

BOT Minutes:
Wednesday 25/3/26 5:45-7:30 pm
Kitchen



Items	Details/Minutes	Motions
Present	Present: Antoinette O'Flanagan, Willie Lawson, Nicola Winter, Julia McEwan, Rebecca Williams, Apologies:	
Previous Actions/Minutes	Approved Minutes from Feb <u>Previous Minutes</u>	Motion: The Board accepts the Minutes from the last meeting as accurate and correct. Moved: Lawson Seconded: O'Flanagan
	<u>Actions</u> Sponsorship on t-shirts and hoodies - Bex to look into. Community Survey re: uniforms - Will defer to the beginning of Term 3, so that we can align it with our strategic plan. Reporting Letter to Community - Done	
<u>Correspondence</u>	Ero email End of 2025 donation write-off Audit 2026	Motion: The BOT approve the write-off of the previous year's donations. BOT approve the Correspondence. Moved: McEwan Seconded: Lawson
General Business	Permanent teaching position - filled Huatea teaching space	Motion: The BOT accept the general business. Moved: McEwan Seconded: Lawson

<p><u>Principal's Report</u></p>	<p><u>Strategic Plan</u> <u>Annual Plan</u> <u>AoV 2025</u></p>	<p>Motion: The BOT accepts the Principal's reports with thanks.</p> <p>Moved: Seconded:</p>
<p><u>Finance</u></p>	<p>Solution & Services Documents - Feb</p> <p>End-of-2025 write-off for unpaid donations.</p> <p>Review Annuals - Review the Draft accounts</p> <p>Approve the 2026 budget</p> <p>Budgeted statement of financial position (BSOFP) and budgeted statement of cash flows (BSOCF)</p> <p>New signatory for BNZ (remove Alan)</p> <ul style="list-style-type: none"> - Willie to sign the new papers. <p>Draft accounts to review</p>	<p>Motion:</p> <ul style="list-style-type: none"> - The BOT moved to write off the unpaid donations for 2025 EOY. - The BOT reviewed the draft annual accounts and move to accept it. - The BOT approve the 2026 budget. - The BOT move a new signatory for BNZ - This is to be Willie Lawson - <i>Solutions and Services have prepared the 2026 budgeted statement of financial position & statement of cash flows, extracted from the Board-prepared 2026 operating & capital budgets, and have provided all 2026 budget documents required for approval. These reports have been prepared prior to the finalisation of the 2025 audit. Where any audit adjustments arise for the 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (i.e., retained earnings).</i> - <i>On this basis, the Board approves 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.</i>

		Moved: Lawson Seconded: Malloy-Sharplin														
<u>Property</u>	<p>Cyclical Maintenance review - outside of EOTC and inside will be done by the playcentre</p> <p>Schoolhouse was painted in 2026, so we can update the cyclical maintenance</p> <p>Please read before coming to the hui.</p> <p>Approve spending of \$2997.00 + GST to spend on the heat pump for the school house tenants.</p>	<p>Motion: Approved spending for the heat pump for the schoolhouse.</p> <p>Moved: McEwan Seconded: Winter</p>														
<u>Health & Safety</u>	<p>We need a health and safety inspection team.</p> <p>Action: Julia & Justin - Bex to talk to Justin about doing this with Julia.</p>	<p>Motion: The BOT agrees to have a health and safety inspection team that reviews the grounds once a term.</p> <p>Moved: O’Flanagan Seconded: Malloy-Sharplin</p>														
<u>Policy & Self-Review</u>	<p>Please review the Alcohol, Drugs and other harmful substances policy before the hui.</p> <table border="1" data-bbox="568 948 1218 1134"> <thead> <tr> <th>Term 1 policies</th> <th>Review opens 26 January</th> </tr> </thead> <tbody> <tr> <td>• Alcohol, Drugs, and Other Harmful Substances Policy</td> <td>Board review</td> </tr> <tr> <td>• Sun Protection</td> <td>Board review</td> </tr> <tr> <td>• Digital Technology and Online Safety</td> <td>Board review</td> </tr> <tr> <td>• Cellphones and Other Personal Digital Devices</td> <td></td> </tr> <tr> <td>• Safety and Welfare for Students on Work Experience (Composite/secondary only)</td> <td></td> </tr> <tr> <td>• Firearms (optional policy)</td> <td></td> </tr> </tbody> </table> <p>Schooldocs is a website for storing and updating school policies. Login here with the username ‘waitati’ and the password ‘feather’. It is open to the school community.</p> <p>We review a set of policies each term, and the complete set is reviewed every 3 years by each</p>	Term 1 policies	Review opens 26 January	• Alcohol, Drugs, and Other Harmful Substances Policy	Board review	• Sun Protection	Board review	• Digital Technology and Online Safety	Board review	• Cellphones and Other Personal Digital Devices		• Safety and Welfare for Students on Work Experience (Composite/secondary only)		• Firearms (optional policy)		<p>Motion: Policy and self-review have been done for Term 1 2026.</p> <p>Moved: Lawson Seconded: McEwan</p>
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	board of trustees.	
In Committee		Meeting closed: 7:17
2026 BOT Hui Date	May 13th - 5:45 pm June 17th - 5:45 pm August 12th - 5:45 pm September 16th - 5:45 pm November 4th - 5:45 pm December 2nd - 5:45 pm	

Willie Lawson

01/04/2026

