

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2025 MEETING 8



At the **Puketapu School Board of Trustees - 2026 Meeting 1** on **17 Feb 2026** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 25 November 2025
Time:	5:00 pm to 6:40 pm (NZDT)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Hayley Adams, Megan Corin, Wiremu Wano, Katherine Pascoe, Samatha Collinson, Paora Rauputu, Moana Te Waaka
Attendees:	Micaela Westrupp, Paula Martin, Alisha Kerr
Apologies:	Avon Lewis

1. Opening Meeting

1.1 Welcome and Karakia

Welcome to the final meeting of 2025.

Opening Karakia: **Hayley**

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2025 Meeting 7 14 Oct 2025, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	25 Nov 2025
Mover:	Moana Te Waaka
Seconder:	Hayley Adams
Outcome:	Approved

1.3 Interests Register

No new interests.

1.4 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students Status: In Progress	Katherine Pascoe
25 Nov 2025	Signage Plans Status: In Progress	Katherine Pascoe

All progressing

1.5 Correspondence

Inward:

14 November - Letter from Baker Tilly re Audit FY2025, confirming arrangements for audit for the year ended 31 December 2025.

25 November - Letter from parent with concerns around class changes, class/programme placement.

Board understands class changing concerns, are valid, but circumstances beyond school's control. Other concerns largely management. Board to reply to encourage parent to continue dialogue with school.

Outward:

14 October - Letter to support Katherine as mentor principal

17 November - Email: Presiding Member Response to Auditor 20251117

18 November - Email: Response to Peter White, MOE, re OAG Report and 2024 Principal Wellbeing spending. All spending board approved, related to wellbeing, within budget and minuted. Learnings: if 2026 Wellbeing funding provided, looking for clarity of instructions for spending.

2. Management Reports

2.1 Principal's Report

SchoolDocs: Reminder to all to log in to SchoolDocs regularly, to read, review policies.

Principals PLD: Elg Anderson no longer doing appraisals. Mike Dowd in 2026, PLG plus 1:1 coaching

Swings: Home & School have pledged \$25k towards swings, asking school to match. \$25k wont get anything on its own. Cost for swings is prohibitive due to high cost of safe fall surface required.

Hexagonal swing would be great, but very expensive. Fish net swing option? Other?

We have some funds available. Have spoken often of desire for swings for older children. Understand benefits of swinging stimulus, calming, emotional regulation. Definitely something our older children are missing.

Would this require shade also? No - playing in sun already, wearing hats in summer terms.

Katherine to investigate options.



Quotes for Swing Options

Katherine to obtain quotes for swings, fish net swing, other swing options for next meeting. Looking at \$50-\$60k total spend.

Due Date: 17 Feb 2026

Owner: Katherine Pascoe

2.2 Finance Report

September Financial Report - emailed 20 October

October Financial Report - emailed 17 November

In good position.



Acceptance of October Financial Report

That the Financial Reports for September and October be accepted as presented.

Decision Date:	25 Nov 2025
Mover:	Wiremu Wano
Seconder:	Megan Corin
Outcome:	Approved

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 Analysis of Data

AOV Document circulated 20 November.

Results don't look as good as we would like, however marker points moved. Assessments changing in 2026. Expectation to achieve more, in shorter time, especially in early years. Goalposts have moved but trying to compare apples with apples from mid to end of year data.

Noticing many 5 years olds are a lot less ready for school. Huge challenge as students expected to learn more, faster, but are already behind.

Year 3: Strong cohort, good things to celebrate. Cohort had strong start, more school readiness.

Across school, from end of year reports, noticing definite upward movement within bands, but not always significant enough to move up to next band.

Looking to 2026: Taking learning for teacher placements, to keep all areas of school strong. Feels more like new baseline in 2026 - as long as not another curriculum change! 2026 aim for 10% increase across school (equates to just 2 students per class moving to At or Above from below marker. Definitely achievable, have strong plan in place.

Has been a lot of change, new learning for everyone. Still dont have promised assessment tools - now coming next year. Some assessment tools didn't marry up with curriculum.

Intermediate years: Is there a plan for intermediate learners? Discussion around learning skills v knowledge. Vital to ensure intermediate students moving to high school with strong base. Yes, significant plans, focus, PLD from MOE.

3.2 Annual Plan

Document circulated.

Board recognises amount of work gone into plan. Looks great. Board very happy.

3.3 PLD Plan 2026

Document emailed 19 November.

Focused on delivering Annual Plan.

3.4 Draft Budget 2026

Draft emailed 18 November. Still requiring some adjustment, but nearly there. Will be finalised by first meeting of 2026 for Board approval.

Student counselling: Looking at options for service currently provided by guidance counsellor. Balancing cost, reach, ability to connect with students who most need it, most real for kids, groups as well as 1:1. Colour run did not raise as much in 2025 as 2024, concern about how we fund this. Very much needed.

Support for behaviour: Do we need to allow more? Would love to have a spare teacher to set up "breather room", "inclusion room". Could facilitate this by having higher classroom numbers.

Strategic goals: Does the budget specifically reflect strategic goals? Yes, but woven through - eg, leadership units line up with strategic aims and values, PLD aligned with strategic aims - not directly reflected in line items.



Approval of Draft Budget

That the draft budget be approved. Further changes will be presented to the Board at the first meeting of 2026 for final approval of budget.

Decision Date:	25 Nov 2025
Mover:	Paora Rauputu
Seconded:	Samatha Collinson
Outcome:	Approved

3.5 Feedback from MAC Conference

Feedback from the Conference in October.

Incredible to have someone from Board and teachers to share learning. Excellent learning, powerful learning - stretched, but safe while doing challenging things. Whakawhanaungatanga fantastic.

So much to consider, inc:

- How do we teach our tamariki to share our local stories, but let go the bitterness?
- How do we bring Kingitanga back to school?

Hopeful for future of MAC, but uncertain.

3.6 Giving Effect to Tiriti o Waitangi

Following the recent announcement from the Minister of Education that the government intends to remove the requirement for school boards to give effect to Te Tiriti o Waitangi, Board has agreed to reaffirm our commitment to honouring the principals of Te Tiriti o Waitangi. Public statement made.

3.7 Enrolment Scheme

No update. No action required until Term 1, to decide if any spaces will be opened for Term 2.

3.8 Board Remuneration for 2025 Meetings

Payment to Board members for meetings in 2025 approved.

School trustees may be paid \$75 per meeting for a chairperson (tax free up to \$825 per year) \$55 per meeting for a board member, including the Principal (tax free up to \$605 per year). 2025 had 16 meetings (8 normal meetings plus 8 additional special meetings).

Individual amounts paid to each board member confirmed In Committee.

Thank you to all Board for their attendance and mahi.

3.9 Purchase of Promethean Boards

We have been offered three second hand, one gen old, Promethean Boards at a cost of approximately \$9.3k +GST

Excellent price for tech. Lifespan - at least 5 years, solid. Comes with training.

Sustainable step - not automatically given to every class. Keen teachers will apply to have in their class, commit to training, using, taking care of.

Katherine requesting capital expense from the 2025 budget.



Purchase of Promethean Boards

That approval be given to purchase up to three second hand Promethean Boards

Decision Date: 25 Nov 2025
Mover: Paora Rauputu
Seconder: Wiremu Wano
Outcome: Approved

3.10 Funds for Signage

Katherine is seeking approval for an adjustment to the 2025 capital budget to get signage underway over the school break.

Much of new signage can be made using school's laser cutter. Main need now to purchase marine ply for classroom signs. Estimate of cost to follow. Also getting quote to update large image at front of school. Some costs will be in 2026 capital budget but approval sought to start now.



Approval of spend for signage

That the 2025 Capital Budget be adjusted to fund materials for new signage to be started over the summer break.

Decision Date: 25 Nov 2025
Mover: Hayley Adams
Seconder: Moana Te Waaka
Outcome: Approved

3.11 Reading to Dogs Programme

We have been approached to ask if our kura would like to be part in a 6 week pilot of 'Waggy Tales'. This is a special reading-to-dogs programme, designed to help children build their confidence and develop a love of reading.

Definite yes to proceed.



Reading to Dogs Programme

That the Reading to Dogs Programme can proceed at our kura.

Decision Date: 25 Nov 2025
Mover: Megan Corin
Seconders: Moana Te Waaka
Outcome: Approved

3.12 Dates for 2026 Meetings

Dates and times for 2026 Meetings.

Suggested dates, Tuesdays, 5pm:

- Term 1:
 - 17 February
 - 24 March
- Term 2:
 - 5 May,
 - 9 June
- Term 3:
 - 4 August,
 - 8 September
- Term 4:
 - 27 October,
 - 1 December

3.13 Attendance Management Plan 2026

From start of 2026, mandatory to have plan, approved by Board and published to web site.

The Government's target is for 80% of students to attend regularly - that is to attend school more than 90% of the time. (high target, means <5 days per term absent, concern around having unwell children at school)

Circulated draft plan based on MOE exemplar.

School will manage how we reward students, incentivise.



Approval of Attendance Management Plan

That the Attendance Management Plan be approved.

Decision Date: 25 Nov 2025
Mover: Paora Rauputu
Seconders: Wiremu Wano
Outcome: Approved

4. Other Business

4.1 Items for Next Meeting

Meeting 1, 2026:

- Board Reporting Calendar
- Swing Quotes
- Final 2026 Budget

4.2 Connecting with our whānau

SOMADD - Friday 5 December from 4.30pm

Year 8 Graduation - Tuesday 16 December, 6pm

Final Assembly - Wednesday 17 December, 10.30am

4.3 Tomokanga

Obtaining a tomokanga for our kura has been in discussion for many years.

Keen to progress. Hayley has spoken with parent of current student who is keen to support project.

Subcommittee to move this along:

- Hayley
- Wiremu
- Moana
- Katherine



Tomokanga Project

Initial korero with contacts to begin project.

Due Date: 17 Feb 2026

Owners: Hayley Adams, Katherine Pascoe, Moana Te Waaka, Wiremu Wano

4.4 Dogs on Site

A need to clarify policy around dogs at school, purpose, benefit, frequency etc.

To be on site, must support learning or have some benefit to tamariki.

Board approval to be required for regular visitors.



Review and update dog policy

Katherine to contact SchoolDocs re legals, reviewing/rewording policy.

Due Date: 17 Feb 2026

Owner: Katherine Pascoe

5. In Committee

5.1 In Committee (6.36-6.39)

- Stand Downs & Suspensions
- Staff Appointments / Resignations
- Students of Concern

5.2 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2026 Meeting 1 - 17 Feb 2026, 5:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Quotes for Swing Options Due Date: 17 Feb 2026	Katherine Pascoe
4.3	Tomokanga Project Due Date: 17 Feb 2026	Hayley Adams, Katherine Pascoe, Moana Te Waaka, Wiremu Wano
4.4	Review and update dog policy Due Date: 17 Feb 2026	Katherine Pascoe

Karakia Whakakapi: **Meg**