

CONFIRMED MINUTES

PUKETAPU SCHOOL BOARD OF TRUSTEES - 2026 MEETING 5



At the **Puketapu School Board of Trustees - 2026 Meeting 6** on **8 Sept 2026** these minutes were **confirmed as presented**.

Name:	Puketapu School
Date:	Tuesday, 4 August 2026
Time:	5:00 pm to 6:10 pm (NZST)
Location:	4 August 2026 Online - Google Meet: https://meet.google.com/fno-gdxg-ahw
Board Members:	Paora Rauputu (Chair), Hayley Adams, Megan Corin, Moana Te Waaka, Paora Rauputu, Samatha Collinson, Wiremu Wano
Attendees:	Micaela Westrupp, Paula Martin
Apologies:	Alisha Kerr, Avon Lewis, Katherine Pascoe

1. Opening Meeting

1.1 Welcome and Karakia

Karakia Timata: Paora

Thank you to all for joining online hui.

Whakawhanaungatanga.

1.2 Confirm Minutes

Puketapu School Board of Trustees - 2026 Meeting 4 9 Jun 2026, the minutes were confirmed as presented.



Acceptance of Minutes

That the Minutes of the June hui be accepted as presented.

Decision Date:	4 Aug 2026
Mover:	Samatha Collinson
Seconder:	Wiremu Wano
Outcome:	Approved

1.3 Interests Register

No changes reported.

1.4 Actions From Previous Meetings

Due Date	Action Title	Owner(s)
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
30 Jun 2026	Tuku Mate Ceremony Lead Status: Completed on 4 Aug 2026	Wiremu Wano
31 Jul 2026	Invitation to Methanex Status: Completed on 24 Jul 2026	Katherine Pascoe, Paula Martin
1 Oct 2026	Capital Budgeting Meeting Status: Not Started	Paula Martin

1.5 Correspondence

Inward:

None.

Outward:

None

2. Management Reports

2.1 Principal's Report

Micaela stated it is a privilege to lead while Katherine is away. Whole team working together well. Katherine very keen to get back asap, missing everyone.

Notes from report: Typo in physical restraints this term - this should show zero.

Puanga Celebration at the end of last term was great. Tuku Mate ceremony not able to go ahead (will make plans further ahead for 2027 ceremony) but Hau Tapu ceremony was well received.

Great to have Methanex visit to see Te Puna Ako, what their donation has made possible. Have published public story about the programme today also.

Principal Appraisal: Next meeting between Katherine and Mike Dowd will be in Term 4. Paora to attend.

Health Report: 2026 survey well received, good number of responses, good feedback. Some great comments, although not all within school control, eg return of Dental Bus. We would love to have bus back but out of our control to make it happen. Communicate back to community that we have heard their feedback, great ideas, let them know what things we can action.

MOE change means schools no longer need to survey parents for health curriculum.

Swings: Higher cost due to change in rules around bark. Hopefully that Home & School will cover the additional cost.

Home & School currently without new committee members, working to find new parents to fill roles.

Te Kōpae Piripono decision is still with MOE. Becoming likely that this will not be ready for 2027. A lot of work to do but have to wait for MOE decision.

Assurances to Board: Is Micaela confident that these things are assured? Yes.

Mihi to Micaela for picking up Principal duties while Katherine is away. Senior Leadership Team all being awesome, thank you.



Acceptance of Principal's Report

That the Principal's Report be accepted as presented.

Decision Date: 4 Aug 2026
Mover: Hayley Adams
Seconded: Megan Corin
Outcome: Approved



Principal Appraisal Meeting

Ensure Paora is included in the Principal Appraisal meeting in Term 4

Due Date: 1 Nov 2026
Owner: Paula Martin

2.2 Finance Report

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

Items of Significance (June, p3):

Income not yet received:

- We have not yet received as much income from the MOE for supporting our most vulnerable tamariki (Other Operational and Govt Grants, Very High Health Needs, Interim Response Fund) We are continuing to seek additional funding. Some resourcing support funding has been received in July.
- TOI Annual Grant - has been applied for and we should receive later in the year
- Home & School have been invoiced for the swings so this will follow.

Expenditure

- The slight overspend in Principals PD is covered by underspend in Staff and Leadership PD budgets
- Te Puna Ako is also slightly overspent
- Items were purchased as School Lunch Assets which need the budget code adjusted to reflect
- In the Other capital expenses, we have not yet adjusted the budget for the purchase of the pool filter

Mid Year Financial Review

Micaela and Paula have conducted a mid year review. As expected, staffing is having the most impact on the budget with less support funding received. We are working to manage and reduce the overspend. Some additional refunds are expected from staff illness, which will also mitigate the spending. All other areas are broadly on track.

Budget Changes Requested

- C595 - Kitchen - increase budget to cover laptop purchase by \$1845 to \$4,487
- C600 - increase budget figure to reflect cost of pool filter purchase \$15,577 to \$26,515
- Move \$16,877 from 1480 Office Support to 3439 Support Staff

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)



Acceptance of Finance Report

That the Finance Reports be accepted as presented

Decision Date: 4 Aug 2026
Mover: Samatha Collinson
Seconded: Moana Te Waaka
Outcome: Approved

3. Major Decisions and Discussions

3.1 Mid Year Analysis of Variance

Data shared with Board.

This year has seen big changes to curriculum, assessment and reporting. Staff are working very hard to adapt to these. Once again, new baseline. Move away from old curriculum sub-levels, now measures students against year level standards, much narrower and more descriptive.

Narrowed year level teaching requirement highlights some students missing previous year level learning, new challenges for teachers to backfill gaps. Staff learning to teach to that year requirements. Need to build on where student is now. Progression is very clear about student year levels, classrooms are not as linear as curriculum.

More important than ever to work to reduce inequality, improve outcomes for Māori learners.

We believe we are showing results very similar to other schools.

Question around impact of teaching to year levels may have on composite classrooms. Big conversation across schools, time and resource planning challenges, ongoing conversations, aligning themes.

Discussion around aims of increase of 10% to Exceeding+Proficient, from current Consolidating+Proficient+Exceeding numbers. "Consolidating" at mid year is expected to move to "Proficient" by end of year.

If purpose of Board is to support teachers to teach, how does Board best support with these changes? School needs to tell Board what support is most useful.

Mihi to Micaela for pulling the data together.

3.2 Health Curriculum Survey

As discussed in Principal's Report.

2026 survey well received, good number of responses, good feedback. Some great comments, although not all within school control, eg return of Dental Bus. We would love to have bus back but out of our control to make it happen. Communicate back to community that we have heard their feedback, great ideas, let them know what things we can action.

MOE change means schools no longer need to survey parents for health curriculum.

3.3 Attendance Update

Term 2 Attendance data for information.

We continue to work towards improving attendance.

- 57% attending at least 90% (target is 60%)
- 87% attending at least 80%

Small number of chronic absentees - reduced from same time last year. Working with whānau and Attendance Services.

3.4 Co-opting of Additional Members

Current elected Parent Reps all have youngest children in senior school, unlikely to stand again at next election.

Could we look to co-opt parents from junior school? Specifically to get junior school perspective, plus supporting succession planning.

Added to agenda for next meeting. All Board to consider what this might look like and who might be interested.

3.5 Enrolment Scheme

Nothing required at this meeting. Next meeting we will need to decide about 2027 enrolments.

4. Other Business

4.1 Items for Next Meeting

- Co-opting Board members from junior school parents
- Reviewing / re-communicating Strategic Plan to wider community

4.2 Connecting with our whānau

5. In Committee

5.1 In Committee Items

Nothing for In Committee discussion this hui.

5.2 Close the meeting

Next meeting: Puketapu School Board of Trustees - 2026 Meeting 6 - 8 Sept 2026, 5:00 pm

Approved decisions made between meetings



Additional funding required for swing area compliance

Background: The Board recently approved purchase and installation of hexagonal swings, including \$6k for safe fall bark. Home & School has agreed to fund this in full.

The existing monkey bars play area will be extended to include the swings, making one single area, which saves space and eliminates awkward angles, reducing long-term mowing and grounds costs.

However, the existing play area is currently non-compliant and is a health and safety risk. As well as removing some equipment, it also requires additional safe fall bark.

To make the entire interconnected area compliant, soft-fall wood chip volume must increase through the entire area and will cost approximately \$15k - an additional \$9k above the initial budget.

While we may be able to approach Home and School to fund some or all of this additional amount, we need Board to approve the spend in the event that Home and School will not cover it.

We need an answer by Tuesday as the digger is booked to start work on Wednesday.

Motion: That the Board approves expenditure of up to \$9,000 additional funding for the increased safe-fall bark/wood chip required to make the full interconnected play area compliant, if Home & School does not cover the additional amount.

8 Supported: Hayley Adams , Katherine Pascoe , Megan Corin , Moana Te Waaka , Paora Rauputu , Paora Rauputu , Samatha Collinson , Wiremu Wano

0 Opposed:

0 Abstained:

Decision Date: 30 Jun 2026

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Principal Appraisal Meeting Due Date: 1 Nov 2026	Paula Martin

Karakia Whakakapi: Wiremu