

# CONFIRMED MINUTES

## PUKETAPU SCHOOL BOARD OF TRUSTEES - 2026 MEETING 3



At the **Puketapu School Board of Trustees - 2026 Meeting 4 on 9 Jun 2026** these minutes were confirmed as presented.

<b>Name:</b>	Puketapu School
<b>Date:</b>	Tuesday, 5 May 2026
<b>Time:</b>	5:00 pm to 6:06 pm (NZST)
<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
<b>Attendees:</b>	Micaela Westrupp, Paula Martin
<b>Apologies:</b>	Wiremu Wano, Alisha Kerr, Avon Lewis

### 1. Opening Meeting

#### 1.1 Welcome and Karakia

Welcome

Karakia timata: Paora

#### 1.2 Confirm Minutes

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



#### Acceptance of Minutes

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

<b>Decision Date:</b>	5 May 2026
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Moana Te Waaka
<b>Outcome:</b>	Approved

#### 1.3 Interests Register

No changes.

## 1.4 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students <b>Status:</b> Completed on 5 May 2026	Katherine Pascoe
25 Nov 2025	Signage Plans <b>Status:</b> In Progress	Katherine Pascoe
24 Mar 2026	Pool Filter Replacement <b>Status:</b> Completed on 4 May 2026	Hayley Adams, Katherine Pascoe
5 May 2026	Adjustment to Budget <b>Status:</b> Completed on 18 Apr 2026	Paula Martin

## 1.5 Correspondence

### Inward:

- Letter from Dr Claire Coleman - Letter\_to\_School\_Boards\_Curriculum\_Reform For information
- 28 April: Primary Principals Collective Bargaining For information
- 23 April: Email: Consultation on Tikorangi School Board application for recapititation



### Tikorangi School Application for Recapititation

The board acknowledges receipt of this information re recapititation for Tikorangi School. The Board has no objections to this.

**Decision Date:** 5 May 2026  
**Mover:** Samatha Collinson  
**Seconder:** Megan Corin  
**Outcome:** Approved

- 1 May: Resignation from Birte Ahlhaus (discussion In Committee)

### Outward:

- Letter to Te Kōpae Piripono and Puketapu (sent from Katherine, in support of suggestion and agreeing to explore further)

## 2. Management Reports

### 2.1 Principal's Report

Taken as read.

Principal's Development fund - As the approved list does not meet her needs, Katherine has chosen to receive the funding directly and make her own wellbeing/development arrangements. The majority of principals nationally have made this decision also.

Are we concerned about our low roll? This appears to be a national issue so is not just us. Families moving out of the Bell Block area.

Fencing - this is with MOE. Can take 18-24 months to process. MOE will assess. Katherine remaining in contact with MOE about it.



## Acceptance of Principals Report

That the Principal's Report be accepted as presented.

**Decision Date:** 5 May 2026  
**Mover:** Katherine Pascoe  
**Seconder:** Paora Rauputu  
**Outcome:** Approved

## 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.

### March Financial Report

Taken as read. Fairly normal for this stage of the year. On budget - 25% of year, 28% funding received, 28% of budget spent. Some code changes to clear items of significance. Available funds slightly higher than budgeted.



## Acceptance of Monthly Financial Report

That the March Financial Report be accepted as presented.

**Decision Date:** 5 May 2026  
**Mover:** Moana Te Waaka  
**Seconder:** Samatha Collinson  
**Outcome:** Approved

### Purchase of Maths Equipment

Low figure was budgeted for maths equipment however no additional funding coming from MOE so we need to spend more of our funds. Could purchase pre-made kits but much cheaper to buy components as needed. 2026 Maths spending to be increased from \$1k to \$12k - funds to come from other areas within existing budget.

## 3. Major Decisions and Discussions

### 3.1 Board Training: The Science of Learning

Carried over to Meeting 4

### 3.2 Te Kōpae Piripono

Background: We have been approached by Te Kōpae Piripono (who operate an Immersion Māori Early Learning Service on Henwood Road) to ask us to become their host school to have a Year 1 satellite immersion class, starting in 2027.

Management would fall under Puketapu - eg, funding and staffing would go to Puketapu School, teacher employed by Puketapu, but based at Te Kōpae Piripono, teacher registration via Puketapu, Puketapu policies, reporting etc.

As the host school, responsibility is with Puketapu School to submit application to MOE for consideration.

Application must be accompanied by Memorandum of Understanding and Management Letter to outline how relationship would be managed, including conflict resolution.

Board discussion around how this arrangement might work, benefits and implications.

Not certain to happen as MOE makes final decision.



### **Submission of Application to be Host School for Te Kōpae Piripono**

That the Board should continue application process to be a host school for Te Kōpae Piripono.

For: 5 Against: 1

Passed

**Decision Date:** 5 May 2026

Draft MOU, Management Letter and Satellite Application to MOE are required to be agreed for submission to MOE.

Puketapu School and Te Kōpae Piripono will finalise all remaining elements in documents and send to Board by Friday 7 May.

Board to review and respond with acceptance or changes as soon as possible - no later than Tuesday 12 May.

Final documents to be signed off by Board before submission to MOE.

### **3.3 Swimming Pool Filter Replacement**

The school pool filter needs to be replaced - the current one is the original filter so 40 years old.

While cost is high, Board believes it is vital to keep pool operating. Best for our tamariki, clear benefits for them. Work would be scheduled to happen in Term 4 to work in with re-surfacing/repainting work.

Three quotes received, one for chlorine two salt. Research shows salt is preferred by schools, cheaper to run, better for kids, bonus that can use all year.

Preferred quote is HPPS - expertise and cost.

As the pool is part Ministry, part Board owned, resolution required from Board for MOE, including maximum spend. MOE application form to be signed and sent to MOE with latest financial report once available.



### **Pool Filter Replacement**

Resolution: The board agrees that the current pool filter should be replaced.

The quote from HPPS to replace the pool filter with a salt filter is accepted.

Maximum spend to be \$32k + GST.

**Decision Date:** 5 May 2026

**Mover:** Moana Te Waaka

**Seconded:** Megan Corin

**Outcome:** Approved



### **MOE Application for Pool Filter Replacement**

Submit MOE Application Form to MOE, with Board minutes showing resolution, including maximum spend, with latest financial report once available.

**Due Date:** 9 Jun 2026

**Owners:** Katherine Pascoe, Paula Martin

### 3.4 Annual Report and Audit 2025

Audited Statements from Auditor for FY2025 are due to be received.

We were hoping to have Draft Annual Report 2025 for review in time for meeting however the Auditor has asked for additional information around support staff hours. Will be carried over to next meeting.

### 3.5 Health Survey

The Board is required to survey our school community about our Health Curriculum.

Board happy with draft. Survey will be sent out this term.



#### Health Survey to School Community

That the draft survey be accepted as presented.

<b>Decision Date:</b>	5 May 2026
<b>Mover:</b>	Paora Rauputu
<b>Seconder:</b>	Hayley Adams
<b>Outcome:</b>	Approved

### 3.6 Purchase of Solar Panels

As per Flying Minute:

In 2023, we entered into a lease agreement for 44.8 kW solar panels on our roof space. This was at a cost of \$500+GST per month (\$5,878 +GST per annum).

The panels have been contributing energy which has seen a reduction in our electricity bills (between 20-30% from solar) even with all classrooms now with electric heat pumps.

Shortly after the panels were installed, Solar Zero went into liquidation. Another interested party (BESSNZ, former employees of Solar Zero) were looking to purchase the contract for schools and continue the service, however the liquidators have now advised that this has not been possible and the Liquidation will at some stage be concluded.

The Liquidators are therefore offering us the opportunity to purchase the hardware currently situated at school for 10% of the initial cost of \$72,828 = \$7,283 +GST. This would allow the school to continue to use the hardware.

The interested party BESSNZ have offered to assist with any ongoing maintenance and servicing requirements going forward. We would need to make our own arrangements directly with BESSNZ in this regard.

Maintenance is primarily ensuring trees etc are not overhanging, cleaning 1-2 times per year, with water or spray Wet & Forget (but not water blasting) plus checks of roof, guttering etc and 2-3 yearly checks of inverters. Funds for maintenance to be included in future budgets.

Purchase was required to be completed by 30 April 2026.

Vote by Flying Minute was accepted.

We have paid the invoice and signed the contract directly with the power company (Ecotricity)

### 3.7 Connecting with Bell Block School and Puketapu Hapu

Paora has met with chair of Bell Block School Board. Both keen to work more collaboratively and engage with both schools and Puketapu Hapu, who are also keen to connect.

Natural step to work together - opportunities for PD, assessing meetings, more collaboration.

Paora will attend Bell Block School Board hui.

### **3.8 Enrolment Scheme**

To date we have accepted 6 out of zone New Entrants to start this year. The Board had previously agreed places for up to 10 new entrants so we are comfortably within this number.

## **4. Other Business**

### **4.1 Items for Next Meeting**

- Science of Learning
- May have results of Health Survey
- Puanga Celebration details

### **4.2 Connecting with our whānau**

## **5. In Committee (5:58-6:06)**

### **5.1 In Committee Items**

### **5.2 Close the meeting**

**Next meeting:** Puketapu School Board of Trustees - 2026 Meeting 4 - 9 Jun 2026, 5:00 pm

## Approved decisions made between meetings



### **Purchase of Leased Solar Panels (10% installation value)**

That Puketapu School purchase the installed and operational solar panels at a cost of \$7,283.

In 2023, we entered into a 20 year lease agreement for 44.8 kW solar panels on our roof space. This was at a cost of \$500+GST per month (\$5,878 +GST per annum).

The panels have been contributing energy which has seen a reduction in our electricity bills (we are contributing between 20-30% from solar) even with all classrooms now with electric heat pumps.

Shortly after the panels were installed, Solar Zero went into liquidation. Another interested party (BESSNZ, former employees of Solar Zero) were looking to purchase the contract for schools and continue the service, however the liquidators have now advised that this has not been possible and the Liquidation will at some stage be concluded.

The Liquidators are therefore offering us the opportunity to purchase the hardware currently situated at school for 10% of the initial cost of \$72,828 - \$7,283. This would allow the school to continue to use the hardware.

The interested party BESSNZ have offered to assist with any ongoing maintenance and servicing requirements going forward. We would need to make our own arrangements directly with BESSNZ in this regard.

Maintenance is primarily ensuring trees etc are not overhanging, cleaning 1-2 times per year, with water or spray Wet & Forget (but not water blasting). The expected lifespan of the panels is a further 18-22 years.

The advice I have received is that if we were to allow \$1800-\$2k per year, that would cover maintenance, which would include a site visit to check/clean inverters, check panels and connections and general electrical inspection, plus a thermal imaging scan every 3 years to check for hotspots.

We may also be able to get access to the dashboard which will show our systems performance/savings/export revenue / CO2 savings - which we currently don't have, but that may not be automatically included in this purchase price - I am still checking on that.

I asked the question: what happens if we choose not to purchase? The response: The liquidators will need to review other options if the school does not decide to purchase them, however the liquidation has to come to an end so the contract as it stands will not be able to continue for its full term.

**8 Supported:** Hayley Adams , Katherine Pascoe , Megan Corin , Moana Te Waaka , Paora Rauputu , Samatha Collinson , Wiremu Wano , Paora Rauputu - This is Paora's second login - voted the same way as the main login. (Duplication due to two email addresses in account)

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 21 Apr 2026

**Outcome:** Approved

Karakia Whakakapi: Hayley

