

CONFIRMED MINUTES

BOT MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting** on **7 Sept 2026** these minutes were **confirmed as presented**.

Name:	Te Puke Primary School
Date:	Monday, 10 August 2026
Time:	5:20 pm to 6:20 pm (NZST)
Location:	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Helen Perry, Krystal Cooper, Marcus Waretini, Matthew Armstrong
Attendees:	Monique Verwey
Apologies:	Nicole Brewer

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 8 Jun 2026, the minutes were confirmed as presented.

The minutes from the last meeting dated the 8th of June 2026 are confirmed as true and correct as presented.

Moved:- Helen Perry. Seconded:- Rona Wheeldon

1.2 Correspondence

We have accepted Anton's resignation.

1.3 Whanaungatanga

Krystal discussed the data information shared with the Board in the Board Pack.

The new curriculum is not without challenges and has created a steep hill to climb. The school will be engaging in Mathletics next year, a program that rounds out the curriculum in all aspects of maths and provides context between different blocks taught. Numicon will still play an important role. It is noted that ESOL students have the same expectation level despite language challenges. A question was asked "Is there more the school could be doing for parents?" The school communicates in Punjabi and has 2 Indian staff members to help with a barrier in understanding the expectations. Question also asked if we could try and encourage an Indian member onto the Board. There is the difficulty that they must be a NZ born citizen.

Comment by Nicole Brewer via email:- "The student performance data was not unexpected given the changes. It was great to see the clear and concise understanding of the focus student groups and a clear path forward."

1.4 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

- The **10YPP (10 year Property Plan)** is due for it's 5 year update and we will be having contractors visiting in the coming weeks giving their assessment/recommendation reports as to the condition of our property. This usually covers areas such as roofing, plumbing and electrical. Waterways are the consulting company and will be organising all of this. They have also had time with Andrea to establish any areas with issues/needs and also wants for the kura. These are graded into 4 seperate categories as per the slide copies included in the board pack. Overall the school looks to be in very good condition.
- We are at our current footprint maximum for building according to our school roll. If the roll increase to over 400+ students we will become eligible for more buildings. The newly added Modcom for Tauranga Special School is part of our school but looked at as an additional building not included in our footprint equation.
- Andrea discussed the uneven concrete trip hazard which was not seen as a necessary by Waterways at this point. Also discussed the teacher toilets, sickbay and staffroom, none of which are in the top priority rating.
- Ranch sliders were discussed opening B Block classrooms onto their new decking, which were part of the original plan but removed due to cost cutting. A Block classes getting something similar was also discussed.
- The possibility of closing in the Marae Atea was discussed

The **B Block bathroom** refurb is looking great.

There are now student height **benches in Room 16** and new shelves/cupboards for art project resources.

The **Modcom** had a lovely official opening on Monday which was well attended. TSS are looking at adding panels to the front fence for both aesthetics and student safety. The current fence could be scaled by students.

The **bottom field fence line area** has been cleared by the corrections team. We need to get a mulcher down there to clean up the debris. Need to look at a plan of what to do next with the area, possibly use some of the International funds to get this done.

3. Board Annual Work Plan

3.1 2024 Review Schedule/School Docs

The board has been requested to have all policy reviews complete by the next scheduled meeting.

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

5. Management Reports

5.1 Principal report

- Andrea reviewed the Panel work that is being undertaken, for the board.
- Andrea and Aneta Smith of Otumarakau School are the panel leads which was agreed upon by all participating schools when the panel was formed at the start of the year. The payment each term to them as leads was also agreed and is in writing.
- Andrea is currently double checking with the Director of Education if concurrence (MOE approval) is required. It's currently a bit of a grey area as the MOE are literally not interested in the Kahui Ako left over funds that the panel are using for their work but Principals have restrictions on receiving additional payments. There is an email trail kept of all discussions for audit purposes. The two leads have written to Tui Rolleston, Director of Education, and are waiting her response.

The Board is requested to move and pass the following formal resolutions:-

The Board resolves to:

- 1) **Approve** Andrea Dance undertaking the ongoing duties of Lead Principal for the local cluster multi-agency panel alongside Aneta Smith.
- 2) **Approve** the payment of a \$2,500 per term leadership allowance (\$10,000 per annum) for these additional duties, noting that it is fully funded from accumulated Kāhui Ako cluster funds with zero impact on the school's operational budget.
- 3) **Delegate Authority to the Board Chair** to sign and submit a formal Principal Concurrence Application to the Ministry of Education under Circular 2020/10.

All in favour. In her absence, Nicole Brewer has emailed her support.

Moved:- Marcus. Seconded:- Krystal Cooper

School Lunches MOE funds. The school receives funds each term to assist with the additional work undertaken and resources required. Staff members Kayleen Metcalfe and Krystal Cooper are receiving payments each term for the extra work.

It is minuted and moved that the board acknowledges and approves of these additional payments to staff.

All in favour.

The Principals Report is acknowledged as read and passed:-

Moved:- Rona Wheeldon. Seconded:- Marcus Waretini

5.2 Finance Report

It is **moved that the listed payment batches are approved** as true and correct as detailed in the agenda.

Moved:- Matt Armstrong Seconded:- Rona Wheeldon

The Board acknowledges that they have sighted and read the **Audit Closing Report**. The approval process was mentioned to ensure the correct person authorises payments. Monique shared there has been a change in process to eliminate possible errors.

The Monitoring Report shows we are tracking well in all budget areas.

5.3 Health & Safety Review

5.4 Iwi

6. Other Business

6.1 General Business

Board discussed the offered **Tiriti o Waitangi PLD** Opportunity from Fairhaven School.

After discussion, the Board agreed that TPPS is already on a strong path, supported by well-established local relationships. Our connection with iwi remains positive and productive, with Angie Wihapi continuing to provide valuable guidance in its ongoing development.

Given the cost of the session, the limited additional value it would provide beyond the Board's already constructive iwi relationship, and the strength of our current direction, the Board respectfully declined the offer to attend.

In her absence Nicole Brewer stated in an email that she "can't see this will help us". But did state it may be beneficial for the Board to invite Waitaha reps for a meet and greet.

ACTION:- Andrea to obtain Angie's feedback on the PLD and forward this to Rona who will reply.

TPPS will be attending a Te Puke Schools Cluster Kapahaka event at the Orchard Church in November.



Te Tiriti o Waitangi PLD

Get Angie's feedback about the Fairhaven School PLD offer.

Due Date: 6 Sept 2026

Owner: Andrea Dance

6.2 Closing Karakia

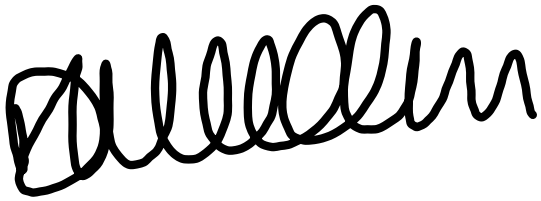
7. Close Meeting

7.1 Close the meeting

Next meeting: BOT Meeting - 7 Sept 2026, 5:15 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
6.1	Te Tiriti o Waitangi PLD Due Date: 6 Sept 2026	Andrea Dance



Rona Wheeldon
9 Sep 2026