



WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu

Meeting 02: Thursday 3rd April

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at: 7.06pm	Present: R McColgan, C Thompson, K McBeth, N Hohepa, D Ngatai-Tua (minute taker), K Archibald, P Scoringe, In Attendance: M Downes, T Tukaha (for part of the meeting) Apologies: A van Leeuwen, T M Lowman
Declaration of Interests	None
Speaking rights for non-board members	Approved - M Downes, TK Tukaha
Correspondence	Letter from K Archibald
Minutes of the last meeting	Motion: That the minutes of the Westmere School Board meeting held Wednesday 11th December are accepted as a true and fair recording of proceedings. Moved: CT Seconded: DNT Voted: Carried
Matters Arising	<ul style="list-style-type: none">● RM to investigate costings for two property projects<ul style="list-style-type: none">○ Te 'Are outdoor seating/garden area○ Fale for front entrance
Identification of Items for Next Meeting	<ul style="list-style-type: none">● KA and RM to investigate Health & Safety board requirements and oversight with NZSBA and bring back to decide if there is a need to create an H&S sub-committee at the next meeting.

Strategic Decisions

Item	Minutes
Appointment of Presiding Member (s)	KA nominated P Scoringe as co-presiding member. KM nominated C Thompson as co-presiding member. Motion: The Westmere School Board elects P Scoringe and C Thompson as co-presiding members. Moved: DRNT Seconded: KM Voted: Carried
Annual Plan 2025	Motion: The Westmere School Board passes the Annual Plan 2025

	<p>Moved: CT Seconded: PS Voted: Carried</p>
Annual Report 2024	<p>Motion: The Westmere School Board passes the Annual Report 2024</p> <p>Moved: KA Seconded: CT Voted: Carried</p>
Policies	<p>There was discussion about setting up a Health and Safety sub-committee so that the Board is confident that they are fulfilling their Health and Safety obligations.</p> <p>Motion: The Westmere School Board passes the following policies:</p> <ul style="list-style-type: none"> ● Health, Safety, and Welfare Policy (Board) ● Safety Management System (Board) ● Risk Management (Board) ● Worker Engagement, Participation, and Representation ● Healthcare (Board) ● Recording and Reporting Accidents, Injuries, and Illness <p>Moved: KM Seconded: PS Voted: Carried</p>
Curriculum Days (aka Teacher Only Days)	<p>Motion: The Westmere School Board agrees to a Curriculum Day Friday 30th May.</p> <p>Moved: CT Seconded: NH Voted: Carried</p>
Repairs and maintenance	<p>Motion: Approve up to \$5k for repairs and maintenance to NUONI bathrooms above and beyond the repairs and maintenance budget.</p> <p>Moved: KA Seconded: PS Voted: Carried</p>
Ko Toku Reo	<p>Motion: The Westmere School Board agrees to host an off-site location for Ko Taku Reo.</p> <p>Moved: KM Seconded: KA Voted: Carried</p>
Principal's Professional Growth Cycle - Board Interviews	<p>Board members who will participate in interview: All The Board would like to request an online meeting.</p>
Conference Proposal	<p>Motion: The Westmere School Board agrees to spending of up to \$5k as well as the remaining balance of the Principal's Health & Wellbeing fund for the SLT to attend the ACEL Conference.</p> <p>Moved: CT</p>

Seconded: KA
Voted: Carried

Monitoring

Item	Minutes
Strategic Goals 1 & 2 Update	SLT gave an update on progress with Strategic Goals 1 & 2. The Board asked questions about the current science knowledge/capability of staff, the possible impacts of the curriculum refresh and future of science at Westmere.
Property	RM gave an overview of the property situation and recommendations for going forward.

Meeting closed at: 9.13pm

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members