

Minutes of the Tawhai School Board of Trustees Meeting Held 24 June 2025

Meeting commenced at 6:00 pm.

Present: Karen Poole, Hayden Patel, Jaydy Marsh, Robert Mackie, Rebecca Daniels, Raewyn Lummis (second half), Dave Whiteman,

Apologies

- N/A

Minutes of the Previous Meeting

- Read and approved - Moved and seconded – Jaydy/Hayden.

Matters Arising from Previous Minute

Previous Action Points

- Civil defence hub at Tawhai School – radio have been removed. Action complete.
- Rebecca to draft an acknowledgement letter – Rebecca has responded. Action complete.
- Election handbook to be discussed in the June meeting – ongoing.
- Revisit the strategic plan at the first meeting of term 3 – ongoing.

Correspondence

- Hutt City Council letter 'Authority to operate a school road patrol'
- Avalon Intermediate – Request for information regarding their Board election process.

Maths Review – Lynley Poole

- PAT test mid-year results – Tawhai Students are performing better than the national average.

Principal report

- Taken as read.
- Mitey programme will commence in Term 2 2026 as a three-year commitment.

Annual Implementation Plan - End of term review, check in with progress and data

- Taken as read.

Election Handbook

- Agreed election date of 10 September 2025.
- Agreed the informal communications will be used.

Actions from Audit Management Report

- Annual report (including the audit report) received by the Board and approved. Unanimous agreement.
- Board to review actions from management report and add suggested improvements. To be reviewed at the next meeting.

AI policy

- Draft policy reviewed and adopted by the Board. Moved by Jaydy, seconded by Rae.

Finance/Property

- No item of significance to review.
- Board approved variance for Library Assets (code C540) - \$42,574.
- Half year review to be completed next meeting.

Health and Safety

- No meeting held as a quorum wasn't met.

PTSG update

- Nothing to update

Camp

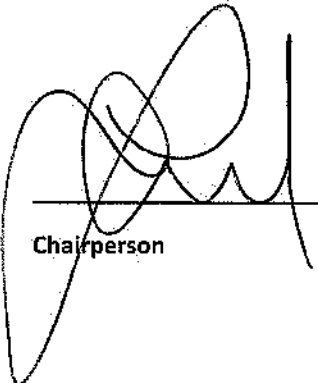
- Two activities require a greater parent to child ratio. 13 parents have been confirmed as helpers.
- A grant of \$7,600 was received.

Meeting closed – 8:06 pm

Next meeting 12 August 2025

Actions:

- Rebecca will forward the email to the Board that was sent to Ngati Toa – Complete 24/6
- Assess Edge app and alternative school management tool – Term 3. Hayden is happy to support.
- Karen to discuss with Deb about reaching out to parents 2-3 months in advance to welcome parents and advise them of pertinent information.
- School Privacy Policy to be reviewed based on updated Education (Board Elections) Regulations 2022 that requires primary schools to provide information to requesting intermediate schools.
- Karen to send out Board Elections communications to parents by 27 June 2025.
- Board to review actions from management report and add suggested improvements. To be reviewed at the next meeting.



Chairperson

12/8/25.
date

