

**KEI KONEI TĀTOU E TŪ ANA. HERE WE STAND.**



**WAIHĪ**  
COLLEGE

## **BOARD OF TRUSTEES MINUTES**

**MONDAY, 3rd NOVEMBER 2025.**

Previous hui: 22 September, 2025

**Opening:**

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

**Welcome to Manuhiri (Guests):** -

**Karakia:** Briar Carden-Scott

**Apologies:** Gemma Barden, Tracey Te Wake

**Visitors:** Lynn Fairhall, Tessa Hennessy, Shane Rush, Amanda Cook

**Quorum:** Yes

**Agenda Additions:** NA

**Minutes Secretary:** Dorette Hartley

**Staff Representative:** Tracey Te Wake

**Declaration of interests:** Cat Sole, Academic Manager at PCIT and Waihi College Board parent representative.

**Guest Discussions: College Pool Relining Project**

Council representative: Lynn Fairhall. Report shared and read

Swim School: Tessa Hennessy, Shane Rush

College pool relining project overview

Time for major renovations so pool does not have to be shut

Forecasted cost approx. \$277 000.00

33% secured: Council, Trust Waikato, One Foundation.

Further funds: Lotteries to be approached, swim school to approach Oceana, Lions Foundation potentially next.

Dedication from council & swim club to

Pool itself owned by Ministry of Education, leased by Council. Request Board to reconsider financial contribution. Awkward point that College owns the pool, but not contributing to project

Council currently funds ongoing care & maintenance – approx. \$1400 per week

Closer & better communication between college, council, swim club in the future for optimal use of this resource.

Timeline: Lotteries application by 12 Nov. Result known by February.

If funds are secured, work will start after 2025/26 summer season.

College happy to look into improved communications.

Board happy to look into contribution to funds but would have to be from January 2026 budget.

College happy for grounds people to continue maintaining the grounds.

Calendar / bookings system to be clarified and improved so all can see bookings etc.

Funding avenues for College to consider: Rotary (very youth focussed); local businesses with sponsorship opportunities?

Cat Sole happy to step into championing the project in this space.

### **Guest Discussions: Attendance in 2025 (Amanda Cook, DP)**

MOE Attendance strategy was adopted by College for 2025

1. Daily attendance reporting started in Term 1, 2025
2. Fortnightly reports sent from MOE with data analysis comments.
3. Refreshed Attendance codes from 26 down to 15
4. Attendance Management Plan introduced (stepped & targeted) and has to have strategic goals. To be ready for Term 1, 2026. This plan will need to be published on school website.

Waihi College AMP consists of 3 steps:

Early intervention (puako contacts whanau) after 5 absences

Increased Support (meet with whanau) after 10 absences

Escalation: 15 or more absences (escalate to Ministry)– but there are times when we don't intervene because we know why absence is happening, but letter still sent to whanau.

Next steps for WC AMP have been identified, will be formulated into a plan, to be approved by Board, published to whanau.

WC has been successful in securing funding towards attendance, will look at human resources/ appointment in this space

Discussion around "enough credits" being an excuse not to attend for Level 1 – 3 students

### **Student Representative report – Stuart Hartley**

Attended Student Rep training day in Thames

- Representative, not advocate: Going forward hearing ideas from all students and bring to the table. Be a bridge for their voices being heard (knowing that students' idea of my role isn't always realistic).
- Governance aspect: what aspects negatively affect students in ways where policy is the issue
- Develop my relationship with the entire student body at every opportunity so I can represent a wide variety of people

Look at ways for Stuart to engage with younger students e.g. Junior Assemblies

### **Administration:**

#### **APPROVAL OF MINUTES**

Term 3, 22 September 2025 Meeting Minutes be accepted as true and correct.

Moved by: Briar Scott

Seconded by: Cat Sole

## Actions from Previous Meeting

### Whanaungatanga:

#### Board Education:

- NELP discussion to be had another time
- Re-allocation of Board roles at first meeting 2026

## 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. 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 learners within the context of their whānau</p>	<p><b>Spotlight on:</b> Social Studies Maths English Technology International School</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>Te Ara Whakamua</b> and MOU understood and accepted by the Board. This programme is aimed at younger people disengaging with PCIT. Pilot programme with the goal to eventually reintegrate into school. Starting with 10 spaces in 2026. Conflict of interest declared: Cat Sole, Academic Manager at PCIT and Waihi College Board parent representative. Adds to a range of existing bespoke support programmes already running to support the education of many students</p>
<p><b>3. Quality Teaching and Leadership</b> Quality teaching and leadership make the difference for learners and their</p>	<p><b>MOE AI information</b> – how this can be used in an education setting with parameters in place to protect all. Aim is for students to be content creators, not content consumers.</p> <p>Taiwan feedback</p>

<p>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>Japan Girls feedback</p> <p>Moved that NELPS are accepted: Moved by: Briar Carden-Scott Seconded: Stuart Hartley</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><b>Kahui Ako</b></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>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>• Rochelle Keane appointed in International Role</li> <li>• Bruce Lyu appointed in Digital Technology role</li> <li>• Vacant parent representative role on Board – discussion around potential candidates to approach: Board members to have discussions with suggested individuals</li> <li>• Included in report: staff Professional Development undertaken <ul style="list-style-type: none"> <li>• Refer to in- committee minutes for staffing issues. The committee to attend to this is Gemma Barden, Tineke Iversen and Cat Sole-Osbourne.</li> </ul> </li> </ul> <p>Moved by: Briar Carden-Scott Seconded: Cat Sole</p>
<p><b>Finance</b></p> <p>For your decision making &amp; information.</p>	<ul style="list-style-type: none"> <li>• SEPTEMBER report for finance - Taken as read.</li> <li>• Tracking towards the end of year deficit. Accountant feedback is that all areas in the report are under control. Invite Daniel (Accountant) to talk to Board about how finances work</li> <li>• Resolutions below</li> </ul> <p><b><u>Suggested Annual Board Resolutions:</u></b> Suggestions shared with Board.</p> <ul style="list-style-type: none"> <li>• That meeting allowances be paid to BOT members paid at the following rates: Chairperson \$75; Board Members \$55</li> </ul>

	<ul style="list-style-type: none"> <li>• That depreciation rates remain the same (or changed to if relevant)</li> <li>• That the school's assets have been reviewed for impairment; if relevant the Board approves listed assets to be adjusted or written off.</li> <li>• 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 of it. (Done at previous Board Hui)</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Moved by: Briar Carden-Scott  Seconded: 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>Moved by: Briar Carden-Scott  Seconded: Cat Sole</p>
<p><b>Property</b></p> <p>For your information.</p>	<p>Property:  Additional maintenance money secured from Government  C Block is the next big project – probably April term break  Drainage  Roof surveyed  New sign for outside office  Beautification project: plan received  Exterior painting meeting with Resene upcoming</p> <p>Moved by: Briar Carden-Scott  Seconded: Victoria Menary</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>Moved by: Briar Carden-Scott  Seconded: Cat Sole</p>
<p><b>Legislation &amp; Compliance</b></p> <p>For your decision making</p>	<p>Nothing for this Hui</p> <p>Moved by:  Seconded:</p>

<p><b>Policy Reviews and assurances</b></p> <p>Please ensure you have reviewed these policies.</p>	<p>Policy reviews – School docs AI policy tabled Briar to look into considerations for upholding Ti Tiriti (cultural considerations) – how could this be ensured? Board happy to go ahead with the policy and investigate above queries.</p> <p><b>Moved by:</b> Briar Carden-Scott <b>Seconded:</b> Stuart Hartley</p>
<p><b>Board Training</b></p>	

**Meeting Closed:** 7:55pm

**Next Meeting:** 24 November 2025