

Minutes of the Tawhai School Board of Trustees Meeting Held 12 August 2025

Present: Karen Poole, Hayden Patel, Jaydy Marsh, Robert Mackie (via zoom), Rebecca Daniels, Kelly Robinson, Dave Whiteman

Apologies

- Raewyn Lummis

Minutes of the Previous Meeting

- Read and approved -Hayden and Dave.

Matters Arising from Previous Minute

Action Points

- Civil Defence in Stokes Valley is now at Tui Glen and Koraunui School.
- Karen worked with the CEO of EDGE to rectify the school management tool.
- Rob to look at the Privacy Policy for Intermediates to request information from Primary schools for elections.

Inquiry Review

- Sharon presented her inquiry review - which is in the shared folder.
 - Kiva programme (anti bullying programme). Sharon interviewed 65 students in the school to see if they knew what a bully was and what to do if they saw someone being bullied.
 - Sharon will continue to monitor trends.

Literacy Review

- BSLA journey - where are we at
 - year 0-1 - trained in term 3 2024
 - year 2-3 - trained in term 2 2024
 - year 4-6 - participated in trial in term 2
 - 2024 Principal and DP trained as year 0-3 BSLA facilitators
 - 2024 Karen Jones trained as a tier 2
 - Professional development - 2 day workshops in Christchurch and full day of zoom sessions, in class observations
- Review in the shared folder

Election update

- Harriet Newman, Rebecca Daniels, Hayden Patel, Robert Mackie were elected as the new members of the board. The board needs to make a decision to 'elect' or 'select' one more member on the 9th of September...

Correspondence

- Caretakers checklist
- Hutt City Council speed changes around schools
- Leave request
- Resignation

Principal report

- Taken as read.
- Karen sought approval from the BOT to invite parents to collect their children next Wednesday at 12.45pm for the PUM (paid union meeting) for teachers.
 - The board unanimously agreed.

Community Consultation - preview questions

- The board is happy with the questions and not make them mandatory.

Auditor - responses

- The board unanimously agreed to consider the two observations.
- The board agrees with the first three observations and Karen will check with Ed Services for their recommendations.

Attendance codes - board need to decide on thresholds

- Threshold time will be 10am - if a child arrives after 10am they are deemed "absent".
The board unanimously agreed with this time.

Camp update

- Two fundraisers - pool party and movie night (working with the PTSG)
- Deposit has been paid
- \$18,000 raised
- Working through paperwork
- Final cost of camp will go out week 8

School docs Policies

- Child Protection
- Abuse Recognition and Reporting
- Safety Checking

- The board reviewed the three policies and agreed no changes to be made.

PTSG

- Hotdog fundraiser
- Camp fundraiser
- Harriet Goodwin will be the board representative
- Permissions of the google drive needs to be cleaned up.

Health and Safety

- Minutes in the shared folder

Finance

- Items of significance - July - contribution to the audit

- Relief teacher code used \$58,000 a year to date, however we have \$\$ coming in from reliever reimbursements.
- Turf in back court- initially the board looked at resurfacing the back court with concrete/asphalt but have now agreed to have the area surfaced with artificial turf. Money is budgeted for this project - \$70,000 in capital items code C600. The board agreed for Karen to go ahead and get quotes, talk with Mark and get pre- approval from the MOE so we can proceed with the project asap.
- Library furniture - this will be discussed with the next budget.

In committee : 7.41pm

Out of committee: 8pm

Meeting closed - 8pm

Next meeting : September 9 2025

Actions:

- Rob to look at the Privacy Policy for Intermediates to request information from Primary schools for elections.
- Karen to announce the board in the newsletter
- Karen to speak to Mark and get quotes for the turf.
- Jaydy to contact the PTSG chair to tidy up access permissions



Chairperson

date

09/09/25

