

# Minutes Te Uru Karaka Newton Central School

Tūrei 18 o Pēpuere 2025

## Apologies:

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

**Presenters:** Christine (policies and procedures)

**Presiding Member:** Margie

Start Time: 7pm	Led by:	Discussion:	Action/who:
Karakia:			Motions To be Approved:
<b>1. <u>Administration</u></b>  1.1 Welcome 1.2 <a href="#">Minutes</a> from last meeting are a correct record 1.3 Signing of hardcopy of last minutes 1.4 Matters arising from minutes.  1.5 <a href="#">Declaration of Interests</a> 1.6 Conflict of interest register 1.7 Code of Conduct 1.8 Board Delegations for 2025 1.9 Online resolution	Co-Chairs	1.1 Welcome 1.2 Approval of 19 December 2024 minutes  1.3 N/A 1.4 Matters arising from minutes?  1.5 Any declaration of interests? BoT commit to updating the declaration register within the next day. 1.6 No conflict of interests recorded 1.7 BoT to review and sign in person 1.8 Proposed Board delegations for 2025 to be documented and circulated following the Board hui. The Board commits to reviewing via email. Delegations will include - principle delegation; finance committee delegation.	<b>IT IS APPROVED:</b>  1.2 The Board approves the minutes of the 10 December 2024 hui.

		<p>1.9 29 January resolution to approve staff paid discretionary leave.</p> <p>9 February resolution to approve the 2025 Board dates.</p> <p>13 February resolution to approve the payment for twin pod toilet unit to assist with toilet block refurbishment.</p>	<p>1.9 The Board ratifies the following online resolutions:</p> <ul style="list-style-type: none"> <li>- 29 January 2025: The BOT approves paid discretionary leave to Te Huinga to attend Matatini Kapa Haka.</li> <li>- 9 February 2025: The BOT approves the proposed dates for the 2025 Board hui.</li> <li>- 13 February 2025: The BOT approves the payment of \$9,529.59 for the rental of a Twin Pod toilet unit from Prestige Loos Ltd t/a FLSSH for the duration of the toilet block refurbishment project. This amount includes the rental cost of \$8,286.60 and GST of \$1,242.99.</li> </ul>
<p><b><u>2. Strategic Discussions</u></b></p> <p>2.1 Locking the School grounds/ Report back to gate pin</p> <p>2.2 Swimming pool – public use consideration and H&amp;S</p> <p>2.3 Full FY25 to approve (draft budget approved in principle in Dec hui)</p> <p>2.4 SchoolDocs policies Term 1 2025 board review</p>		<p>2.1 No quote received yet. To report back next hui once the quote is received and follow up regarding a person to lock the gates in the evening.</p> <p>2.2 Propose to pick up community use of the swimming pool in term 2 hui with a view to work through the process (H&amp;S etc) before next summer.</p> <p>2.3 Per Finance section</p> <p>2.4 Board members to review the School docs H&amp;S welfare policy to be accepted at a hui this term. Bryan to review other procedures and bring the board assurances to</p>	<p><b>IT IS APPROVED:</b></p> <p>2.4 The Board resolves to seek \$4,397 of funding from Grassroots Trust for Repaint Court Markings.</p>

<p>2.5 Building work – toilet refurb</p> <p>2.6 Tumuaki Report</p> <p><i>Staffing update</i></p> <p><i>Health and Safety Policies – dispensing medication policies and procedures</i></p> <p><i>Statement of variance</i></p> <p><i>FY26 Strategic Plan</i></p> <p><i>Annual Plan FY25</i></p> <p><i>Audit</i></p>		<p>term 1 board hui.</p> <p>2.5 No further updates</p> <p>2.6 Tumuaki Report</p> <p>Fiafia day board connection with organising committee - Fa'amanu.</p> <p>To consider in the organisation the connection with the Pasifika community. How will we use the wording fiafia? How is the day intended to be a celebration of Pasifika / focus on community?</p> <p>Board to approve a budget for fiafia day - Bryan to review prior budgets to determine.</p> <p>10 year property maintenance plan to be brought to the next meeting.</p> <p>Te whao to consider whether there should be alignment of the board member election process and update at future hui.</p> <p>Consideration of when to bring Ngati Whatua Oraeki onto the board, and then how they can have input into strategic plan etc and weaving into curriculum their knowledge (localised matauranga).</p> <p>FY26 Strategic plan - community engagement to start in term one.</p> <p>Fundraising: The Board agrees that any of the surplus funds from Fiafia day can be used towards general school operations.</p>	
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		<p>Chris, Elizabeth and Simon to review SchoolEd and proposed finance management. Recommendation to be provided to the Board next hui.</p> <p>Inclusive school policy - review to ensure it aligns.</p> <p>Health &amp; Safety committee - review of health &amp; safety policies; review plan etc. H&amp;S subcommittee (Manu; Moa) to bring to the next board and take the Board through the procedures.</p>	
<p><b>3. Strategic Decisions</b> <b>(20 minutes)</b></p> <p>3.1 Acceptance of Governance policies and approval to add to SchoolDocs</p>	Principal/Co-chairs	<p>3.1 The board approves the updated governance policies in relation to 'Presiding members (co-chairs) role description' and 'Relationship between presiding members (co-chairs) and principle' policies To cover next hui - March.</p>	<b>IT IS APPROVED:</b>
<p><b>4. Financial</b> <b>(20 mins)</b></p> <p>4.1 FY25 budget</p>		<p>4.1 FY25 budget – discussion of full draft breakdown</p> <p>Manaaki to be discussed re budget - mitey policy resources; principal's support / DP support and mentoring. To consider for FY25 whether to include additional funding for principal mentoring.</p>	<p><b>IT IS APPROVED:</b></p> <p>4.1 The board receives the draft budget.</p>

4.2 SchoolDocs financial policies for term 4 review		4.2 Finance committee report back on review of SchoolDocs financial policies. Accepted in 10 December hui with suggested amendments to the Asset Management and Protection policy and the Managing Income and Expenditure Policy.	
4.3 Funding of additional Kaiāwhina for FY25		4.3 Finance committee report back on recommendations with respect to funding a kaiawhina for a period of time in FY25.  To revisit at the next hui. The Board accepts the finance committee recommendation meeting to assess how the teachers are coping / ability to provide additional support to classrooms and students. Standing item for future hui to monitor.	
<b>5. <u>Other Business</u></b>			
5.1		5.1	
<b>6. <u>Agenda Items for Next Meeting</u></b>		ACTION:	
<u>AOB</u>			
Whakamutunga: Time finished: 9.04pm			
Note 1: Correspondence Listed Below			

**Inward Correspondence:**

- Tumuaki report

**Outward Correspondence:**

*I certify that these minutes were approved as a true and correct record of the Board of Trustees meeting of Te Uru Karaka Newton Central School, [dated 25 March 2025]*

Signature / Name

Co-chair

Co-chair

Date:

25/3/2025