

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 7



At the **Puketapu School Board of Trustees - 2025 Meeting 8** on **25 Nov 2025** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 14 October 2025
Time:	5:30 pm to 7:30 pm (NZDT)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Hayley Adams, Megan Corin, Wiremu Wano, Samatha Collinson, Katherine Pascoe, Moana Te Waaka
Attendees:	Micaela Westrupp, Alisha Kerr, Paula Martin
Apologies:	Avon Lewis

1. Opening Meeting

1.1 Welcome and Karakia

Opening Karakia: **Paora**

This is the first meeting of our new Board of Trustees. Congratulations to re-elected members Meg Corin, Paora Rauputu and Hayley Adams and to newly elected members Wiremu Wano, Samantha Collinson and Moana Te Waaka (Staff Rep).

Introductions, whakawhanaungatanga.

1.2 Board Process and Responsibilities

There is a lot of information but many resources for the board to refer back to at any time:

- Presentation - What is the Function of our Board?
- Governance v Management (this week = management, next 3 years = board)
- Delegations (as attached, from February 2025 meeting minutes)
- NZSBA as a resource
- Karakia at meetings - roster will be shared
- Confidentiality is essential
- Code of Conduct (attached)
- Conflicts of Interest (see SchoolDocs for policy, to be discussed in 1.3)
- Police Vetting (Paula)
- Paperwork for payment, IR330C, Direct Credit Authority

- Messenger group
- Google Drive files
- Induction document (in Google Drive)
- BoardPro
- Meeting dates times, keep as Tuesdays, move to 5pm start, Week 3 and Week 8 of each term
- NZSBA events to consider attending (please book if you want to attend):
 - Welcome on Board - New Board Members Workshop - New Plymouth, Tue, Nov 4 • 6:00 PM - Plymouth International - Blenheim Room
 - Central West Networking Event - Wed, Nov 5, TET Multisports Centre, Stratford, 6:30pm



Delegations

That the Delegations of Authority remain as set at the February 2025 meeting.

Decision Date: 14 Oct 2025
Mover: Paora Rauputu
Seconder: Hayley Adams
Outcome: Approved

1.3 Interests Register

This replaces the Related Parties Register. Any transactions between the School and a person related to any staff member or trustee should be listed.

A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise (or be seen to compromise) their judgment, decisions, or actions.

Any board member with a conflict of interest must declare it and then excuse themselves from that part of the meeting or all of the meeting.

Former board members listed are archived within BoardPro.

1.4 Election of Presiding Member for the New Board

The new Board is required to elect a Presiding Member.

Nominations called for.

Paora was the only nominee. Paora accepted and board approved.

Paora Rauputu is elected as Presiding Member.

1.5 Confirm Minutes

Puketapu School Board of Trustees - 2025 Meeting 6 2 Sept 2025, the minutes were confirmed as presented.



Acceptance of Minutes

That the minutes of the meeting of the previous meeting of 2 September be accepted as presented.

Decision Date: 14 Oct 2025
Mover: Hayley Adams
Seconder: Megan Corin

Outcome: Approved

1.6 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students Status: In Progress	Katherine Pascoe
16 Aug 2024	Revisioning Status: Completed on 12 Oct 2025	Katherine Pascoe
30 Sept 2025	Letter from Board for Class Leaders Status: Completed on 4 Sept 2025	Katherine Pascoe, Paora Rauputu

1.7 Correspondence

Inward:

15 September: Email from Parent (In Committee)

Outward:

3 September: Reply to Class Reps re Swings

Katherine will be meeting with potential suppliers to find out what can be done. Students will be involved in this meeting.

22 September: Reply to Parent (In Committee)

2. Management Reports

2.1 Principal's Report

Taken as read.

2.2 Finance Report

Payroll: The Board has checked the processes and authorisations used to make payments to staff members, leave taken and payments made to the principal and others in the school with payroll responsibilities, reviews. (Paora)

Accounts and Income: The Board has checked and ratified all payments made each month. (Paora)

Financial Report: The Board has checked and ratified the Financial Report for the month, as provided by Education Services, including the ledger and journal entries.

August Financial Report: We are tracking very well. Guidance counsellor costs is overspent but we have underspend in other areas to cover.

September Financial Report has not yet been received but will be circulated to Board when received.



Acceptance of Financial Report

That the August Financial Report be accepted.

Decision Date: 14 Oct 2025
Mover: Paora Rauputu
Seconder: Megan Corin
Outcome: Approved

3. Major Decisions and Discussions

3.1 Strategic Plan

The Strategic Plan is required to be approved by the Board.

Draft Strategic Plan document circulated prior to meeting.

Much collaboration and mahi to reach this point. Consultation by Damon Ritai with whānau, tamariki, leadership, staff, community. Huge amount of information gathered and condensed into new vision, values, strategic pou, narrative, naming.

Tomokanga for school is still intended but needs all the naming and narrative details to be finalised first. Some details, such as team names, still work in progress. Carver will need all information finalised.

Board is happy that the Strategic Plan sets a good direction for the school and approves the plan as presented.



Approval of Strategic Plan

That the Strategic Plan be accepted as presented.
Management team can begin work on Annual Plan based on this structure.
Design plans for signage and other visuals can begin.

Decision Date: 14 Oct 2025
Mover: Paora Rauputu
Seconder: Wiremu Wano
Outcome: Approved



Signage Plans

Katherine to look into signage plans and presentation of Strategic Plan visuals.

Due Date: 25 Nov 2025
Owner: Katherine Pascoe

3.2 Enrolment Scheme

As previously, we have agreed to accept "up to 10" Year 1 students to begin in Term 1 2026, depending on the number of in zone applications received. All out of zone applications must be received by 4.00pm Friday 10 October. If a ballot is required it must take place Wednesday 15 October, parents notified by Friday 17 October. All places to be confirmed by 31 October.

As at 8 October, we had received 3 applications for this year group (plus four for older students, who have been declined).

At the close of the enrolment period all three new entrants were offered places for 2026 and have accepted.

3.3 Suspension Meeting Protocol

Following previous discussions, the Board approves the two documents to be used for future suspension meetings.

1. Procedures for safety at a suspension meeting, for Board reference
2. Kaupapa at Suspension Meetings - this will go out to parents along with the MOE suspension information.

These documents are to ensure that everyone is respected, heard and supported, while protecting the mana of all involved.

3.4 Proposed Strike 23 October 2025

As per email sent by Katherine (19 September) and the Board's subsequent responses, if the proposed strike for Teachers, Support Staff and Principals goes ahead the school will remain open for limited instruction. All staff not in NZEI will be on site.

Parents have been informed and asked to confirm if their children will be at school or not on the day.

Strike will not be confirmed until Monday 20 October.



School Strike 23 October 2025

Board agrees that the school will remain open for limited instruction if the strike goes ahead.

Decision Date:	14 Oct 2025
Mover:	Katherine Pascoe
Seconder:	Paora Rauputu
Outcome:	Approved

3.5 MOE Property Maintenance

Education Minister Erica Stanford has announced a significant investment package to accelerate maintenance works in state and state-integrated schools and kura. The package includes a one-off Property Maintenance Grant (PMG) top-up to be paid to schools to fund maintenance. Funds must be used to fund maintenance activities. These activities must be identified and submitted by October 31, 2025 and work completed by 20 April 2026.



MOE Property Maintenance Grant

That the PMG be used for the following maintenance activities, in order of priority:

1. Health & Safety issue: Concrete areas around the school - Rooms 1 & 2 (new), Room 16 (repair), Room 18 (repair), Front path (repair)
2. Drainage around basketball court as heavy rain means water is starting to damage courts
3. New wide guttering on Design Tech building to cope with leaf fall from trees

Decision Date:	14 Oct 2025
Mover:	Paora Rauputu
Seconder:	Megan Corin
Outcome:	Approved

3.6 Approval for Katherine Pascoe Mentoring

Katherine is seeking approval to be a mentor to a beginning or aspiring Principal in 2026-2027. Something that Katherine very much enjoys doing, not onerous, will not take her out of school.



Katherine Pascoe Mentoring

That the Board supports Katherine to be a mentor to a beginning or aspiring Principal. Letter of support to be provided for Katherine.

Decision Date: 14 Oct 2025
Mover: Paora Rauputu
Seconder: Moana Te Waaka
Outcome: Approved

3.7 Staff End of Year

How does the Board want to reward staff at the end of the year?

Discussion about vouchers, going out for dinner, gift etc. Management to talk with staff to arrange something. Board funding as agreed budget.

4. Other Business

4.1 Items for Next Meeting

Next meeting will be Tuesday 25 November, 5:00pm

- Draft 2026 Budget

4.2 Connecting with our whānau

- Photo of New Board taken
- Introductory article and photo to go out on Hero, FB
- Connecting Board with Staff - management to arrange Friday social for an informal connect

5. In Committee (7:10-7:30)

5.1 In Committee Items

- Principals Appraisal
- Stand Downs / Suspensions
- Email from Parent
- Staff Appointments / Resignations
- Leave Request

5.2 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2025 Meeting 8 - 25 Nov 2025, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Signage Plans Due Date: 25 Nov 2025	Katherine Pascoe

Karakia Whakakapi: Paora

