

# CONFIRMED MINUTES

## BOT MEETING



Learning Together  
Akona Piri Tahī

At the **BOT Meeting** on **8 Jun 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Te Puke Primary School
<b>Date:</b>	Monday, 11 May 2026
<b>Time:</b>	5:15 pm to 6:33 pm (NZST)
<b>Location:</b>	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
<b>Board Members:</b>	Rona Wheeldon (Chair), Andrea Dance, Helen Perry, Krystal Cooper, Marcus Waretini, Matthew Armstrong, Nicole Brewer
<b>Attendees:</b>	Monique Verwey

### 1. Opening Meeting/ Karakia

#### 1.1 Confirm Minutes

**Board Meeting 24 Mar 2026**, the minutes were confirmed with the following changes:

*Remove Nicole's name in question references re drugs and alcohol policies from Minutes. How is the school managing the risk relating to drugs and alcohol is the question. What are the systems and processes in place. In School Docs there is a staff wellbeing and safety policy there is the right to remove teachers or other adults. Senior Leadership deal with any issues under management.*

*Other business:- remove sentence with Nicole's name.*

Minutes from the last meeting dated 24 March 2026 passed as true and correct:-

Passed:- Matt Armstrong. Seconded:- Krystal Cooper

As requested by Nicole her change requests have been noted, and are shown at the top of the March Minutes.

#### 1.2 Correspondence

**Memorial Gates:-** Andrea received an email at the end of last year from Jim Smith who had been approached by a member of the public who was concerned that the wording at the top of the gates had been replaced by signage. He was told it would not be removed. No more was heard until just before ANZAC Day. The school undertook due diligence and rang the council. There has been a lot of work done to check on ownership and responsibilities. The Western Bay of Plenty District Council have visited the site and had a long discussion with Andrea. Council are satisfied with actions taken and that the fallen soldiers names remain respected. Ownership of the gates is with the school. A letter will be sent to Jim Smith by Rona reaffirming the schools position on the gates.

**Accessible Properties:-** A new build is happening next door to the school on the other side of the bottom field carpark. It could be a long process for the build. The contractors have been spoken to in regards to the carpark.

**Mod Coms :-** The buildings are coming on site end of this week causing some disruption to the field playing areas but this will be cleared by next week.

**ACTION:-** Andrea reply contact Accessable Property re being aware of our health & safety

**Cameron Road Pick up/Drop Off Bay:-** This area remains a concern with increasing car volume and driver behaviour. Andrea has been in contact with our local police support.



### **Gates letter**

Letter to Jim Smith reaffirming TPPS Board stance on the Memorial Gates, no changes will be made.

**Due Date:** 31 May 2026

**Owners:** Andrea Dance, Rona Wheeldon



### **Accessible Properties**

Andrea to send a letter to Accessible Properties outlining the schools Health and Safety policy.

**Due Date:** 31 May 2026

**Owner:** Andrea Dance

## **1.3 Whanaungatanga**

**July Roll Return.** Andrea will make an application for more staffing based on our roll numbers being reached.

## **1.4 Conflicts of Interest Register/ Whakapapa Register**

## **2. Major Decisions and Discussions**

### **2.1 Property Update**

## **3. Board Annual Work Plan**

### **3.1 2024 Review Schedule/School Docs**

**School Docs** - please read these before the next meeting. We will discuss the risk management docs, namely swimming pool and EOTC.

**Assurances:-** all good

## 4. Actions from Previous Meetings

### 4.1 Actions points from previous meetings

#### Marcus -

- Used to be in church management and has prior funding knowledge.
- Suggested 4 major events annually then reduced to 2/3 events, something that creates excitement and engages the community.
- Need for a Family & Friends committee needed to help. FOS has had challenges getting help. Reestablish the group?
- Stack the events and repeat.
- The why to get buy in.
- Colour Fun Run, prizes need moderating.
- Cultural inclusivity?
- Xmas in the Park could be big fundraiser.
- Events should be open to whole community. Stall \$\$ come back to the school. Classes have their own stalls etc
- Focus on one event.

Comments:- -

There is not a lot of money in our community.

The same parents help.

International students will bring in income.



#### Andrea

FOS, send out an invite to get involved with the Float Parade, Xmas in the Park and the Fun Run.

**Due Date:** 31 May 2026

**Owner:** Andrea Dance

## 5. Management Reports

### 5.1 Principal report

- The MOE is now funding the **Numicon** program for maths, which the school has used for years.

- The **Fuel crisis** has not affected us so far, the school has a plan in place in the event of the government restrictions coming into play.

- **International students:-** Income will be \$800 x 16 this year so far. Andrea is likely to make another trip to China in October. The Code will need to be used if the school has more than short stay students. Cath Luker can assist with The Code paperwork.

The Principals Report is acknowledged as read and passed:-

Passed:- Helen Perry. Seconded:- Marcus Waretini

### 5.2 Finance Report

*It is moved that the listed payment batches as detailed in the agenda be approved.*

25.03.26. \$3300.00

01.04.26. \$7157.00

20.04.26 \$10622.48

20.04.26 \$1891.80

22.04.26. \$. 355.00

05.05.26. \$3120.42

Moved:- Matt Armstrong. Seconded:- Andrea Dance

*It is moved that the Draft Annual Financial Statements are approved, and that the Principal and Presiding Member are delegated Authority to sign the Statement of Responsibility of the Final Audit set.*

Moved and Passed:- Nicole Brewer. Seconded:- Marcus Waretini

It is noted that the fine print wording on Page 8 of the Financials Statements refers to Crown Land when Te Puke Primary School is on Iwi owned land. This is standardised wording for all schools, a correction for which will be sort at our next audit with the auditors for a change to Iwi ownership in all Crown land references throughout the report.

### **5.3 Health & Safety Review**

Healthy & safety for house works on neighbouring property:- See Correspondence notes, letter to be sent to contractors

### **5.4 Iwi**

## **6. Other Business**

### **6.1 General Business**

- The school is currently at 12 ORS students, expected to be up to 17 students by year end.
- There will be property modifications needed for one potential student which the MOE will pay for.
- There is a steady stream of children coming through the doors at present.
- Krystal is doing a great job at navigating curriculum changes. The school is taking its time with the implementation of it to get it right. There are nearly daily amendments from the Ministry.
- There will be a whole new way of reporting.
- The staff are coping okay so far.

### **6.2 Closing Karakia**

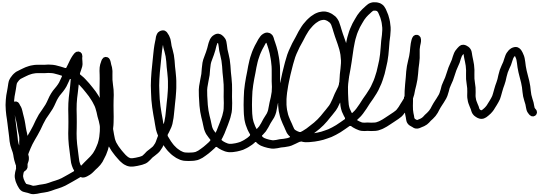
## **7. Close Meeting**

### **7.1 Close the meeting**

**Next meeting:** BOT Meeting - 8 Jun 2026, 5:15 pm

## New Actions raised in this meeting

<b>Item</b>	<b>Action Title</b>	<b>Owner(s)</b>
1.2	Gates letter <b>Due Date:</b> 31 May 2026	Andrea Dance, Rona Wheeldon
1.2	Accessible Properties <b>Due Date:</b> 31 May 2026	Andrea Dance
4.1	Andrea <b>Due Date:</b> 31 May 2026	Andrea Dance



Rona Wheeldon  
13 Jun 2026