



**Minutes of Somerfield Te Kura Wairepo  
Board of Trustees Meeting  
13 May 2025  
6.30pm**

**Present:** Meagan Kelly, Kellie Englefield, Julie Bassett, Cameron MacPherson, Lucy Green, Tim McIntosh, Tony Steffens

**Visitors:** Nicky Horne, Janet Davidson, Enviro Team Leaders, Daniel Caigou, Emily Reeves, Brooke Agnew, Joe Carey and Jacob Katsipis

**Apologies:** Elizabeth Eastmure and Stephanie Muller

**Late:** None

**Conflict of Interest:** None

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

**Moved:** Lucy Green

**Carried**

Amended to last minutes: Coalition of the Willing - 1st May 2025. Elizabeth Eastmure to attend this meeting.

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

**Moved:** Tim McIntosh

**Seconded:** Cameron MacPherson

**Carried**

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

**Moved:** Lucy Green

**Carried**

**Enviro Team** - Janet Davidson and Enviro Team Leaders presentation given to the Board.

- Updating Somerfield Street entrance - embracing our narrative and also safety of our tamariki.

**Motion: That the BoT approved an application to the Enviro School's Action Fund for \$5,000.00.**

**Moved: Lucy Green**

**Carried**

**Poutama Reo** - Presentation given by Daniel Caigou to BoT.

- 2024/2025 Review
- Discussion on self review
- Next steps with whānau
- Student focus groups
- Final report to be given to Bot in July 2025.

**ESOL Review** - Presentation by Nicky Horne

- Recommendation for more information on time of enrolment from ESOL parents
- translation app to be available
- Coffee morning for ESOL parents to be schedule

**Principal's Report**

- Report in folder
- Consultation Plan shared 2026-2028
- Dashboard shared
- Roll to be discussed at next BoT meeting

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

**Moved: Meagan Kelly**

**Seconded: Tony Steffens**

**Carried**

**Finance Report**

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

**Moved: Tony Steffens**

**Seconded: Cameron MacPherson**

**Carried**

**Property/Health & Safety**

- Nothing to report - no immediate action needed
- Next priority re: property - acoustics in Block 2 and Space 19 & 20 and joinery in Block 1
- Discussion on co-opting a Project Manager
- Quotes needed for acoustics in Block 2 - BoT to approve this expense.

**Policy:**

- BoT to peruse all Term 2 policies up for review particularly Communications in an Emergency and School Closure policy.

**Behaviour/Pastoral Reports:**

- Pastoral Report received from Nicky Horne, Behaviour Report at next meeting
- Disco this term - bringing a non perishable food item for our own whānau
- Full Bellies providing a crockpot and soup ingredients for winter
- Food parcels are being given to some whānau/ families

**Coalition of the Willing/Guiding Coalition**

- Focus documents to be shared to BoT
- Attendance discussed
- impact of illness on children and teachers forecasted
- Roll for 2026 - strain on property

**Strategic discussion:**

- Strategic Planning Consultation
- Succession of BoT in particular property discussed

**BoT Meeting - 6.30pm**

17 June

24 June - 5.30pm - Whānau Māori hui

29 July

2 September

21 October

25 November

**Mihi Whakatau Dates:**

26 May

14 July

18 August

6 October

10 November

Meeting closed at 8.45pm

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Lucy Green  
Chairperson