



**BOT Minutes: Tuesday 20 May, 5.45 - 9.05**

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## **Agenda**

- Present / Previous Minutes / Actions
  - Correspondence
  - General Business
  - Principal's Report
  - Financial Report
  - Property Report
  - Behaviour Report
  - Policy and Self Review
  - In-Committee
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## **Present**

Tara O'Neill, Jamie Prout, Ameer Parker, Bex Williams, Alan Bauchop

Apologies: Selai Leticia

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## **Previous Minutes**

### **Motion**

The Board accepts the Minutes from the last meeting as accurate and correct.

Moved: Parker Seconded: O'Neill

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# Actions

## From the previous meeting

- Bauchop to add content to the school website to address the 3 top points of feedback from the survey and feedback session:
    - An overview of behavioural management at the school
    - An overview of the Concerns & Complaints process
    - Concern around neurodivergent students and how they are treated differently to the other students, with a feeling that this difference leads to a bias that is perceived as unfair. [This content will be created by members of the board who are most informed on the topic, or have personal experience - i.e. not Bauchop] [Ongoing]
  - O'Neill: Self-review of our Education Outside The Classroom (EOTC) policy and procedures. I will share an outline on the process of this next hui. Timeline: probably two terms to get everything fully implemented with updated procedures and training of staff. [Ongoing]
  - O'Neill to assess Hail as an option. [Complete]
  - O'Neill to get feedback from Peter Norrish and ongoing concern re Jubilee Hut tramp. The Jubilee Hut Tramp folder includes questions from Julia that she wanted presented to the board. Plus two letters from Pūrākanui School (1 from Leah's aunty who went on tramp and 1 from Mikaela Principal). [Complete]
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## Correspondence

- The Macraes Sponsorship and Donation Committee have committed to sponsor \$3,000.00 for buses to support your children in swimming lessons in 2025.
- Waitati School has been granted \$1000 from the Sargood Bequest's 2025 grants round for buses.
- Student Attendance Report from Ministry of Education. There is a trial in progress at some schools around a change in policy in the new year around how absenteeism is managed and actioned.
- Reporting to Parents - new information on reporting requirements
- STAR: Attendance - new information on requirements
- New Parent Portal
- Letter from Services and Solutions re BSOFP and BSOCF to be approved

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## General Business

- Tara and Bex talked the Board through the EOTC self review and changes made to the risk assessment and approval process.
- The Board read and approved the 2024 Annual Report - a requirement of MOE, sent end of May and to the auditor (already sent).
- Bex Williams will be Acting Principal while Tara is away on medical leave. Bex will approve payments, timesheets and reports, and the BoT will give permission for Bex to approve BNZ banking payments.
- Reporting Term 2 - Board Mid-year reporting. Ideas for reporting to parents Term 3. The Board reviewed the letter to send to parents regarding the decision by board. Update as of 20/5 on Principal update. Plus hold a workshop explaining basics of new curriculum and our new learning updates for Term 3.
- The school is using existing curriculum rather than the refreshed curriculum supplied by the MOE. The new curriculum is incomplete (does not include year 7 and 8) and is being rolled out in a haphazard way that it is burdensome for the school to adopt. Tara described the curriculums as similar. The school's approach is to wait until the curriculum is complete and to adopt it at that time. Timeline:
  - The full curriculum will be available in 2026
  - The curriculum becomes mandatory in 2027
- Attendance - we are required to have our attendance policy and procedure on website now.

Added, May 20:

- 10th Sep - Triannual Board Elections
- The Board accepts the resignation of Selai Letica from the BoT and thanks Selai for her involvement.

### Motion

The Board will donate the money for the flying fox. The quote to replace the flying fox is attached, total \$16,210. \$15,000 is already in the school account from Grassroots Trust and the McMillan Trust.

Moved: Bauchop Seconded: Parker

### Motion

The Board approves the 2024 Annual Report.

Moved: Parker Seconded: Prout

**Motion**

Rebecca (Bex) Williams will be Acting Principal while Tara is away on medical leave. Bex will approve payments, timesheets and reports and give permission for Bex to approve BNZ banking payments.

Moved: Bauchop Seconded: Prout

**Motion**

Due to the planned absence of the Principal, Tara O'Neill, it has been agreed that Rebecca Williams will be added as a fourth signatory on the Account Operating Authority for all the Waitati School BNZ accounts, with the same authority level as Laura Mulconroy and Alan Bauchop.

Moved: Bauchop Seconded: Prout

**Action**

Bauchop to confirm requirements for the number of BoT Parent reps following Selai's resignation.

**Action**

O'Neill to draft a message for the school newsletter to summarise the Jubilee Tramp review and that the Board has conducted a thorough investigation, detail changes in practise and the ongoing staff training, and considers the matter closed.

**Action**

Bauchop to start a practice of having the Board approve the minutes shortly after the meeting, meaning they can be uploaded earlier to the school website.

**Action**

Bauchop to liaise with Laura to tee up the dates for community notification around the Board Elections in September.

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## Principal's Report

**Motion:** The Board accepts the Principal's Report with thanks.

Moved: Bauchop Seconded: Williams

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# Financial Reports

## **Motion**

The Board has reviewed and accepted the Financial Report for March and April

Moved: Williams Seconded: Bauchop

## **Motion**

The Board has reviewed and accepted the 2024 Kiwipark Annuals Final.

Moved: Williams Seconded: Bauchop

## **Motion**

Now that the 2024 audit has been finalised Solutions & Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budget for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. At the time of the preparation of the 2025 operating and capital budgets, the board ensured that it could afford these by reviewing the projected year end working capital. On this basis the Board approves the use of these documents in the 2025 annual reports.

Moved: Williams Seconded: Bauchop

## **Motion**

The Board approves the BSOPF and BSOCF.

Moved: Williams Seconded: Bauchop

## **Motion**

The Board approves the 2025 Operating Budget (surplus of \$458.51) and Capital Budget (which will have been approved earlier in the year)

Moved: Williams Seconded: Bauchop

## **Motion**

The Board agrees that the school house rent can be deposited into a separate account to be used for maintenance of that property.

Moved: Williams Seconded: Prout

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# Property

The recent property walkabout and review was taken by Bex and Jamie. There were minimal repairs needed to playground equipment and searing.

## **Motion**

The Board accepts the Property Report.

Moved: Williams Seconded: Prout

## **Motion**

The Board has reviewed the revised 2025 Cyclical Maintenance plan.

Moved: Prout Seconded: Parker

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# Policy and Self Review (Schooldocs)

Self Review Schedule 2025 (Board website) - EOTC review

Concerns and Complaints Review 2025

Neurodiverse/neurotypical behaviour review 2025

## **Term 2: Board to review the following policies:**

- Planning and Preparing for Emergencies, Disasters, and Crises
- Communication During an Emergency, Disaster, or Crisis
- Emergency Closure

To review the policies, log onto the Schooldocs website

(Username: waitati Password: feather)

**Motion:** The Board has reviewed the policies for Planning and Preparing for Emergencies, Disasters, and Crises; Communication During an Emergency, Disaster, or Crisis; Emergency Closure

Moved: Williams Seconded: Parker

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## In Committee

The Board discussed a parent's letter of complaint. This matter was excluded from the public in the interests of personal privacy.

Time starting in committee: 8:23pm

Time leaving committee: 9:05pm

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**Date set for next hui:**

**5:45pm, June 17 2025**

A handwritten signature in black ink, appearing to read "Alan Bullock". The signature is written in a cursive style with a large initial "A" and "B".