

**Papakōwhai School Board**  
**Minutes of the Meeting 2 September 2025 at 7.00pm**  
**Held offsite.**

*Yojana Glass*  
28/10/25

<b>Present</b>	Rodney Strong – RS (Presiding Member) Chris Robinson – CR (Acting Principal) Marc Byres – MB AJ Wilson – AJ Yojana Glass – YG Lance Mann -LM Heather Turner – HT (minutes secretary)  Noted: Mark Smith – MS (Principal) is on sabbatical leave
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Agenda Item	Topic	Information	Action
1	Karakia	Meeting commenced with a welcome- this being the final meeting of the existing Board.	
		<b>ADMINISTRATION</b>	
2	Apologies	Nil	
3	Previous Minutes	<p>The Minutes of the Meeting of 5 August 2025 were reviewed.</p> <p>Action Updates:</p> <ul style="list-style-type: none"> <li>H&amp;S MOU with Board- Home and School have said they have signed the MOU.</li> <li>H&amp;S contributions- a summary of what Home and school have contributed this year was prepared and a meeting held between RS, CR, HT and Brooke Fryer of Home and School. Home and School agreed to provide more funding to the school for various projects.</li> <li>Drainage project- MOE has approved around \$1M to complete the drainage project – MOE supplementary funding. Unsure of timings or work to be completed. Initial discussion with Mark Scrimshaw suggests a summer break start.</li> <li>Standalone project design- while recladding taking place with potential rebuild there is no scope for change of design.</li> <li>IT items costs- LM and CR have had a discussion. School pricing is ok.</li> <li>Review of policy regarding social media incidents which occur out of school- current policy does not say it is responsibility of the parents or the school. No accountability seems to fall upon the school. However, agreed that it would be good to word in such as way as that school not responsible. Potential that could go into the BYOD policy which is read and signed by parents. Having a timeline for addressing issues would be helpful so parents know what to expect.</li> <li>Out of Zone -number of places discussed with MS and agreed that will advertise more places. Advertising plan in place for this.</li> <li>Staff leave 2026- Mrs Crawford-Jones has been advised her application for term 1 leave was approved.</li> <li>Distribution of Board election voting papers sorted- not posted.</li> </ul>	<p><b>HT to request copy of signed MOU.</b></p> <p><b>VB to look at paperwork of project.</b></p> <p><b>CR – to continue to work on policy relating to incidents outside of school</b></p>

**SUGGESTED Board dates and committees for 2025- subject to confirmation by new Board**

<b>Term</b>	<b>BOT Dates</b>	<b>Finance Committee</b> <b>(1 week before Board)</b>	<b>Property Committee</b> <b>Friday 8am</b> <b>(2 weeks before Board)</b>	<b>Policy Committee</b> <b>FRIDAY 8am</b> <b>(3 weeks before Board)</b>	<b>Health and Safety</b> <b>Friday 8am</b> <b>1 per term TBC</b>
4	28 October week 4 (TBC)	24 October (August and September accounts)	17 October	10 October	TBC
4	25 November week 8 (TBC)	21 November (October accounts (if any) and Budget meeting)	14 November	7 November	TBC
4	2 December week 9 (TBC)				