WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu

Meeting 04: Thursday 18th June

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at:	**Present**: R McColgan, K McBeth, P Scoringe, C Thompson, K Archibald, DR Ngatai-Tua, Z Ikin, R Roiri, 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 Thursday 7th May 2026 are accepted as a true and fair recording of proceedings. Moved: DT Seconded: CT Voted: Carried
Items from Board Papers	• AI policy - Board asked questions around the new privacy legislation
Matters Arising	• Advertise that we do 4 TOD before school begins to minimise disruption during the year
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Term Dates & Curriculum Days 2027	Recommendation: That the Board approves the following Term dates and Curriculum Days for 2027 • Term 1: Tuesday 2nd February - Friday 9th April • Term 2: Tuesday 27th April - Friday 2nd July - Curriculum Day Fri 4th June • Term 3: Monday 19th July - Friday 24th September - Curriculum Day Fri 20th August • Term 4: Monday 11th October - Thursday 16th December Moved: KA Seconded: PS Voted: Carried
Policies	Recommendation: That the Board pass the following policies:

	• Education Outside the Classroom (EOTC) (Board Review) • EOTC Governance Roles and Responsibilities • EOTC Risk Assessment and Management Moved: RR Seconded: CT Voted: Carried
HR Compliance Assurance	Recommendation: The Board are assured of HR compliance from the Principal RM presented to the Board. Board asked some follow-up questions to clarify where needed.
2025 Annual Report	The 2025 Annual Financial Statements were accepted by the Board via email prior to its submission to the Ministry. This was due to the fact that the audit was not completed by the previous board meeting and the submission due date to the Ministry was May 31st. **Recommendation**: That the board approves the 2025 Annual Report (including the Annual Financial Statements). Moved: PS Seconded: CT Voted: Carried

Monitoring

Item	Minutes
Priority Learners	KM presented the range of interventions in place for priority learners and outlined each one. Approximately 70 students are involved in interventions at the moment. These interventions are a maximum of 10 weeks at a time. Interventions are run to meet needs identified in our termly data.
Student Wellbeing	LJ presented the programmes we are currently running to meet student need and support development.
Strat Aim 3: International Students	RM gave an update to the Board
Reporting to Parents	RM shared an example of the new recommended reporting system and explained it.
Auditor's Report to the Board	Considered the recommendations from A Mok and would like to proceed with them. Thanks to Anita. To avoid customising Schooldocs, we are seeking Board approval for possible hospitality events this year as follows: • Pre Board meeting dinners – there is a longstanding arrangement whereby Rebecca, staff and Board members attending the meeting may have a school-funded dinner. This is in recognition of the extra hours worked on those days. For 8 regular Board meetings per year, an allowance of up to $30 per head is requested for food and non-alcoholic beverages. This expenditure will be coded to Staff Welfare. • Mandatory teacher events (e.g. teacher only days, Whanau Forum) – these events are generally catered internally and recognise the extra hours being worked by teachers. An allowance of up to $25 per head is requested for food and non-alcoholic beverages. This expenditure will be coded to Staff Welfare. • Similar events may apply to Board working sessions and would be coded to Board Hospitality. • Staff events mid year and end of year – these events are a combination of team building and

	recognition of achievement and effort to which all staff are invited and are held off site. An allowance of up to $40 per head is requested for venue, food and alcoholic beverages (limited to $10 per head). This expenditure will be coded to Staff Welfare. • Board dinner – an annual event which may take place to thank Board members who have completed their term on the Board and/or to recognise the important voluntary contribution of Board members. These are off-site events to which all Board members are invited. An allowance of up to $40 per head is requested for food and alcoholic beverages (limited to $10 per head). This expenditure will be coded to Board Hospitality.
Board Self-review	CT shared the self-review and discussed.
Policy Review	RR will take over looking over the policies and asking how we are compliant or for clarification.

Public Excluded Business

Item	Reason for Public Exclusion
Update on Principal's PGC	Confidential 9:28

Meeting closed at: 9:34

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members