

Westmere School | Te Rehu

Meeting 08: Thursday 4 December 2025

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at: 7:02pm	In Attendance: R McColgan, C Thompson, K McBeth, D Ngatai-Tua, K Lee, K Archibald, Z Ikin, R Roiri P Scoringe (online) Apologies: n/a
Declaration of Interests	None
Speaking rights for non-board members	n/a
Correspondence	Noted - within reports
Minutes of the last meeting	Motion: That the minutes of the Westmere School Board meeting held Meeting 07 Thursday 23rd October are accepted as a true and fair recording of proceedings. Approve an amendment to Meeting 06 Minutes (Typo under Curriculum Days - Should be 29th May rather than 19th May). Moved: RR Seconded: KA Voted: Carried
Matters Arising	
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Draft Budget (See Finance Report)	NZSBA: <i>Your draft budget needs to be ready for use from 1 January 2026, awaiting final confirmation on staffing and entitlements in January 2026. This means you'll be ready to finalise your budget as soon as you receive your payroll end-of-year report and error schedules in Term 1.</i> Board discussed the deficit for 2026, which items were one-offs for 2026 and changes we would see in 2027 that would reduce the deficit, e.g. LSC funding and international students. Board discussed importance of international students going forward. As many parents have paid their donation this year, the board would like to acknowledge that in a newsletter, discussing the positive outcomes these donations have made possible. Discussed the benefits of funding another staff member to support the reo in NUONI. Board asked about the funding of EM and MM/immersion children to clarify the difference. The board would like to include a measure of the investment in an additional teacher in NUONI

	<p>Recommendation: That the Board approves the 2026 Budget in principle including funding an extra 0.6 FTTE for NUONI.</p> <p>Moved: PS Seconded: CT Voted: Carried</p>
<p>Accountant Do the Board feel comfortable monitoring finances or would we like to second someone with accounting experience?</p>	<p>Discussed. Continue to monitor levels of comfort around accountancy abilities. Can get the accountant to come in when needed.</p> <p>RM to monitor opportunities for Board finance education via NZSBA or Schooled.</p>
<p>Policies</p>	<p>Discussed and the board asked questions to clarify their understanding, in particular, how we look after and monitor staff wellbeing. The co-chairs reinforced that the board is the support mechanism for SLT and their commitment to this.</p> <p>Recommendation: That the Board approves the following policies:</p> <ul style="list-style-type: none"> ● Bullying and Harassment (board review) ● Behaviour Management (board review) ● Searches, Surrender, and Retention of Property ● Minimising Physical Restraint (board review) ● Stand-down, Suspension, and Exclusion ● Staff Wellbeing and Safety <p>Moved: RR Seconded: KA Voted: Carried</p>
<p>Strategic Plan (See Principal's Report)</p>	<p>Explained the meaning of the te reo and slight changes since draft.</p> <p>Recommendation: That the Board approves the Strategic Plan.</p> <p>Moved: DN Seconded: CT Voted: Carried</p>
<p>Letter to the Ministers re: Te Tiriti (See Principal's Report)</p>	<p>RM to consider feedback and put out final draft for approval via email.</p>
<p>AMP - Attendance Management Plan (See Principal's Report)</p>	<p>The board discussed the plan and annual review.</p> <p>Recommendation: That the Board approves the Attendance Management Plan.</p> <p>Moved: PS Seconded: RR Voted: Carried</p>
<p>Declaration Professional Coaching Support Funding (See Finance Report)</p>	<p>Recommendation: That the Board approves the declaration statement.</p> <p>Moved: CT Seconded: KA Voted: Carried</p>

Create a Sub-Committee to Follow up Issue with Solar	RR, KA, and PS will form the subcommittee
Board Thanks to Staff	Consider a small gesture to thank staff for the year, e.g., breakfast, ice cream Clean-up day Tuesday 9th Dec, 3:15pm - ice creams and thank you

Monitoring

Item	Minutes
Better Start Literacy Approach	Simone Myburgh and Lottie Jones presented on BSLA in Years 3-6.

Meeting closed at: 9:27

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members