



**Minutes of Somerfield Te Kura Wairepo  
Board of Trustees Meeting  
29 July 2025  
6.30pm**

**Present:** Meagan Kelly, Kellie Englefield, Julie Bassett, Cameron MacPherson, Lucy Green, Tim McIntosh, and Stephanie Muller

**Visitors:** Nicky Horne, Fritha McGrimmon and Hayley Knowles

**Apologies:** Elizabeth Eastmure

**Late:** None

**Conflict of Interest:** None

**Motion:** That all present have speaking right

**Moved:** Lucy Green

**Carried**

**Motion:** The minutes of the June 2025 meeting were read and approved as true and correct.

**Moved:** Lucy Green

**Carried**

**Motion:** Moved that the above administration matters are accepted.

**Moved:** Lucy Green

**Carried**

**Principal's Report**

- Report in folder
- BoT Election update
- Policy and assurances update
- Consultation update

- Personnel changes will be announced to community once finalised

**Motion: That the Principal's report be accepted as read.**

**Moved: Meagan Kelly**

**Seconded: Lucy Green**

**Carried**

#### **Finance Report**

- Report in folder
- Extended leases on devices until end of year

*Action: Draft ICT plan to be brought to Bot at next meeting*

**Motion: That the June 2025 accounts to be accepted by the Board as true and correct.**

**Moved: Tony Steffens**

**Seconded: Cameron McPherson**

**Carried**

#### **Property/Health & Safety including Behaviour**

- Property update covered in Principal's report
- Behaviour report in folder - Nicky to present report to the Bot once a term
- PLD for staff for 2026 - Gifted and Talented

#### **Policy:**

- Review and Assurances given in Principal's report
- Emergency Preparedness
- Property Update
- Review/tidy up Google docs by the end of the year

#### **Pastoral Report:**

- Report in folder

#### **Ropu reports: In folder**

#### **BoT Meeting - 6.30pm**

2 September

21 October

25 November

#### **Mihi Whakatau Dates:**

18 August

6 October

10 November

Meeting closed at 8.30pm

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Lucy Green  
Chairperson