WESTMERE SCHOOL | TE REHU

Westmere School | Te Rehu

Meeting 05: Thursday 13th August 2026

Meeting Minutes

Administration

Item	Detail
Welcome / Admin Meeting opened at:	**Present**: R McColgan, Charles Thompson, Deane-Rose Ngatai-Tua, Emma-Jayne Kururangi, Kylie McBeth, Paul Scoringe, Zoe Ikin **In Attendance**: Lottie Jones, Linda Bowman, Tiffany Hartmann **Apologies**: Kim Archibald, Rochelle Roiri
Declaration of Interests	None
Speaking rights for non-board members	Lottie Jones, Linda Bowman, Tiffany Hartmann
Correspondence	N/A
Minutes of the last meeting	Moved: DN Seconded: CT Voted: Carried
Matters Arising	TOD notification for parents in Term 4 or Term 1 board shorts (there are 4 TODs before school starts to minimise disruption during school year) At 1st Board Meeting of every term make notes for Board Shorts Term 3 Board shorts - Warm up - Do you want to be board member - Let them know about new garden - include a picture - AI Policy - Data Term 2
Identification of Items for Next Meeting	N/A

Strategic Decisions

Item	Minutes
Appoint RO for midterm elections	Recommendation: That the Board employs SchoolEd as our returning officer for the midterm elections. Moved: KM Seconded: PS Vote: Carried
Discuss strategy for midterm	The board discussed if they would co opt or if they advertise for roles.

elections and approve any subcommittee created	Reflected on last election, got a good interest level. Identify some skill gaps? Accountant/Finance? The board discussed if a subcommittee was needed or not - timeline/adverts/targets could be good. Stick to normal process/adverts and shoulder tap accountants early. Has to happen by the end of this year so the process needs to start.
Adopt AI Policy	**AI Policy Questions:** ● Under 'School use of AI' The policy stipulates "do not enter personal data into AI tools" however I understand the new SMART reporting is using AI? Is academic data considered personal data? ● Under 'AI Approval' it says 'We consider ethical and cultural factors, including... engaging with members of the school community about AI use as appropriate" – are we doing this? ● Overall I wanted to play devil's advocate and pose the question – are we being too cautious about our cause of AI? I understand there are great assistive learning tools for dyslexia, etc, so are we missing out on those? RM answered questions. The board discussed the budget in future and if a closed system would be something worth looking at. **Recommendation**: That the Board adopts the amended School Docs AI policy. Moved: CT Seconded:ZI Vote: Carried
Ballot	**Ballot Questions:** ● Keen to understand how those proposed numbers compare to previous years and refresh my understanding of how OOZ students affect funding moving forward. ● Should we be offering increasing spaces over the next few years to build the roll? ● Should we be trying to capture data from the community about how they make their choice/how many local students are not choosing Westmere and why? RM discussed that families are being careful on tours, our local schools are all slightly different, etc single cell/rows etc. Private school, some families are worried they won't get a place etc. Discussion around a Board/Parent joining a tour? Give a parental view? Year 0-4 NUONI would have 20 in classes going forward - two years away from being full. **Recommendation**: That the Board opens a maximum of 15 places in Year 1 and 30 places in Year 0 for English-medium, as well as 13 places in Year 1 and 15 places in Year 0 in Māori-medium for the 2027 school year. Moved: PS Seconded: DN Vote: Carried
Mobile Phone Allowance	From this term's Board Checklist: Review the arrangements you have in place for board-funded mobile phones or reimbursement of mobile phone costs. Ensure the provision and use of board-funded mobile phones, and any reimbursement of mobile phone costs, are managed in a way that is clear, transparent, fiscally responsible, and protects public funds and privacy.

	Recommendation: That the Board approves a capped $40 allowance per month for the principal's personal mobile phone costs. Moved: CT Seconded: ZI Vote: Carried
Funding Outdoor Classroom	**Recommendation**: That the Board approves the remaining cost of the outdoor classroom/garden up to $15k. Moved: ZI Seconded: KM Vote: Carried

Monitoring

Item	Minutes
Term 2 Data	Presentations from Year Group Leaders about their Term 2 goals The board enjoyed hearing from YGLs, impressed with enthusiasm behind goals and amount of collaboration. Overview of data - KM to answer questions from Board The board asked about what was in place for extension learners, in particular in reading. KM explained how planning, and targeted workshops supported these learners. Teachers place children in workshops so they are working on individual goals, so they are able to be extended on their own learning journey. Structured Literacy is a bit different, whole class reading as well. Lessons do have built in extension for children who need it. The board asked about NUONI data, KM explained the data had been pretty stable from Term 1 to Term 2. Our school is in a good place with data, it has really stabilised after the big changes.
Midyear Budget Review	Time for the board to review the budget and ask any questions about our current financial position. Discussed/asked about fundraising - neither on track currently. Camp costs are a concern this year as well. Overall tracking is better than forecast. Acoustic panels project discussed to ensure no outstanding. Overall board happy with Midyear Budget Review
Board Learning & Development	Next PLD: Concerns and Complaints Live webinar on 22/09/2026 - then would be a recording after though. CT will send around a link for this.

Meeting closed at: 9:03 PM

Approved on behalf of the Board of Trustees

P Scoringe & C Thompson - Co-Presiding Members