



# WHITIKAHU SCHOOL BOARD OF TRUSTEES

## Meeting Minutes

April, 2<sup>nd</sup>, 2025

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Time  
6:05pm

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Present

Board members - Ryn Going, Brittany Hartstone, Kerin McDonald, Simeon Ward, Maraea Te Pou

Community – Micheal Norton

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1. APOLOGIES

Brent Harper, Marcus Fulton, David Best

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2. DECLARATION OF INTEREST

N/A

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3. GOVERNANCE

Board of Trustees Staff Representative

Maraea Te Pou was welcomed onto the Whitikaahu School board as the staff representative

Moved - Ryn  
Second - Kerin

**Action** – Brent to provide login details to School Docs

School Docs Review

Current document under review – Healthcare policy

Policy was reviewed and approved without amendment.

Discussion regarding implementation of policy - Board gained assurance from Maraea that new staff were aware of process for recording injuries, illness and near misses as per the policy

**Action** – Brent to confirm that all staff have current first aid certificate to align with healthcare policy  
“School Staff are trained to assist with healthcare (including managing medicines and dealing safely with blood and other body substances).”

*Those staff members without an up to date FA Cert have been signed up for a FA refresher, thanks Maraea.*

**Action** – Brent to confirm student healthcare information is accurate and up-to-date as per policy requirements. How and when communicating with parents/caregivers occurs.

*Healthcare info is up to date and stored on e-Tap (SMS)*

*Health care info is gathered via our enrolment form.*

**Action** - Brent to inform the board what support services and processes are in place for staff following absences.

Depending on the absence - Vitae Counselling Service

- Leadership team check in with teachers when absent with illness.

Our relievers used, leave a daily report of the teaching day to support teachers when returning to school.

#### Board Annual Work Plan

Review of proposed workplan was undertaken. Recommendation to add Staff survey to April (see below). Workplan seen as appropriate and approved.

Moved – Kerin

Seconder - Ryn

**Action** – Kerin to write BOT update for community newsletter as per work plan actions for April.

#### Staff Wellbeing and Leadership Survey

Ryn has been in contact with Jenny Gray from “The team building Co.” regarding her service for undertaking a wellbeing and leadership survey with staff. Discussion regarding timing of the survey. Agreement that the end of the term provided a good opportunity to see how new staff are settling in, what is working well and what are areas for improvement. Survey would also include other support staff within the school. Board reviewed survey questions and approved payment to “The team building Co.” to complete the survey.

Moved – Simeone

Seconder - Kerin

**Action** – Ryn to communicate with Jenny to approve implementation of survey

**Action** – Ryn to distribute survey Friday 4<sup>th</sup> April to staff

#### Audit of annual financial statements

Confirmation that the School’s annual financial statements were sent to the auditors before 31 March.

#### National Curriculum Requirements

Maraea gave the board assurances that teachers were meeting the required 10 hours of structured literacy and 5 hours of structured numeracy each week. This has been achieved through the implementation of Ideal and Pr1me programmes.

#### School Attendance Reporting

The school is complying to government requirements for monitoring and reporting attendance. This is done through ETAP. Staff are following up with families who have unexplained absences.

#### Website updates

Staff photos have been updated to school website but further updates and corrections are required.

**Action** – Brent to ensure website is up to date including full term 2 plan, update of board members, removal of old newsletters and uploading of 2025 newsletters. Uploading of annual implementation plan, school prospectus and past annual financial reports. Bio's for staff included, updating of house leaders, PTA committee members, stationery lists and lunch orders.

- Updated, so far

#### Closing for Instruction

Board confirms that the 30<sup>th</sup> of May will be a teacher only day to allow staff to complete professional growth cycles and plan future events.

**Action** – Brent. Date to be communicated with community via, school newsletter, school app and term 2 plan, by end of term 1

*This will be done Friday 11<sup>th</sup> April*

#### Student Achievement Data

All assessments have been complete by staff and students are working within their groups. Students who are of concern (due to learning, behaviour or priority learners) have been identified and recorded. Action plans are being completed and students are being linked to RTLB (resource of teaching learning behaviour) for support.

Students who are achieving well are being supported through Otago university maths challenge and Canterbury university literacy challenge

Full data still to be presented to allow for board to establish targeted area for improvement.

**Action** – Brent to provide report from assessment data prior to term two starting. Board to support staff strategically in areas of focus.

*This will be worked on during the Easter Break*

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## 4. FINANCE & PROPERTY

### Finance

- February Accounts

Excluding one payment that requires clarification, February accounts have been approved by the Board of Trustees.

*Moved Simeon,  
Second Kerin*

**Action** – Brent to provide Board with clarity on staff payment with note for reimbursement

*This was an Ed pay error – Cherie wasn't paid via Ed pay, we paid her via our Ops Grant, Cherie will then repay our school the amount we covered.*

### Budget reforecasting

On Friday 4<sup>th</sup> of April, Simeon and Kerin will meet with Brent and Hayden (accountant) to complete a reforecasting of the 2025 budget. Clarification to be sort on what payments go under particular codes. This budget will then be presented to the board to be signed off.

### Property

#### Goal post instillation

The aim will be to put the new rugby posts up during the term holidays

**Actions** – Kerin to look at measurement of field to determine location  
Marcus to sort digging of holes  
Sim and Brit to sort equipment to stand poles up

Damage to Book walls around sand pit  
Board has agreed to get this fixed.

**Action** – Sim to provide treated Ply and have it installed over the term 1 break

School House  
Rangehood to be purchased.

**Action** – Britney to measure and then purchase rangehood

Cloak bay repair  
There is damage to the floorboards in the cloak bay of the multipurpose room. The carpet needs to be pulled up and floor inspected.

**Action** – Brent to get a quote to see how much it will cost to fix  
*Quotes are being gathered, I'll send them once they arrive.*

Drinking Water  
The School drinking water while safe to drink does not taste great. There needs to be an understanding on what is causing this issue and possible solutions.

**Action** – Brent to follow up and find out what the issue is and the cost to fix.  
*I'll look into this.*  
*As an add-on, it would be great to get new fountains, & to relocate the drinking fountain by the covered deck.*

Fencing  
Fencing around the school still requires improvement for safety. No update from MoE for when this will occur. Fence at back of school also requires fixing. Payment of fence boarding East side of grounds still to be confirmed.

**Action** – Brent to provide update on regarding MoE funded fencing – *the MOE has emailed/called a number of times this term I am yet to hear back; I will continue to follow this up.*  
*Macus/Sim to look at back fence to see what is required.*

Community Support  
The board would like to thank the community members who have helped with a number of projects; stump removal, beach volleyball court, general maintenance.



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5. ADMINISTRATION

- Meeting Minutes

**The Board of Trustees confirms the minutes from the February meeting are a true and accurate record.**

*Moved Kerin, Second Sim*

- Correspondence

Hill labs – Water testing has come back with no issues.

- Principal's Report

Received by the board.

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6. GENERAL BUSINESS

No items

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Meeting Closed

9:25pm

Next Meeting

May, 21<sup>st</sup>, 6pm