feedback gathering.</li> <li>A list of surveys to community in recent times provided to Board on request to help Board decide which Board surveys to do this year: Idea is that community is surveyed on how the rate the Board's performance based on Strat Plan. Sub committee to take the lead on this - Gemma, Tracy &amp; Victoria.</li> </ul> <p>Moved by: Briar Carden-Scott Seconded: Tracy Te Wake</p>
<p><b>Property</b></p> <p>For your information.</p>	<ul style="list-style-type: none"> <li>Report accepted</li> </ul> <p>Moved by: Briar Carden-Scott Seconded: Cat Sole</p>
<p><b>Health &amp; Safety</b></p> <p>For your information.</p>	<p>Feedback on staff wellbeing team &amp; the work they do Discipline report Medical insurance for tour group going to Japan</p> <p>Moved by: Briar Carden-Scott Seconded: Stuart Hartley</p>
<p><b>Legislation &amp; Compliance</b></p> <p>For your decision making</p>	<ul style="list-style-type: none"> <li>Attendance Plan discussed</li> </ul> <p>Moved by: Briar Carden-Scott Seconded: Gemma Barden</p>
<p><b>Policy Reviews and assurances</b></p> <p>Please ensure you have reviewed these policies.</p>	

	<table border="1" data-bbox="354 230 1343 481"> <thead> <tr> <th data-bbox="354 230 1024 286">Term 2 policies</th> <th data-bbox="1024 230 1343 286">Review opens 20 April</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 286 1024 320">• <b>Daily School Bus*</b></td> <td data-bbox="1024 286 1343 320"></td> </tr> <tr> <td data-bbox="354 320 1024 353">• <b>School Swimming Pool*/ Swimming Off Site*</b></td> <td data-bbox="1024 320 1343 353">Board review</td> </tr> <tr> <td data-bbox="354 353 1024 387">• <b>Education Outside the Classroom (EOTC)</b></td> <td data-bbox="1024 353 1343 387">Board review</td> </tr> <tr> <td data-bbox="354 387 1024 421">• <b>EOTC Governance Roles and Responsibilities</b></td> <td data-bbox="1024 387 1343 421"></td> </tr> <tr> <td data-bbox="354 421 1024 481">• <b>EOTC Risk Assessment and Management</b></td> <td data-bbox="1024 421 1343 481"></td> </tr> </tbody> </table> <p data-bbox="354 517 737 584">Moved by: Briar Carden-Scott Seconded: Cat Sole</p>	Term 2 policies	Review opens 20 April	• <b>Daily School Bus*</b>		• <b>School Swimming Pool*/ Swimming Off Site*</b>	Board review	• <b>Education Outside the Classroom (EOTC)</b>	Board review	• <b>EOTC Governance Roles and Responsibilities</b>		• <b>EOTC Risk Assessment and Management</b>	
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Board Training	NA												

Correspondence to the Board incoming		Correspondence to the Board outgoing
ERO	Report about meeting with principal.	

Meeting Closed: 8:07pm

Next Meeting: 18th May, 2026



