



# WHITIKAHU SCHOOL BOARD OF TRUSTEES

## Meeting Minutes

August, 13th, 2025

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Time  
6:05pm

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Present

Dave Best, , Ryn Going, Kerin McDonald, Simeon Ward, Maraea Te Pou

Community members

Michael Norton

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1. APOLOGIES

Brent Harper, Marcus Fulton, Brittney Hartstone

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2. DECLARATION OF INTEREST

No declaration of interests identified

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3. Principals report

- Presented by Maraea Te Pou
- Discussion around how writing is still important and great that PD has been occurring in this space.
- Assessment and funding support for SENCo students occurring
- Inquiry focus (Art) coming to an end. These will be on display for the community to see from Friday 15<sup>th</sup> to Wednesday 20<sup>th</sup> August. Next focus is on science.
- Regular staff meetings set up for Monday morning to connect and identify key points for the week.
- Website still requires updating
  - **ACTION – Maraea to work with Satbant to get access and make changes**
- Facebook posts seem to be going well.
- Schools app use increasing
  - **ACTION – Maraea to teach other staff on how to use**
- Discussion around how information about the school and its processes are saved/kept. Possibility to look at creating a desk file. This will help if there are any future changes.
- Working Bee well attended. Thank you to Maraea and Michael for their organisation of the event, and to all who attended and helped.
- Open day saw a few interested families walk around the school. Prospectus have also been dropped off at Tauhei
- BBQ fundraiser when well. Thank you to all that helped on the day and provided baking. A special thanks to Maraea for organising these events.
- Staff wellbeing. Maraea has been checking in with staff.

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4. GOVERNANCE

School Docs Review

- The following Schools Docs were reviewed and approved by the board
  - Child protection
  - Abuse recognition and reporting
  - Safety Checking

- Food and nutrition
- Missing student procedure
- Police vetting

All polices were deemed to be fit for purpose and approved. There was discussion around if the school had register for reporting suspected abuse. Also if a schedule was kept for when staff had last completed their police vetting.

**ACTION – Maraea to check when staff last completed their police vetting. If unsure, then a new police vetting should be undertaken. A register to be set up to track dates for renewal.**

**ACTION – Ryn to follow up with Jackie Talbot has got Rebecca to complete a police vetting form.**

#### Term 3 Board Check List

- Mid year student achievement data – This has been reviewed by the board during the July board meeting
- Board elections - Nominations for Board elections have closed and voting papers will be sent out next week.
- Mid year budget review – This has not been undertaken as the board have not received the most up to date monthly financial reports

**ACTION – Sim to meet with Hayden from Education Services to review the Budget**

- Looking forward to term 4 – A new strategic plan will be required to be created for the next 3 years (2026-2028). This will be picked up by the new Principal and Board.

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## 5. FINANCE & PROPERTY

### Finance

#### June and July Accounts

- The board reviewed the June and July expenses. Clarification on a payment to Waikato Football association for membership fees  
**ACTION – Maraea to look into this payment to see if it was for students who ended up playing for another school/club**
- There was some confusion on how the expense reports had been presented and clarity in this area would help the board with making clear decisions.  
**ACTION – Sim to meet with Satbant to gain clarification on expense reporting and consider suggesting alternative methods**
- June and July accounts have **NOT** been approved by the Board of Trustees as the monthly financial reports have not been provided to the board  
**ACTION – Maraea to follow up with Satbant or Hayden from Education services, to send June and July reports to the board. The board will then review and approve via proxy**
- As discussed above, Sim and Maraea to meet with Hayden from education services to conduct mid year budget review.

### Property

#### Caretaker Role

- A proposal to share employment of a caretaker between Tauhei, Orini and Whitikahu was discussed. This would see fortnightly work being undertaken at the school. Discussion on how this could be increased in months where lawns grow quicker. Board approved the establishment and hiring for this shared position

Moved – Sim, Second - Kerin

#### Water fountains

- Quote discussed for the relocation and upgrading of water fountains at the school. The board has currently decided to not approve this until clearer understanding of the Schools budget.

#### School House

- The School house requires a healthy home assessment to be completed. The board has approved for this to be completed by Rochelle from LG Hooker. Discussion regarding if the paint that was purchased for the roof and exterior was still kept by tenants.

**ACTION – Maraea to follow up regarding paint**

#### School Cleaner

- Maraea has spoken to the cleaner to clarify what areas and tasks need to be completed. This has improved the work that has been completed.

#### Working Bee

- Next working Bee is scheduled for the 5<sup>th</sup> of October (last day of the school holidays). This will be a morning session from 9-12pm. The board is happy to fund but need to get a clearer idea on finances before an amount can be given.

#### Perimeter Fence

- It had been expected that the new perimeter fence would have been installed last holidays. An update on when this would be occurring would be helpful.

**ACTION – Kerin to send details of the agreement to Maraea to follow up.**

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## 6. ADMINISTRATION

- Meeting Minutes

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

*Moved Sim, Second Ryn*

- Correspondence

- Hills Labs Water Testing – No issues
- Genesis – Requirement to replace electricity meter. Need to turn power off for 45 minutes. It was discussed if a day in the holidays could be suggested

**ACTION – Maraea to make contact with genesis to sort an appropriate time**

- Ministry of Education – Carbon footprint for the school.

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## 7. GENERAL BUSINESS

#### Ag day Sponsorship –

Lawwal farms have been in touch with Britney to see how they could be involved. The board were ok to have them involved in some way (e.g. a donation that could be auctioned off).

Thank you Marcus and Dave

As this is the final board meeting before elections and both Marcus Fulton and David Best will not be standing for re-election, the board would like to thank them both for their many years of service.

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Meeting Closed

8:30pm