

CONFIRMED MINUTES

BOARD MEETING



Learning Together
Akona Piri Tahī

At the **BOT Meeting** on **11 May 2026** these 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.

Name:	Te Puke Primary School
Date:	Tuesday, 24 March 2026
Time:	5:15 pm to 6:29 pm (NZDT)
Location:	Te Puke Primary School, 43 Cameron Road, Te Puke 3119
Board Members:	Rona Wheeldon (Chair), Andrea Dance, Helen Perry, Krystal Cooper, Matthew Armstrong
Attendees:	Monique Verwey
Apologies:	Nicole Brewer, Marcus Waretini, Angie Wihapi

1. Opening Meeting/ Karakia

1.1 Confirm Minutes

BOT Meeting 8 Dec 2025, the minutes were confirmed as presented.

Board meeting 24 Feb 2026, the minutes were confirmed as presented.

The minutes from the meeting dated 8th December 2025 passed as true and correct.

Moved:- Matt Armstrong. Seconder:- Krystal Cooper

The minutes from the meeting dated 24th February 2026 are passed as true and correct.

Moved:- Helen Perry. Seconder:- Rona Wheeldon

1.2 Correspondence

Helen appreciated the detail in behind the audit process provided by William Buck's correspondence.

The Board in general acknowledged the work involved on an annual basis.

1.3 Whanaungatanga

- Current target is 301 for the year, to follow through into the same staffing for 2027
- If 311 is reached mid-year (July) and that number is held for 10 days with preferably 5 year olds, they have to be in zone, Andrea can submit to the MoE for more staff

1.4 Conflicts of Interest Register/ Whakapapa Register

2. Major Decisions and Discussions

2.1 Property Update

- The lack of school community volunteers for the bottom field working bee was disappointing.
- The Good Neighbour organisation provided 5 people who really appreciated the morning tea the school provided
- A complaint from a neighbour about noxious weeds and being affected by asthma due to our site is what prompted a council representative to visit and request the school to clear the area.
- The Good Neighbour group cleared a lot with the help of a small digger
- Helen suggested using Periodic Detention (Corrections) groups in future. Preferably need a toilet available

No update on the Tauranga Special School building start time. Apparently there are holdups and it won't be in Term 2 as previously anticipated.

3. Board Annual Work Plan

3.1 2024 Review Schedule/School Docs

Helen, re Sun policy. There is currently a discrepancy between what the school allows and SchoolDocs policy ie caps/any hat versus brimmed hats. Andrea to make a notation in the policy to remove specific hat details. Also a discussion held on sun block. The school buys SPF50, policy dictates SPF30. Agreed that anything above SPF30 is good.

Nicole, feedback random drug tests. Rona commented that Andrea's answer to Nicole's feedback covered off obligations really well. Random testing for drugs or alcohol is an employment matter handled by the Principal, not a governance matter for the board to be involved in. It would be an overreach on the Boards behalf to recommend random testing. Teachers are responsible for checking on the possible impairment of parents on school trips and their vehicles.

The Board has reviewed the feedback regarding drug testing and parent impairment. Management has confirmed that the Primary Teachers' Collective Agreement does not provide for random staff testing, and attempting to enforce this outside of the contract would create significant legal liability. Regarding parents and volunteers, the school currently utilises its authority under Health & Safety legislation to remove any individual showing signs of impairment. The SchoolDocs policy as written aligns with NZ law and Ministry of Education guidelines, and management recommends adopting it without further local amendment to maintain legal compliance.

Moved:- Helen Perry. Seconded:- Rona Wheeldon



School hat policy

Amend school hat policy in SchoolDocs as per minutes of meeting 24.03.26

Due Date: 11 May 2026
Owner: Andrea Dance

4. Actions from Previous Meetings

4.1 Actions points from previous meetings

Monique Action Point - BoardPro has no current functionality for encrypted group chat.

Andrea Action Point - Andrea had a meeting with Plod about help for a proposed golf tournament. He was very supportive of it and offered his help. He did say the Emergency Services Tournament was easy because of the cause and there was a group of people who got in behind it. We may not get that level of community support.

Helen asked about an Easter Raffle and Mothers Day Raffle. It is too late for an Easter Raffle and Andrea noted last year we had trouble getting enough chocolate donations. It was suggested high lighting Mother's Day could be a triggering issue for some of our students. Buy in to events requiring money being spent is difficult for our community, especially in current economic circumstances.

Andrea and Monique will start looking at **funding applications in Term 2** for a new playground. It was suggested that certain items could be sponsored by individuals or businesses, "put their name on it".

5. Management Reports

5.1 Principal report

- Date for the Numicon Conference in Christchurch that Mike and Holly Douglas are presenting at in the agenda. is in Term 2 holidays (15th/16th April). Andrea has had an interview with them about the presentation. She is very confident they will do an amazing job. It has been suggested the school post something to our community about this event and our school's invitation to speak. Andrea would like to give a \$100 koha to Mike and Holly towards food etc. All agreed.

The Principals' Report is passed as read and approved.

Moved:- Helen Perry Seconder:- Rona Wheeldon

5.2 Finance Report

Andrea gave a run down on how **Banked Staffing** figures work:

- There are 26 pay periods over a year cycle to balance staffing, 1st April to 31st March.
- The aim is to finish the year as close as possible to staffing entitlement to not incur a repayment penalty is the goal. So this can require a bit of juggling here and there.

Wages overpayment - Staff member SWP. There was an error through EdPay with the staff members annualisation. EdPay continued to pay it incorrectly throughout 2025 and the error was not picked up. All parties have agreed to an extended repayment term due to personal circumstances.

Suzanne Hartley - Suzanne was on sick leave all of Term 4 2025 and we also had to pay a reliever. Great to receive some funds back for the reliever.

TPHS 0.2 staffing - Ministry Funding Issues: School compelled to transfer funding despite resistance; concerns about equity in funding and its impact on staffing acknowledged. The Ministry directed that as a school we had to act in good faith and give the 0.2 even though the MOU has run its course.

Andrea ran through the **Monitoring Report** for our new board member Helen's benefit and a refresher for others. The bottom line is the important figure, some budgets may go over and some may be under, it's the final figure that matters. At this early stage of the year the school is tracking well.

The payments since the last meeting are approved as true and correct.

Moved:- Rona Wheeldon

Seconded:- Andrea Dance

5.3 Health & Safety Review

There is no feedback on the Supreme Sport kayaking trip, all went well.

5.4 Iwi

Resignation - Andrea received a resignation email from Angie Wihapi. The Board really appreciated Angie's assistance in 2024 with split of NM and the community reaction. Angie has expressed she will still assist and be our Iwi advocate if and when she is needed for iwi matters.

The iwi are happy with the schools direction. Andrea to invite Angie for once a term update and set aside 15 minutes at start of a meeting for her update.

The Board accepts her resignation with regret and appreciation for her input.

Moved:- Krystal Cooper Seconder:- Andrea Dance



Update NZSTA portal

Ask Kayleen to update the NZSTA portal with Angie's resignation.

Monique to remove Angie from BoardPro.

Due Date: 30 Apr 2026

Owner: Monique Verwey

6. Other Business

6.1 General Business

The board acknowledges the emails from Nicole and Marcus. Nicole's feedback to policy reviews has been dealt with earlier in these minutes.

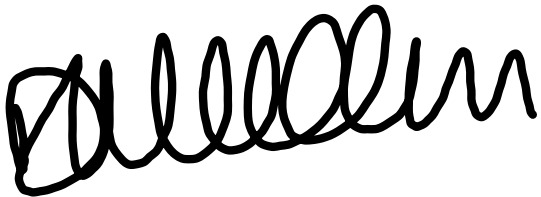
Marcus to provide more information on his fundraising ideas at the next meeting. Andrea to add this to the agenda.

6.2 Closing Karakia

7. Close Meeting

7.1 Close the meeting

Next meeting: No date for the next meeting has been set.

A handwritten signature in black ink, appearing to read 'Rona Wheeldon', written in a cursive style.

Rona Wheeldon
11 May 2026