

**Minutes Newton Central School Board Hui**

**Tuesday 3 December 2024**

**Newton Central School**

**Apologies:**

**Attendance:** Margs, Moa, Chris, Manu, Fa'amanu, Jeremy, Trudi, Bryan, Elizabeth

**Presenters:**

**Presiding Member:** Elizabeth

Start Time: 6.30pm	<i>Led by:</i>	<i>Discussion:</i>	<i>Action/who:</i>
Karakia:			<b>Motions To be Approved:</b>
<p><b>1. Administration</b> (20 min)</p> <p>1.1 <a href="#">Minutes</a> from last meeting are a correct record</p> <p>1.2 Signing of hardcopy of last minutes</p> <p>1.3 Matters arising from minutes.</p> <p>1.4 Declaration of Interests</p> <p>1.5 Conflict of interest register</p> <p>1.6 Ratification of online resolutions since previous hui</p> <p>1.7 Board of Trustees Fees 2024</p>	Co-Chairs	<p>1.1 Approval of November 2024 minutes.</p> <p>1.2 N/A</p> <p>1.3 Matters arising from minutes? None</p> <p>1.4 Any declaration of interests? None</p> <p>1.5 Conflict of interests? None</p> <p>1.6 The board ratifies the resolutions approved by email since the last board hui. Documented under Motions to be Approved.</p> <p>1.7 Hard copy forms to be completed tonight. Elizabeth to send to Ian for completion.</p>	<p><b>IT IS APPROVED:</b></p> <p>1.1. The Board approves the minutes of the November 2024 hui.</p> <p>1.6 The Board ratifies the following resolutions that were approved via email during November:</p> <p>The Board resolves that the Te Uru Karaka EOTC marae trip for 2024 can proceed.</p> <p>The Board resolves that the Awahou EOTC marae trip for 2024 can proceed.</p> <p>The Board resolves that the nohinohi EOTC trip to Ōrākei marae in 2024 can proceed.</p> <p>The Board approves the amended gift policy as documented in the email from the tumuaki on 7 November 2025.</p> <p>The Board approves the addition of Mahindra Magan as a signatory to the TUKNCS bank account in order to facilitate the school's finance function</p>

			temporarily for a period of less than 6 months.
<p><b>2. Strategic Discussions (1 hour)</b></p> <p>2.1 Board member vacancy update</p> <p>Tumuaki report</p> <p>2.2 Tumuaki report generally</p> <p>2.3 Health and safety – people under the bridge/ school security</p>	Principal / Co-Chairs	<p>2.1 Board member vacancy update- in progress. Public have until 6 December to request a bi-election. If no requests, will make appointment by selection hopefully by 10 December.</p> <p>2.2 School docs for review this term are all financial. As such, review of the documents will be undertaken by the Finance committee and any comments on the policies brought back to the board.</p> <p>Finance committee to consider the policy regarding authority for credit cards on haerenga (trips away) and reimbursement of expenses relating to haerenga costs, rā whakanui, camp etc (e.g. fuel which cannot be paid for in advance).</p> <p>2.3 Health and safety – people living under the bridge</p> <p>Lifewise / City Mission to be contacted to find another avenue for support for them. To discuss with Auckland Council and whether their security could also check on the area as they do with parks.</p> <p>Proposal to lock all gates at the end of the school day. The main vehicle gate has a pin</p>	<p><b>IT IS APPROVED:</b></p> <p>2.6</p>

<p>2.4 Property – update on tender process</p> <p>2.5 Teacher aide hours discussion / SENCO update</p> <p>2.6 Curriculum updates applicable from term 1 2025</p>		<p>which can be provided to people with activities at the school after school hours. Pin should be refreshed periodically. Contact number should be included by gate for anyone stuck.</p> <p>Communication to be drafted to community – acknowledging what the school has done and is now doing with respect to safety and the situation. It should also reiterate what the community can do, eg that the individuals have been trespassed, so if seen on school grounds, 111 can be called).</p> <p>2.4 Property – contractor tenders in and ranked to start to decide a contractor for toilet block.</p> <p>2.5 Teacher aide hours - revisiting the need for board funding of kaiawhina. There are some enrolments who will need special assistance. Some can't be applied for until the students start school. There could be a 3-6 months delay in funding. Can Board funds cover a kaiawhina for this period? Finance committee to consider and come to Board with a recommendation, potential costs that could be covered and whether this would come out of current year income or reserves. To discuss at 10 December hui.</p> <p>2.6 Curriculum leaders; PLD in place; Curriculum documents in place and out with staff. Next year will be unpacking</p>	
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<p>2.7 Governance policies review and acceptance</p> <ul style="list-style-type: none"> <li>- Presiding member (chair) role description policy</li> <li>- Relationship between presiding member (chair) and principal policy</li> </ul>		<p>those.</p> <p>2.7 Governance policies Discussed the applicability of monitoring and review sections of the documents. Suggestion to include a reference to Code of Conduct for dealing with any conflicts. In addition, acknowledge the cyclical review (annual with chair appointment; school docs 2-yearly review cycles). To update then bring to board for resolution to finalise and include in SchoolDocs.</p>	
<p>2.8 End of year activities: Parent helper morning tea; staff party</p>		<p>2.8 General update</p>	
<p>2.9 Fundraising opportunity – holiday use of school pool</p>		<p>2.9 Fundraising opportunity and use of school pool in holidays Health and safety considerations are key with access to the pool. Recommend that we put this to the School Boards association for advice on best practice. What do we need to do to appropriately discharge H&amp;S obligations? Pool already maintained over summer by property manager. Bryan to talk to Point Chev school to understand their processes and policies with respect to school pool use. Unlikely we can finalise this in time for summer, but could we</p>	

<p><i>In committee 7.37pm</i> <i>Out committee 7.47pm</i></p>		<p>get something in place for term 1 as a trial? Or next summer holidays?</p>	
<p><b>3. <u>Strategic Decisions</u></b> <b>(20 minutes)</b></p> <p>3.1 Reappointment of kāhui ako teacher – Justin Enoka</p>	<p>Principal/Co-chairs</p>	<p>3.1 Reappointment of kāhui ako teacher – Justin Enoka</p>	<p><b>IT IS APPROVED:</b></p> <p>3.1 The board approves the reappointment of kāhui ako teacher, Justin Enoka.</p>
<p><b>4. <u>Financial</u></b> <b>(20 mins)</b></p> <p>4.1 December Financial report and finance committee update</p> <p>4.2 FY25 budget</p> <p>4.3 MOE Funding discussions</p>		<p>4.1 December Financial report</p> <p>4.2 FY25 budget – net surplus, but still some expenses to come out. Final FY25 finance committee meeting will be focused on fundraising.</p> <p>Fundraising planning hui in the new year and to address messaging to community regarding contributions to the school.</p> <p>Defer approval of the 2025 draft budget and consideration of capital expenditure for furniture until 10 December hui. Finance Committee to report back with further detail of the budget line items.</p> <p>4.3 Discussions to ensure we are applying for all available funding to commence in the new year.</p>	<p><b>IT IS APPROVED:</b></p> <p>4.1 The Board accepts the December financial report.</p>

<b>5. Other Business</b>			
5.1		5.1	
<b>6. Agenda Items for Next Meeting</b>		<p><b>ACTION:</b></p> <p>10 Dec hui to cover Achievement data and NZCE Wellbeing results.</p> <p>FY25 budget – full draft breakdown (tumuaki wellbeing amount; governance amount).</p> <p>Report back on Schooldocs financial policies.</p>	
<u>AOB</u>			
Whakamutunga: Time finished: 8.18pm			
Note 1: Correspondence Listed Below			

**Inward Correspondence:**

- Conflict of interest register
- Tumuaki report
- December 2024 financial report
- Presiding member (chair) role description policy
- Relationship between presiding member (chair) and principal policy

**Outward Correspondence:**

I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Newton Central School, **dated 10 December 2025**

Signature / Name

Co-chair

  
Elizabeth Elvy

Co-chair

Date:

10/12/25