

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2026 MEETING 4



At the **Puketapu School Board of Trustees - 2026 Meeting 5** on **4 Aug 2026** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 9 June 2026
Time:	5:05 pm to 6:25 pm (NZST)
Location:	Puketapu School, 25 Dillon Drive, Bell Block, New Plymouth 4312
Board Members:	Paora Rauputu (Chair), Katherine Pascoe, Megan Corin, Samatha Collinson, Wiremu Wano
Attendees:	Alisha Kerr, Micaela Westrupp, Paula Martin
Apologies:	Moana Te Waaka, Hayley Adams

1. Opening Meeting

1.1 Welcome and Karakia

Meeting opened 5:05

Karakia Timata: Sam

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2026 Meeting 3 5 May 2026, the minutes were confirmed as presented.



Acceptance of Minutes

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

Decision Date:	9 Jun 2026
Mover:	Paora Rauputu
Seconder:	Megan Corin
Outcome:	Approved

1.3 Interests Register

No changes since last meeting.

1.4 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
5 Aug 2024	Hang out spaces for senior students Status: Completed on 5 May 2026	Katherine Pascoe
25 Nov 2025	Signage Plans Status: In Progress	Katherine Pascoe
9 Jun 2026	Installation of Hexagonal Swings Status: Completed on 4 Aug 2026	Paula Martin
9 Jun 2026	MOE Application for Pool Filter Replacement Status: Completed on 20 May 2026	Katherine Pascoe, Paula Martin

1.5 Correspondence

Inward:

- 6 May: Email: NZSBA Annual Report & AGM Registration Reminder
- 9 June: Email: Privacy notice – NZSBA use of your information

Outward:

- None

2. Management Reports

2.1 Principal's Report

Taken as read.

Progress against Strategic Aims going really well.

Reminder to Board to review policies in SchoolDocs. EOTC policies are very involved but very necessary.

Attendance: Seeing some improvement. 90% is challenging target to meet, especially with colds/flu around. Chronic attendance issues being supported by Attendance Service.

Staff Welfare: Working very hard, huge energy into new curriculum, new testing, new reporting. Board would like to show appreciation with some kind of end of term reward/treat. Katherine will arrange.

Student Wellbeing: Te Puna Ako is thriving. Would like to invite Methanex team to see the results of their funding.

Fire drill was planned for 4 June but weather was inclement so will be rescheduled before the end of term.

Fencing: We have a student starting 2027 who is known to run so pressure on MOE to get fencing at least at front of school before beginning of 2027 year.

Reminder to Board to be at Puanga celebration on July 3 if they can. Be there from 6am, mix, mingle, ceremony and kai. Done by 8am when in class learning starts.



Invitation to Methanex

Invite Methanex to see Te Puna Ako in action so they can see the results of their funding.

Due Date: 31 Jul 2026

Owners: Katherine Pascoe, Paula Martin

2.2 Finance Report

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

Funds tracking well at one third of the way through the year.

May report not yet received.

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)

3. Major Decisions and Discussions

3.1 Board Training: The Science of Learning

Micaela presented to the Board about Science of Learning and Curriculum changes. Science is woven through curriculum, how brains learn: researched and supported by neuroscience and psychology.

Explained fundamentals, practices and how being implemented throughout the school, students and staff - Roadmap of curriculum change 2026-2028.

Huge changes in curriculum, also reporting. Discussion around changes in reporting, including assessment, attendance. Overview of new reporting visuals. Hero SMS presents info in a way very easy for parents to view and understand. Requires some backfilling of data but easy for teachers to check, uses AI to connect terminology.

Reporting will be discussed with parents at Learning & Wellbeing conferences at the start of Term 3, reports released afterwards.

Positive, reporting is whole child, not just the stats, more welcoming, shows that teachers know child.

Hoping any change of government will not cause too much immediate additional change.

3.2 Confirm Audited Accounts

Audited Accounts have been received.

Annual Report has been uploaded to school website.

No significant findings of concern from auditors. Management responses provided to the three recommendations made. Awaiting final Completion Report with our responses included.



Capital Budgeting Meeting

Arrange a meeting with Karyn Brett of Education Services and Paora and Katherine around the capital budgeting finding that the Auditor has made, to ensure we are meeting the requirement for the 2027 budget.

Due Date: 1 Oct 2026

Owner: Paula Martin

3.3 Access to Edpay for Education Services

Karyn Brett, Regional Manager of Education Services, has requested Administration access to EdPay so she can access reports directly, rather than needing to request them each time.

Although she only needs to access the reports, Administration access gives her view and edit access for all employee records and jobs so Board is required to approve access to EdPay.

EdPay records all activity. Long term trusted relationship with Karyn and Ed Services.



Access to EdPay for Karyn Brett, Education Services

That Karyn Brett from Education Services be authorised to access EdPay records on behalf of Puketapu School.

Decision Date: 9 Jun 2026
Mover: Paora Rauputu
Seconder: Katherine Pascoe
Outcome: Approved

3.4 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.

3.5 Property - Draft 10YPP

We have received the first draft of the 10YPP as prepared by Architect People, following assessment by MOE and approved contractors. Almost half of budget planned to be spent 2026-2028 - this is ok. Everything as expected, no concerns.

Board would like to have walk around at the beginning of next meeting to look at areas where work is planned.



Acceptance of Draft 10YPP

That the draft 10YPP be accepted as presented.

Decision Date: 9 Jun 2026
Mover: Paora Rauputu
Seconder: Wiremu Wano
Outcome: Approved

4. Other Business

4.1 Items for Next Meeting

- Walk around school property to look at areas where property projects planned

4.2 Connecting with our whānau

- See the June Edition of [Round the Block](#)
- 3 July: Puanga Celebration at School (Board, please come and mingle, from 6am)
- Tuku mate ceremony 2 July (for staff) We are seeking someone to lead the ceremony. Wiremu to investigate.



Tuku Mate Ceremony Lead

To approach contacts to see if there is someone who could lead a short Tuku Mate ceremony for staff on the evening of Thursday 2 June.

Due Date: 30 Jun 2026

Owner: Wiremu Wano

5. In Committee (6:10-6:20)

5.1 In Committee Items

- Staff Requests for Leave
- Update on Student/Staff of Concern

Please check the restricted documents section of BoardPro for In Committee documents

5.2 Close the meeting

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

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Invitation to Methanex Due Date: 31 Jul 2026	Katherine Pascoe, Paula Martin
3.2	Capital Budgeting Meeting Due Date: 1 Oct 2026	Paula Martin
4.2	Tuku Mate Ceremony Lead Due Date: 30 Jun 2026	Wiremu Wano

Karakia Whakakapi: Katherine