

Westmere School | Te Rehu

Meeting 04: Wednesday 25 June 2025

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at: 7:06	Present: R McColgan, C Thompson, P Scoringe, K McBeth, N Hohepa, D Ngatai-Tua, K Lee, In Attendance: R Higgie (for PEB) Apologies: K Archibald, A van Leeuwen
Declaration of Interests	None
Speaking rights for non-board members	N/A
Correspondence	Noted
Minutes of the last meeting	Motion: That the minutes of the Westmere School Board meeting held Thursday 15th May are accepted as a true and fair recording of proceedings. Moved: CT Seconded: NH Voted: Carried
Matters Arising	<ul style="list-style-type: none">• PS and CT write a post for the board Election• RM to share Te Mete's letter• KA to pass on Board chair email account info• The date for the workshop (consultation feedback) is to be set - RM to send out a poll• Add the Board H & S committee where appropriate to our documentation• RM to finalise a date for the H & S procedures• RM to send out minutes of each meeting within week of Board meetings
Identification of Items for Next Meeting	<ul style="list-style-type: none">• Add Emergency Procedures as a standing item in Health and Safety Report

Strategic Decisions

Item	Minutes
Term Dates 2026	Motion: That the Board approves the following term dates for 2026: <ul style="list-style-type: none">• Monday 9th February - Friday 18th December Moved: PS Seconded: DN Voted: Carried
Curriculum Day Term 3	Motion: That the Board approves Friday 22nd August as our second Curriculum Day. Moved: CT Seconded: DN Voted: Carried

Board Election Date	<p>Motion: That the Board selects September 10th as the date for the Board Election.</p> <p>Moved: CT</p> <p>Seconded: PS</p> <p>Voted: Carried</p>
Policies	<p>Motion: That the Board approves the following policies:</p> <ul style="list-style-type: none"> ● Planning and Preparing for Emergencies, Disasters, and Crises (Board review) ● Communication During an Emergency, Disaster, or Crisis (Board review) ● Emergency Closure (Board review) ● Emergency Management ● Disaster Management ● Crisis Management <p>Moved: CT</p> <p>Seconded: KM</p> <p>Voted: Carried</p>

Monitoring

Item	Minutes
Strategic Goal 1	<p>RM shared an update on Strategic Goal 1 - Consultation Plan</p> <p>The Board asked how long the process would take.</p> <p>The Board asked how they could be involved in process.</p> <p>Data collection will come back to the Board at the end of Term 3.</p> <p>Board will create a separate meeting time to review and categorise data to pull out themes for future goals.</p>
International Students Update	<p>RM presented an outline of requirements for International students and an outline of what would be required next.</p> <p>After some discussion about those points the Board have decided to pause this work while they determine the strategic goals for 2026-2028 and the resourcing required to achieve those goals.</p>

Meeting closed at: 9: 27

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members