



WHITIKAHU SCHOOL BOARD OF TRUSTEES

Meeting Minutes

Wednesday July 2nd, 2025

Time

6:05pm

Present

BOT: Brittany Hartstone, Ryn Going, Marcus Fulton, Maraea Te Pou, Simeon Ward.

Three Community Members.

Teaching Staff: Tracy Gasnier, Sarah Smith

1. APOLOGIES

Brent Harper, Dave Best, Kerin McDonald

2. DECLARATION OF INTEREST

3. GOVERNANCE

Board and school leadership changes

- It was announced to the school on Tuesday 24th of June that the principal Brent Harper will be leaving the school with his last date of employment being the end of term 4 but he is expected to be on leave from the end of week 3.
- As such Brent will not be attending any more BOT meetings and did not provide the required principal reporting for this meeting
- The BOT will appoint Maraea Te Pou to the position of acting principal from week 4 (4th August 2025) until such time a new principal is appointed
- The MOE have contacted Maraea about becoming the acting principal position along with "Evaluation Associates" who run a new principal mentoring service.
 - Ryn to follow up with ministry and arrange paperwork for Acting principal position
- The Employment committee provided an update on the principal recruitment process as was shared in the recent update to the community.
 - The recruitment process has started and the employment committee have engaged in the services of consultant Jackie Talbolt following recommendations from NZSTA and referencing checking with other schools who have used her to hire a principal.
 - The community consultation survey has been sent out with a good response so far to understand the community's needs and priorities. The survey will inform application information and specific job description
 - The job advert is due to be posted to the education Gazette in the coming days.
 - Goal is to have a new principal selected to start in term 4 2025
 - It was agreed if there are no suitable candidates then re-running the process would be the preferred option to ensure we find the right person.

Caretaker Role Update

- A new caretaker still needs to be appointed
- Brent is talking to Tauhei school about sharing a caretaker with information to be supplied to BOT ahead of the next meeting

- If required Maraea to follow up post the departure of Brent.

Mid-Year Student Data

- Maraea talked the BOT through the student data for each subject
- Great progress has been made in supporting our learners with additional needs. Maraea in her role as Senco has made a number of RTLB referrals to support Whitiakahu students along with applying for any required support funding.
- Writing remains the most under performing subject. All teaching staff are attending an iDEAL workshop on the 22 July to continue PD in this area.

4. FINANCE & PROPERTY

Finance

- Accounts
Not supplied by Brent, will be covered in the August meeting

Property

School House – Healthy Homes assessment

- The property has had a range hood installed and plumbing work completed.
- The BOT now believe the School House is healthy homes compliant as per the new requirements.
- Follow up with the property manager, Brittany to follow up.

5. ADMINISTRATION

- Meeting Minutes
Simeon requested two adjustments to be made to the May meeting minutes; Brittany has made the adjustments.
The Board of Trustees confirms the minutes from the May meeting are a true and accurate record.
Moved Brittany, Second Ryn
- Correspondence
Not Supplied
- Principal's Report
Not Supplied

6. GENERAL BUSINESS

Bull Calf Scheme

- Poster/Flyer created by Maraea
- Target of \$20,000 Set as a goal
- Simeon has set up a donations scheme with Greenlea.
- Flyer has been advertised on the school FB page
- Monetary donation is also an option for those unable to rear a calf

Working Bee

- School Community to complete a school working bee before the Open day run by Maraea with support of PTA member Michael Norton.
- Together Michael and Maraea and Maraea will arrange the project.
- The BOT have agreed to fund up to \$500 for materials alongside donations
- The BOT will also fund money for lunch to be arranged
- Working be to be held Sunday 3rd August 10am – 4pm

Meeting Closed

8.40pm

Next Meeting

Wednesday 6th August, 6pm