



BOT Minutes: Tuesday 23rd September 5.45 - 7.45

Agenda

- Present / Previous Minutes / Actions
 - Correspondence September (also look here for August correspondence)
 - General Business
 - Principal's Report
 - Financial Report - September - August report
 - Property Report
 - Behaviour Report - read on principal report page.
 - Policy and Self-Review - passed last meeting
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Present

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

Previous Minutes

Motion: The Board accepts the Minutes from the last meeting as accurate and correct.
Moved: Jamie Prout **Seconded:** Ameer Parker

Actions

From the previous meeting

From earlier meetings

- 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]
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Discussion:

Correspondence

- Tara's resignation letter
 - New Zealand Principal Federation Letter
 - Antoinia Wallace email thanks
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General Business

- Rebecca Williams is given delegation of Acting Principal for Term 4 while an employment process is carried out.

- The Board of Trustees has accepted the resignation of Tara O'Neill from the position of Principal at Waitati Kura. Her last day of employment is Sunday, October 5th. The Board notes Tara's dedication and commitment to the school and community over the past 5 years. Tara has gone above and beyond in supporting the students and staff, managing the property and developing the school's facilities, including the Ceramic Studio, Music Room, Septic System, and seeing the Flying Fox reinstated. Kia ora Tara!
- New Board and next steps - we will set a meeting time for the new Board who will vote in a Presiding Member, and initiate the process of an Appointment Committee to manage the hiring process of the new Principal. It's noted that Antony Deaker, a previous long-term Board Member and Presiding Member, has expressed an interest in joining the committee.
- Tara's transition - Bees, House, Alarm, Property, General.
 - The school has 2 beehives that need a home or a caretaker. Message to go out in the school newsletter.
 - The schoolhouse needs someone on the Board, or a community member, to take on the property and make sure it's fit as a rental.
 - The school's security / fire alarm needs people who come to the school when the alarms are triggered. Bex and Alan have volunteered for now.
 - The sewer system needs to be monitored:
 - The weeds need to be removed from the dripfield
 - Community member Don Hill has volunteered to periodically review the septic system to make sure it is maintained and functioning.
 - The school has routinely worked with a team from Corrections to do labour around the property. Bex is maintaining that relationship with the Corrections team for now.
 - Laura and Bex have a list of ongoing work from the MoE's Property Advisor, including checking the trees and cleaning the gutters and drains. There is also additional funding available.
- Credit Card / Banking transition
 - There will not be a credit card issued to the Acting Principal.
 - The School's accountant proposed a credit card in Laura's name as a suitable solution.
 - The auditor prefers invoices and reimbursements for expenses wherever possible.
 - The school has accounts with New World Gardens and Warehouse Stationery, so purchases can also be made that way.
- The outgoing Board welcomes the incoming board of Adam Malloy-Sharplin, Julia McEwan, William Lawson, and Antoinette O'Flanagan, Alan Bauchop.

- The school has confirmed employment funding for 2026 of 3.9 permanent teachers, which is the same as the current year.
- Rebecca Williams offered the Teachers Union perspective on current negotiations: it's not about the money, it's about supporting the needs of children. [There's information and a petition here](#). The Board encourages the community to take a look and sign the petition, if you like.
- The 2026 School Year will run 382 half days, from February 3 to December 16, with the Prizegiving on December 15.
- Ski Camp 2026 runs July 27 - July 31.

The Board approves the dates set for the School Year as above.

Moved: Bauchop Seconded: Williams

Principal's Report

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

Moved: Williams Seconded: Bauchop

Financial Reports August / September

From the previous meetings:

- The Board has agreed to write off family donations and unpaid after school care from 2024. The total amount owed is \$2,599.74.
- Can we have a Pay It Forward scheme where families can donate to others who need a hand covering school costs?

Motion

The Board has reviewed and accepted the Financial Report for August / September.

Moved: Jamie Prout Seconded: Ameer Parker

Action: Bex to take up a Pay It Forward scheme with Nicola (Accountant) as to the most effective way to set this up and manage the money.

Action: Bex to tee up a meeting with Nicola (Accountant) to brief the incoming Board on the school's finances and accounting for education.

Property

Motion: The Board accepts the Property Report with thanks.

Moved: Bauchop Seconded: Williams

Policy and Self Review ([Schooldocs](#))

The Board is up to date for Term 3

To start reviewing, click on a policy name below, then click the **Start your review** button. If a link is inactive, our school doesn't have the policy.

In term 3 we are reviewing policies in the **Health, Safety, and Welfare Policy** section.

Term 3 policies	Review opens 30 June
• Child Protection	Board review
• Abuse Recognition and Reporting	Board review
• Food and Nutrition	
• Safety Checking	Board review
• Police Vetting	
• Missing Student Procedure	

These are the policies specified on the review schedule. You can also review any policy that has a review button.

Reviewers who are not able to use the online review tool can use the **Policy review form** .

Emergency drills carried out Term 3 have been as follows - Lock Down drill on TOD for teachers.

- Fire drill in Week 9 for children including playcentre.

[Update on EOTC review by Tara](#)

[EOTC safety management plan for Waitati School](#)

[Video](#)

Date set for next hui:

TBC

