WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu

Meeting 03: Thursday 7th May 2026

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at:	**Present**: P Scoringe, C Thompson, R McColgan, K McBeth, DR Ngatai-Tua, K Archibald, R Roiri, Z Ikin, EJ Kururangi **In Attendance**: L Jones **Apologies**: n/a
Declaration of Interests	None
Speaking rights for non-board members	Approved
Correspondence	Noted
Minutes of the last meeting	**Motion:** That the minutes of the Westmere School Board meeting held Wednesday 1st April are accepted as a true and fair recording of proceedings. Moved: CT Seconded: KA Voted: Carried
Matters for Clarification from the Board Reports	The board asked questions to clarify the amounts coming into the budget. RM assured the board about the queries they had.
Meeting change	The September 17th meeting has been moved to Monday, 21st September, due to board members being unable to attend.
Matters Arising	• Board to attend a webinar each term. The way the modules are chosen is tbc. • Board Shorts - termly newsletter to go out Week 5 each term ○ At the end of each board meeting, make key points of what the board has been working on or what we want to share with the community (the first one may be about what the board does and who they are) • Photo of the board to be taken at the next meeting
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Delegation of Appointments to the Principal	Recommendation: That the board delegates the authority to appoint staff to the principal (as per the SchoolDocs policy).

	The board must be notified when an SLT appointment is required and will determine if a sub-committee is needed for that appointment. The board does not delegate the responsibility for the appointment of a principal. Moved: DN Seconded: KA Carried
Co-option of second NUONI representative	Recommendation: That the board co-opts Emma-Jayne Kururangi as a representative of NUONI for a 3-year term. Moved: PS Seconded: CT Carried

Monitoring

Item	Minutes
Strategic Aim 1 & 2 Update	SLT gave a short update on Goals 1 and 2. RM outlined how the data is being used this term by YGLs and their teams to raise achievement in their teams. The Board were excited by this work and curious about whether or not this was shared with the parents. RM gave an update on the reporting changes since Meeting 01 and explained how SLT are working through these to make good decisions for the school community. The Board wanted to know how they could support the messaging around reporting and how they could support SLT as there are a lot of changes to think and work through.
Term 1 Data	KM to present Term 1 data The Board were pleased to see that the impact of the new curriculum was not significant - that the work put in over the past two years had helped to support teachers with the changes. The data overall showed strong achievement across the school. In particular, it was pleasing to see good progress across Māori-medium.

Report Back from Finance Seminar	Board shared their take aways from the seminar.
	• Do we have an asset replacement plan?
	• Do we have a separate account for cyclical maintenance?
	• Clarified what cyclical maintenance is.
	• The board asked if we have an asset register.
	• If locally raised funds are down, What is the plan?
	• Do we have a process for if we hit our budget early in the year?
	• How do we protect against fraud.
	
	RM went through each item to explain how these are managed through the budget or budget planning. Fraud checks are also requested by the auditors as part of their process.
	
	The board also asked what happens if a budget is overspent - What happens if more spending is needed?
	• Plan:
	  ○ Monitor budget/budget overspends until the midyear review
	  ○ Review last year's budget to see how many budget items were overspent and by how much - is it an issue?

	○ Decide at the midyear review if an amendment should be added to the delegated authority to safe guard against overspending or whether our current conditions will cover the issue in a satisfactory way
Board Engagement with the Community	PS led a discussion on possible ways the board could engage with the community. The board will begin with creating a termly newsletter "Board Shorts" that will go out in Week 5 of each term.

Meeting closed at: 9:32

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members