Westmere School | Te Rehu

Meeting 01: Thursday 26 February 2026

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at: 7:10pm	**Present**: R McColgan, C Thompson, P Scoringe, DR Ngatai-Tua, K Archibald, R Roiri, Z Ikin, K Lee **In Attendance**: L Jones **Apologies**: K McBeth
Declaration of Interests	None
Speaking rights for non-board members	Approved
Correspondence	N/A
Minutes of the last meeting	**Motion:** That the minutes of the Westmere School Board meeting held Thursday 4th December 2025 are accepted as a true and fair recording of proceedings. Moved: C Thompson Seconded: DR Ngatai-Tua Voted: Carried
Matters Arising	• RM email exit interview sample questions to presiding members email • Members to complete section of self-review and presiding members survey • Meeting Procedures document to be brought to next meeting (CT/PS)
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Approve the 2026 Budget	The board asked questions and discussed budget items. Talked about possible revenue ideas going forward, making sure one-off items were only one-off. Discussed areas where small amounts could be saved/cut. The board is comfortable with the current spending, and the key points have been summarised. **Recommendation**: That the Board approves the 2026 Budget. Moved: P Scoringe Seconded: C Thompson Voted: Carried
Delegated Authorities	**Recommendation**: That the Board approves the following delegated authorities: • Relief in the principal's absence • Retention and destruction of school records • School board financial signatories • Day-to-day management of school finances and budget

	• Authority to respond to OIAs Moved: C Thompson, Seconded: K Archibald Voted: Carried
Approve EOTC Trips	Subject to a final check by SLT. **Recommendation**: That the Board approves the following trips: • NUONI Noho ā-Marae • Middle School Noho ā-Marae Moved: DR Ngatai-Tua Seconded: Z Ikin Voted: Carried
Audit	Discussion about what is reasonable, from the company. Communication was poor, and deadlines changed. AG emailed, we can complain if we wish. The audit should have helped us inform this budget, but it didn't arrive till the day before this meeting. Board agree there are pros and cons to both changing auditors and staying. Board are happy to leave this decision with Anita.

Monitoring

Item	Minutes
Board Procedures	Board members reviewed documents: • Code of Conduct • Meeting Procedures • Workplan • Self-review (Board/Presiding Member(s)) Board will review Meeting Procedures at the next meeting. Board members will complete self-review in sections throughout the year. Co-presiding members survey to be done 2 x per year. Beginning and midyear so data can be collated, reflected upon and any actions taken. Action: Complete the 1st section of review before Friday, 20th March, and hand into Jaci. Jaci will collate the information, and board will review at next meeting.
Feedback from Exit Interviews	No surprises from the feedback, overall positive. Board discussed managing workload while implementing changes and the rate of change from government initiatives. Board also asked how staff wellbeing is monitored and what changes are made to support wellbeing. Action: The board wants to continue this as a process. Use a template, share it with the Presiding Members' email, and they save it on the drive. Template and responses all to be saved in BOTchair@westmere.school.nz drive.
Data Report T4 2025	KM presented Term 4, 2026 data. Overall children are doing really well. Current investigation in progress into Year 2s (2024) and current Year 3s, as there was an unusual number of children operating in the yellow zone.

	Identified a difference in data MM to EM, can't find a trend in the data or obvious cause for difference. Continuing to investigate different avenues to uncover cause. Ministry Update: Progress Descriptors, Progress Indicators, Progress Markers
Annual Plan	Action: Board to read the Annual Plan.

Meeting closed at 9:55 pm

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members