



Tai Tapu School

Tai Tapu School Board meeting 11 August 2025 6.15pm

Present:

Martin Bloy
Tim Dunn
Amanda Clarkson
Damian Lynch
Phil Griffith
Helen Schulte
Sarah Alderson
Rachael Kwok

Apologies: none**Declaration of interest:**

A school team member has a family member who works for MetroGlass who is a supplier for the window replacement in Koru. This has been declared to the Ministry.

Fenwick Builders is currently quoting on a building job. The owner of Fenwick is related to a team member. This would be declared to the Ministry if the quote became relevant/successful.

H&S Wellbeing - notable items

None

Student & Curriculum update

Learner Led Conferences were recently held amidst recent curriculum and achievement standard changes. Feedback was that staff were well prepared for the conversations given the changes that have been introduced. There was some nervousness but the presentation aides and preparation helped deliver the message in a related way to parents. Staff were all bought in to the message.

Feedback was given from parent's experience. Some variation and learning between the junior and senior school was experienced.

Minutes:

The minutes from the previous Board meeting, June 2025, were accepted as a true and accurate record.
Moved - DL
Seconded - HS
Carried

Matters Arising

None

Strategic Matters

Board Election 2025

The Board will hold an election for parent vacancies. Nominations have been received and the process is all on track with the Returning Officer.

School Strategic Plan - no feedback has been received from Ministry on the current submitted strategic plan and the planning cycle for the year ahead. Board endorsed the approach for the community survey.

Principals Report

The Principal noted the increase in power funding from the Ministry of circa \$9,000 pa. The Board thanked the Principal for securing extra Power funding which will make a big difference to the school accounts.

The learner conference parent survey was received. It was notable the amount of positive feedback received from the parent community.

Planning for school structure and learner spaces is underway for 2026.

OOZ enrollments were noted for Term 4. This is within the current ballot allowance.

Staffing appointments were ratified as per Principals report.

Leave without pay for 3.5 days for staff member was approved as per the report.

Property

Property specific matters were discussed:

- Windows replacement for Koru block are planned for school holidays
- Heat Pump and Panel replacement project was presented for endorsement
 - Principal has sought 3 independent quotes
 - Heat Pump People returned the most favourable quote (\$24,829) vs budget (\$35,000)
 - Board approved contracting of Heat Pump People

Proposed 5YA amendments

The Board received an update on the 5YA and amendments to the current plan.

The plan has been revised as follows:

- Refinement of Project tasks has been carried out
- Variation on specific project quotes (based on more accurate costings) has been complete
- The Board noted that the deck extension project would be repurposed for a physical space renovation (subject to subsequent community review)
- The Board approved the opening of a new 5YA job named Artificial Grass to reflect this
- Total cost of 5YA does not exceed the original 5YA plan.

The Board endorsed the Proposed amendments to the 5YA.

Health & Safety

No material updates from the Principal

Board Assurance Statements

The Board noted the Board Assurance statements that were received from the Principal.

Attendance

School attendance reports and data were received.

2024 Audit

Now that the 2024 audit has been finalised, Solutions and Services have provided a full budgeted statement of financial position & statement of cashflows. This has been extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts.

The Board acknowledged that these reports are prepared post 2024 audit finalisation (to ensure accuracy and usefulness in the 2025 annual accounts). On this basis the Board approves the use of these documents in the 2025 annual reports.

Term Dates 2026

The Board approved the 2026 Term dates as presented by the Principal

Moved - SA

Seconded - RK

Carried

Asset Register Increase

The Board discussed the asset register and heard from the Principal and Chair that it needs more rigour and review. As part of this review the Board agreed to increase the threshold value for an asset to be placed on the register from \$250 to \$1000.

School Camp - Year 8 Mt Hutt

The EOTC application and RAMS forms were received by Board for Year 8 camp to Mt Hutt.

The Board reviewed the documentation for appropriateness and robustness on material risks.

The Board commended the format of the information presentation.

The Board approved the school camp and endorsed it.

AOB

Training booked for Nov 10th for new Board on school Board governance

Meeting finished

8.32pm