Westmere School | Te Rehu
Meeting 07: Thursday 23 October 2025

Meeting Minutes
Administration

Item	Detail
Welcome / Admin Meeting opened at: 7:03	**Present**: R McColgan, C Thompson, P Scoringe, K McBeth, D Ngatai-Tua, K Lee, K Archibald, Z Ikin, R Roiri **In Attendance**: n/a **Apologies**: None
Declaration of Interests	None
Speaking rights for non-board members	Approved
Correspondence	N/A
Vote Presiding Member	Charles Thompson and Paul Scoringe have been nominated as Co-Presiding Members. Moved: KA Seconded: KL Carried
Minutes of the last meeting	**Motion:** That the minutes of the Westmere School Board meeting held: ● Thursday 31st July ● Tuesday 9th September are accepted as a true and fair recording of proceedings. Moved: CT Seconded: KA Carried
Matters Arising	● RM to attach template for exit interviews to these minutes. ● Revisit the AI policy / Staff handbook guidelines next year ● RM to send out 2 adapted versions of the budgets alongside the 1st draft - a minimal version and a moderate version, with a narrative for context
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Policy Assurances	There were some questions prior to the meeting with regards to gifts given to teachers. Assurances were added by RM. These were outlined at the meeting to make sure all Board members were made aware.
Exit interviews	Committee: ZI, PS, KA, DN, KL One or two members will conduct each interview using the Exit Interview template.

AI	The Board discussed the protocols around AI for staff and how these will be communicated and monitored. They were curious to hear about the safety protocols we have in place and how the community are feeling about AI in general.
	Agreed wording for School Docs: "Westmere School allows staff to use generative AI to assist with teaching and learning, as well as administrative tasks (e.g., report writing). Staff must meet the terms and conditions of the tool and refer to the Staff Handbook for further guidance on appropriate and ethical use."
	Motion: That the Board accepts the School Docs policy for Generative AI. Moved: CS Seconded: ZI Carried

Monitoring

Item	Minutes
Term 3 Data Sharing & Analysis	KM presented the Term 3 data. KM shared team goals for data for Term 4 and interventions being run to support priority learners. The Board were curious about the reasons for lower results in Writing and spelling being a larger component of the English Writing Curriculum. KM outlined how we have been working to address teachers being able to evaluate these skills in a more ongoing and consistent way.
Budget & Annual Plan	RM outlined the latest changes from the Minister, including delaying the new strategic plan and the new curriculum documents that were released during the past weekend, and how these would impact our strategic and annual plans and budget going forward. RM presented a draft budget to get a feel for what sort of spending the Board would like to do in 2026. The Board discussed some of the changes to funding for 2026 and the impact of the falling roll. RM will present two further options and a run down of some of the costs outlined at the meeting for the Board to consider further before the next meeting.
School Structure 2026	RM presented the school structure for 2026. The Board supported going over staff entitlement for 2026 to fund a fixed-term SENCo/AP role as the school will receive 0.8 FTTE in 2026 for a LSC.

Meeting closed at: 9:31

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members