WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu

Meeting 02: Wednesday 1st April

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at:	**Present**: R McColgan, C Thompson, P Scoringe, DR Ngatai-Tua, K Archibald, R Roiri (online), Z Ikin, K McBeth **In Attendance**: L Jones **Apologies**: n/a
Declaration of Interests	None
Speaking rights for non-board members	Approved CT: Moved Carried
Correspondence	Noted
Minutes of the last meeting	**Motion:** That the minutes of the Westmere School Board meeting held Thursday 26 February 2026 are accepted as a true and fair recording of proceedings. Moved: KA Seconded: PS Carried
Matters for Clarification from the Board Reports	**Principal's Report** **School Roll** The Board inquired about the note about students moving to private school. This was discussed. **Property report** The Board inquired about their responsibility for having an asbestos report, as it was noted that we didn't know if we had one, but the property adviser from the Ministry had recommended one in the next 5YA planning cycle, e.g. What happens if there is a fire? What about works done around the school? They also wondered if we needed any further written confirmation of the report waiting until our 5YA. RM assured the Board that the property advisor said this was not needed now and could be part of our next 10YPP cycle as it is coming up soon. **Health and Safety** The Board inquired about follow-up on KTR: What is in place for the Ko Toku Reo room for fire alarms? RM outlined the temporary procedures in place but noted any staff are vulnerable if they are onsite when our staff are not. The process is underway for installing a light. The Board also sought more information about the evacuations including how many studios were affected and about the wellbeing of other students in the studio. **Finance Report** The Board would like to know if Point 19 of the Annual Finance Report is standard or if it can be amended.

	"As well as these regular meetings, including preparation time, the Chair and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters." They would like it to read, *"As well as these regular meetings, including preparation time, the Chair and other Board members have also been involved in ad hoc meetings to support the school."*
Matters Arising	• CT to contact Bronwyn, our accountant, about the Annual Finance Report amendment. • CT to send the link to Board members for Financial PLD on NZSBA. Seminar to be completed before the next board meeting. Bring 3 facts to share. • PS and CT to put on 'Board matters' later in the year. • PS & CT - before the next survey, include a discussion of the questions at the Board meeting so all members have a shared understanding of what each question is asking • Board to do Assessment Section 2. RM to send out.
Identification of Items for Next Meeting	• Report back from Finance seminar • Part 2 of Board Survey

Strategic Decisions

Item	Minutes
Board Protocols	Recommendation: That the Board approves the Board Meeting Procedures Moved: CT Seconded: RR Carried
Policies	Recommendation: That the Board approves the following policies: • Alcohol, Drugs, and Other Harmful Substances Policy (board) • Sun Protection (board) • Digital Technology and Online Safety (board) • Cellphones and Other Personal Digital Devices Moved: ZT Seconded: RM Carried
Approve Draft Financials	Recommendation: That the Board approves the 2025 Financials Moved: CT Seconded: KA Carried

Monitoring

Item	Minutes
Transition	KM talked to the board about how we support children transitioning to school. The board felt that the processes in place were supportive of new tamariki and whānau and promoted the school well to prospective parents.
2025 Annual Report	RM gave a brief overview of the 2025 outcomes from our Annual Plan. The full report will be included in

	the next Board pack.
Board Self-review Data	CT & PS gave an overview of findings and set some goals for the board going forward. Board agreed to attend NZSBA Finance Session before next meeting.

Meeting closed at: 9:15pm

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members