



## **BOT Minutes: 18th November, 5.45 - 7.45**

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### **Agenda**

- Present / Previous Minutes / Actions
  - Discussion: Various topics
  - Correspondence
  - General Business
  - Principal's Report
  - Financial Report - October
  - Property Report
  - Behaviour Report
  - Policy and Self-Review
  - In committee
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### **Present**

Rebecca Williams, Antoinette O'Flanagan, William Lawson, Julia McEwan, Adam Malloy-Sharplin, Alan Bauchop

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### **Previous Minutes**

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

Moved: McEwan

Seconded: O'Flanagan

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## Actions

### From the previous meeting

- Action: Bex to discuss the idea of a Pay It Forward scheme with Nicola (Accountant) to determine the most effective way to set this up and manage the funds. [Complete: Bex and Laura have a hui with Nicola from Services and Solutions, and will discuss this then]
- Action: Bex to tee up a meeting with Nicola (Accountant) to brief the incoming Board on the school's finances and accounting for education. [Complete: emailed and date confirmed.]
- Bex to draft a *Needs & Wants* list for the PTA.

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## Discussion:

- Minute Principal change
- Minute BOT dates for 2026
- Alarm monitoring - Safety when it goes off in the middle of the night.

### **The Board has appointed Rebecca Williams to the Position of Principal.**

Moved: McEwan Seconded O'Flanagan

**Action:** Williams to coordinate dates for the BoT meetings for 2026.

**Action:** Williams to get pricing for a security service to come to the school when the alarm goes off between 9pm and 6am.

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# Correspondence

- Structured Literacy PLD - approved
    - Every teacher (including Beatrice and Bec DF) has been approved for funding for a trip to Queenstown to complete a course around Structured Literacy.
  - Gutter Cleaning quote
    - The gutters and school buildings are getting cleaned soon. The school will defer the next clean to 2027.
  - Quote for replacement of Louvre Windows
    - This has been approved by MoE
  - Every Day Matters Attendance Report
    - The school's attendance tracks well week-by-week to the government's 90% attendance.
  - Te Tiriti o Waitangi letter
    - The Board agrees to write a letter confirming the school's commitment to honouring Te Tiriti o Waitangi, in response to the government's decision to make support for the treaty non-mandatory.
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# General Business

- Attendance - Review the beginning of the Attendance Management plan, Attendance letters and codes that can be approved. Please click on the attendance link to see the whole page.

**Motion:** The Board approves the use of the 'Q' attendance code for out-of-school learning, e.g. Pakiki Kids, and for cultural reasons such as turangawaewae, marae visits, mihi, tangi, etc.

Moved: O'Flanagan Seconded: Lawson

- Grant resolutions -

**Action:** Williams to follow up with Laura on the resolutions.

- Phil Kelly - Fencing off some of the field at the back of the school house, and running some sheep in there to help keep the grass down.
  - Phil will fence off the planting area in the swamp to protect the community's native plants.
- Staffing for 2026 - What does that look like?
  - The staffing allocation for 2026 is 4.17 full-time teachers.
- Te Tiriti o Waitangi - A letter to affirm our support for retaining it and our commitment to upholding its values.
- Caretaker and Cleaner Contracts

**Action:** Bex to review the contracts and share them with the Board.

- The Board acknowledges the donation of Board fees and understands that these donations will be recorded via journal entry this year.
- Community Survey (added 17/11/25)
  - The Board has reviewed Bex's survey and looks forward to the input and feedback from the school community around the school's classroom structure.
- Board Expense: Bernie Newlands invoiced the school for \$1,380 incl GST for her services consulting with the Board during the hiring process for the principal. "Bernie was exceptionally good value and I would recommend her for any school embarking on this journey." – Alan

**Action:** Bex and Julia to consider a 'make your own lunch' Monday where the kids have a shared meal.

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## Principal's Report

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

Moved: Bauchop Seconded: Lawson

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## Financial Reports October -

**Motion:** The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Moved: O'Flanagan Seconded: Lawson

Account Operating Authority for Waitati School's BNZ accounts

- To add Rebecca Williams (Principal) as Account Operating Authority
- To remove Antony Deaker and Tara O'Neill as Account Operating Authority

**Action:** Bauchop, Williams and Mulconroy to make the above amends to the Account Operating Authority.

- Draft Budget 2026

**Motion:** The Board approves the Draft Budget for 2026.

Moved: Bauchop Seconded: O'Flanagan

- October reports - We are still waiting on these

**Action:** Board to review the October accounts via email.

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## Property

Please read the property report.

- Minute allocation and spending of Cyclical Maintenance

**Motion:** The Board approves the allocation of \$13,100 Cyclical Maintenance over 3 years.

Moved: Lawson Seconded: McEwan

**Motion:** The Board accepts the Property Report with thanks.

Moved: Bauchop Seconded: O'Flanagan

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# Policy and Self Review (Schooldocs)

Schooldocs is a website used to store and update school policies. [Login here](#) with the username 'waitati' and the password 'feather'. It is open to the school community.

We review a set of policies every term, with the complete set of policies reviewed every 3 years by each board of trustees.

Policies for review during Term 4:

- [Bullying & Harrassment](#)
- [Behaviour Management](#)
- [Minimising Physical Restraint](#)

The Board has reviewed the above school policy for Term 4.

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## In committee

The Board went in committee at 7:45. The public was excluded to protect the privacy of families.

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Presiding Member  
Alan Bauchop