

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2026 MEETING 1



At the **Puketapu School Board of Trustees - 2026 Meeting 2** on **24 Mar 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 17 February 2026
<b>Time:</b>	5:00 pm to 7:00 pm (NZDT)
<b>Location:</b>	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
<b>Board Members:</b>	Paora Rauputu (Chair), Hayley Adams, Katherine Pascoe, Megan Corin, Moana Te Waaka, Paora Rauputu, Samatha Collinson, Wiremu Wano
<b>Attendees:</b>	Alisha Kerr, Avon Lewis, Micaela Westrupp, Paula Martin

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Karakia Timata: Paora

Welcome to first meeting of 2026. Whanaungatanga.

#### 1.2 Confirm Minutes

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



#### Acceptance of Minutes

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

<b>Decision Date:</b>	17 Feb 2026
<b>Mover:</b>	Hayley Adams
<b>Seconder:</b>	Moana Te Waaka
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

Two interests can be removed:

- Daisy Pascoe no longer attends Puketapu School (Katherine Pascoe)
- Dayna Lewis is working at another school so is no longer relieving (Avon Lewis)

## 1.4 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> On Hold	Katherine Pascoe
25 Nov 2025	Signage Plans <b>Status:</b> In Progress	Katherine Pascoe
17 Feb 2026	Quotes for Swing Options <b>Status:</b> Completed on 19 Feb 2026	Katherine Pascoe
17 Feb 2026	Tomokanga Project <b>Status:</b> Completed on 17 Feb 2026	Hayley Adams, Katherine Pascoe, Moana Te Waaka, Wiremu Wano
17 Feb 2026	Review and update dog policy <b>Status:</b> Completed on 10 Feb 2026	Katherine Pascoe

## 1.5 Correspondence

### Inward:

- 27 Jan: Resignation letter from non-teaching staff member
- 4 Feb: Email: Notice of Election: NZSBA Regional Executive

### Outward:

- None

## 2. Management Reports

### 2.1 Principal's Report

Some significant needs, student and whānau. Seeking support from MOE.

Annual plan - document is linked, progress will be logged in as the year goes on.

Attendance Management Plan - starting point for attendance calculation in original document was incorrect. Has been updated and new AMP uploaded to web site. Actions already started to raise attendance.

Policies - We use SchoolDocs lawyers to ensure policies are up to date. Reminder for all Board to review policies regularly.

Assurances - Katherine as Principal assures the Board that all required processes are being followed. Board is encouraged to ask questions. Please contact Katherine before any meeting with questions so she can answer to the Board.

Student Achievement - testing and new baseline being set now for new curriculum. Nationwide curriculum change means more change for all schools. Looking to take parents through new measurements at mid year reporting time.

Principals Wellbeing Fund - is not wellbeing, it is PLD. Courses must be listed on Principals Development Map, must be approved and on this list to be spent as wellbeing funding. Katherine is waiting for a neuroscience conference to be added to the list. (Agenda item later in meeting.)

Have just learned that our pool filters, 40 years old, past their end of life, starting to failh. Large cost, not budgetted, but needed in order to continue to have a pool. Will need to be replaced before 2027 swimming season. This is in addition to planned re-surfacing/painting planned for 2028.

Community Engagement - significant need for support from community.

Numbers - Lowest starting roll for 8 years - are we concerned? No. Not just an us problem, this is across the nation. Good to have some space, spare classrooms.

Very excited to use one spare space to establish a dedicated Intervention Space. Applied for some funding from Methanex to support this - delighted that Methanex have agreed to sponsor \$20k! Not just a "reset room", looking to develop something to best support not just special needs tamariki, but anyone who needs time out. Hoping to have this starting later this term. Will update Board at Meeting 3 in Term 2.

## 2.2 Finance Report

Draft December Report - emailed 10 February 2026

Still changing as Audit progresses. Very happy with overall result. Major effort to address potential staffing overspending.

**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.

## 3. Major Decisions and Discussions

### 3.1 Appointment of Board Chair

At the first meeting of the year, the board must appoint a presiding member for the next 12 months

Paora was elected in September

Board in agreement.

Should we have a 2IC? eg, If Paora is away, is there a deputy? Paora will delegate as needed.



#### Election of Presiding Member

That Paora Rauputu remain as Presiding Member of our Board.

<b>Decision Date:</b>	17 Feb 2026
<b>Mover:</b>	Katherine Pascoe
<b>Seconder:</b>	Megan Corin
<b>Outcome:</b>	Approved

### 3.2 Board Delegations

The Board delegates to the Principal the responsibilities listed below:

1. The day-to-day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents;
2. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment contracts;
3. Approval of any orders for goods and services up to the value of \$20,000.00 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;

4. Ordering fixed assets for which the capital expenditure has the prior approval of the Board;
5. The appointment of fixed term relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member;
6. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the Principal deals as part of their curriculum and resource management responsibilities; and
7. Delegation in writing to specified staff positions of responsibilities In the Principal's absence, the Deputy Principals are authorised to carry out day to day management activities.



### **Board Delegations**

That the delegations be accepted as presented.

**Decision Date:** 17 Feb 2026  
**Mover:** Paora Rauputu  
**Seconder:** Hayley Adams  
**Outcome:** Approved

### **3.3 Review the Code of Conduct for Board Members**

Revisit to ensure everyone understands the minimum standards expected of them.

Please ensure you have read the Code of Conduct document. (In BoardPro documents: Board Reference Documents).

### **3.4 Confirmation of Account Signing and Credit Cards**

Currently on all school accounts, two signatures are required, any of Paula Martin (School Administrator), Katherine Pascoe (Principal) and Paora Rauputu (Board Presiding Member).

Two credit cards are held on one school account. Cards are held by Paula Martin (School Administrator) and Katherine Pascoe (Principal). The credit limit is \$5,000. Credit card use is in line with the Banking and Cash Handling policy on SchoolDocs.

Board agrees that both to continue as is.



### **Account Signing and Credit Cards**

That the current account signatories, credit card holders and credit limit remain as they are.

**Decision Date:** 17 Feb 2026  
**Mover:** Paora Rauputu  
**Seconder:** Hayley Adams  
**Outcome:** Approved

### **3.5 Board Workplan**

Board's workplan to stay on track with governance responsibilities, set timing for key focus areas across the year, such as strategic planning, reporting and policy review.

Held over to Meeting 2. Please review the draft/template document in BoardPro documents: Board Reference Documents.

### **3.6 Policy Reviews**

A reminder to the Board to regularly check the SchoolDocs review schedule

<https://puketapu.schooldocs.co.nz/index.htm>

Term 1 policies	Review opens 26 January
<ul style="list-style-type: none"> <li>• <a href="#">Alcohol, Drugs, and Other Harmful Substances Policy</a></li> </ul>	Board review
<ul style="list-style-type: none"> <li>• <a href="#">Sun Protection</a></li> </ul>	Board review
<ul style="list-style-type: none"> <li>• <a href="#">Digital Technology and Online Safety</a></li> </ul>	Board review
<ul style="list-style-type: none"> <li>• <a href="#">Cellphones and Other Personal Digital Devices</a></li> </ul>	
<ul style="list-style-type: none"> <li>• Safety and Welfare for Students on Work Experience (composite/secondary only)</li> </ul>	
<ul style="list-style-type: none"> <li>• Firearms (optional policy)</li> </ul>	

These are the policies specified on the review schedule. You can also review any policy that has a review button.

### 3.7 Board Training for 2026

What training does the Board want this year?

National Conference for all Board members. 17-19 July, Auckland:

<https://www.tewhakaroputangaconference.co.nz/>

MAC Conference - was very helpful having a Board member at MAC last year, would like again in 2026. Further information to follow.

Lots of training available, online and in person at New Plymouth venues.

<https://www.tewhakaroputanga.org.nz/our-services-2/learning-and-resources>

All to think about preferences and what training they would like.

Curriculum update - Micaela Westrupp, DP in charge of curriculum, to do Board training at Meeting 3 on curriculum and new SMART tool.

### 3.8 Board Self Review Process

To be included in Board Workplan

### 3.9 Draft Budget 2026

Some small changes between codes, but no change to bottom line.

Board accepts budget for 2026 as presented.



#### **That the 2026 Budget be accepted as presented**

The budget accepted

**Decision Date:** 17 Feb 2026  
**Mover:** Hayley Adams  
**Seconder:** Megan Corin  
**Outcome:** Approved

As above, pool filters will need to be replaced before 2027 season. This will be capital spend.

Have one quote, should look to get at least one more for spend of this size.



### Pool Filter Replacement

Hayley to get information from contact at Bell Block pool.

Katherine to obtain another quote to confirm cost.

**Due Date:** 24 Mar 2026

**Owners:** Hayley Adams, Katherine Pascoe

Home & School have promised \$25k towards swings (half of cost.) Quotes received so far are higher than our maximum. Katherine continuing to source.

### 3.10 Attendance Management Plan 2026

Small adjustment to document accepted in December to reflect accurate starting point. Document has been uploaded to the school web site and shared with parents.

Actions being taken to follow up low attendance.



### Acceptance of 2026 Attendance Management Plan

That the changes to the Attendance Management Plan be accepted as presented.

**Decision Date:** 17 Feb 2026

**Mover:** Wiremu Wano

**Seconder:** Megan Corin

**Outcome:** Approved

### 3.11 Asset Management Review

Asset Register has been reviewed and updated. Copy signed for Auditor.

### 3.12 Cyclical Maintenance Schedule

Cyclical Maintenance Schedule has been reviewed and accepted. Copy signed for Auditor.

### 3.13 Enrolment Scheme

The Board agreed to accept "up to 10" New Entrants. Currently we have 5 out of zone students either started or due to start later this year.

Next action by Board will be to consider if further places be opened for Term 2.

### 3.14 Dogs on Site

New teacher, Sally Halcombe, has a dog that she would like to bring onsite 1-2 days a week to support students in class.

Juno is a well trained retriever and has worked in two previous schools with huge success in relating to students and calming them.



### Dog on site

Sally Halcombe's dog Juno is permitted to be onsite 1-2 days a week to support students in class.

**Decision Date:** 17 Feb 2026

**Mover:** Wiremu Wano

**Seconder:** Samatha Collinson

**Outcome:** Approved

### 3.15 Tomokanga / Pou

Update from sub-committee:

Met with Rangī Kipa, hikoi around the school, is not just about aesthetics, whatever we do must have a purpose.

In the quad, identified space - little garden area by R18-19. Quad is where we do mihi whakatau, powhiri, Puanga, very family focussed area, very suitable.

Discussed a pou rather than tomokanga, with our korero, Rakeiora.

Rangī very excited, keen to do something very big. Would be amazing however we don't currently have that level of funding.

Need to consider how much we should spend. Could spend a lot of money, however this is one piece of a puzzle. Overall need is sharing our korero - options of how we do that, doesn't necessarily need to be huge, expensive piece.

Funding is limited, budget is under pressure, unlikely to have excess of funds in 2026.

Disappointing, however lots of things we can do to share story. Can continue to work on sharing story, planning, defining spend, aspire to do this one day as funds allow.



#### Update to Rangī Kipa

Katherine to go back to Rangī Kipa to update him on situation and funding.

**Due Date:** 24 Mar 2026

**Owner:** Katherine Pascoe

### 3.16 Principal Wellbeing

As in Principals report, fund approved for \$6,000 for 2026, can only be spent on MOE approved PLD listed on Principals Development Map.

Katherine is waiting for Kathryn Berkett neuroscience conference to be added to the list, a four Day Neuroscience Retreat in August, costs approx \$3k



#### Principals Wellbeing Spending - Kathryn Berkett Conference

That, subject to the conference being added to the Principals Development Map list, Katherine be approved to attend the Kathryn Berkett conference, funded by 2026 Principals Wellbeing funds.

**Decision Date:** 17 Feb 2026

**Mover:** Paora Rauputu

**Seconder:** Moana Te Waaka

**Outcome:** Approved

### 3.17 Proposed Changes to the Education Act

Proposed changes mean New Zealand School Property Agency (NZSPA), will have the ability to recover some repair and maintenance costs directly from schools. Looking at how property is managed and cash on hand.

We need to ensure we have clear review and minutes of funds on hand, why held and when they are to be spent.

eg, minuting a reserve of 25-50% of annual Ops Grant to protect school from unforeseen risk, develop 3-5 year capital expenditure budget.

Do we need to have a plan for spending?

We need to be able to justify why we are holding funds and for what purpose - eg, how much reserve of ops grant for unexpected issues, how much aside for depreciation, cyclical maintenance etc, earmarking funds for spending.

Not enough information available at this stage. Keep an eye on developments and react as necessary.

## 4. Other Business

### 4.1 Items for Next Meeting

Meeting 2: 24 March

- Board Workplan - please see template document in BoardPro documents
- Enrolment Scheme: Consideration of any additional out of zone places to be offered.
- Board documents to be moved from Google Drive to be all in BoardPro only.

Meeting 3: 5 May

- Intervention Space
- Board training on Smart tool

### 4.2 Connecting with our whānau

Community Picnic - postponed from 13 February to 20 February.

Any ideas for Term 2?

## 5. In Committee (6:30-6:50)

### 5.1 In Committee Items



#### Response to Kapa Haka request

Katherine to respond to request with Board's response, as discussed in Committee.

**Due Date:** 25 Feb 2026

**Owner:** Katherine Pascoe

### 5.2 Close the meeting

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

Karakia Whakakapi: **Meg**

