

# Tai Tapu School Board of Trustees: Meeting Minutes

## Meeting Details

<b>Date</b>	1st December 2025
<b>Time</b>	Start: 5.00pm    Adjourned: 7:05 pm
<b>Next Meeting</b>	TBC by Amanda

## 1.0 Opening Procedures

### 1.1 Attendance and Apologies

#### Present:

- Marty Bloy
- Amanda Clarkson (Principal)
- Rachael Kwok
- Sarah Alderson
- Sidney Tauamiti
- Carli East -Craig
- Laura Campbell

#### In Attendance:

- Board Secretary

### 1.2 Declaration of Interest

No new conflicts of interest were declared.

An existing conflict of interest remains recorded for a Board member regarding future employment at the school.

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## 2.0 Health, Safety & Wellbeing

No new items were raised.

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## 3.0 Curriculum and Student Learning Update

The Board received end-of-year student achievement updates from junior and senior leaders.

Key points included:

- Positive progress across the school.
  - Strong growth in several year levels, with high expectations in the refreshed curriculum.
  - Continued focus needed on mathematics achievement in the senior school.
  - Earlier identification of students needing support is enabling better outcomes.
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## 4.0 Meeting Administration

### 4.1 Confirmation of Minutes

**MOTION:** That the minutes of the 20 October 2025 meeting be accepted as a true and correct record.

- Moved: Sid
- Seconded: Laura
- Carried

### 4.2 Matters Arising

No matters arising.

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## 5.0 Strategic Matters

### 5.1 Annual Plan Review

The annual plan was reviewed.

Strategic goals remain the same, with actions to be updated for 2026.

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## 6.0 Regular Review / Monitoring and Reporting

### 6.1 Principal's Report

The Principal's Report was received and discussed.

- **Attendance Plan:**  
**MOTION:** That the Attendance Plan be accepted.
  - Moved: Rachael
  - Seconded: Sid
  - **Carried**
- **2026 Term Dates:**  
Already confirmed at the October meeting.
- **School Visit Feedback:**  
Positive feedback from a recent school trip will be shared with staff, students and families.
- **Staffing 2026:**  
**MOTION:** That all staffing positions for 2026 be ratified.
  - Moved: Laura
  - Seconded: Rachael
  - **Carried**

### 6.2 Finance Update

- Financial reports for the period ending October 2025 were reviewed.
- **2026 Draft Budget:**  
**MOTION:** That the 2026 draft budget, including a planned loss of \$18,682, be approved.
  - Moved: Carli
  - Seconded: Laura
  - **Carried**
- **Term Deposit:**  
**MOTION:** That the term deposit be renewed for the most favourable rate.
  - Moved: Laura
  - Seconded: Carli
  - **Carried**

- **Playground:**

The Board requested an additional quote before proceeding.

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## **7.0 General Board Business**

### **7.1 Pastoral Support**

The Board discussed additional pastoral support options and agreed to continue exploring suitable providers.

### **7.2 Honouring Te Tiriti o Waitangi**

The Board discussed ongoing national conversations. A message will be prepared for the school newsletter

### **7.3 Principal Professional Growth Cycle**

Received and signed off.

### **7.4 BYOD Guidelines**

Draft BYOD guidelines were approved and will be shared with the community.

### **7.5 Lighting Quotes**

**MOTION:** To accept the Christchurch Electrical quote for LED lighting work.

- Moved: Rachael
  - Seconded: Sarah
  - **Carried**
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## **8.0 Additional Items**

### **8.1 Leave Request**

**MOTION:** That the staff leave without pay request be approved.

- Moved: Sid
- Seconded: Laura
- **Carried**

### **8.2 Prizegivings**

All Board members are encouraged to attend both Junior and Senior Prizegivings on 16 December.

### 8.3 School Achievements

Recent school improvements will be shared at prizegiving and in the newsletter.

### 8.4 Board Training and Communication

The Board acknowledged the value of recent training.  
A governance statement will be added to the website, with a Board introduction to be included in a 2026 newsletter.

### 8.5 School closure due to sand and suspected asbestos.

Just minuting that in between board meetings the board made a decision to close the school for one day due to having the Kinetic sand identified as potentially containing asbestos .

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## Next Meeting

The next meeting date will be confirmed by the Principal.

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## Meeting Adjourned

The meeting was adjourned at 7.05pm.

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## Actions and Decisions Summary

Decision / Action	Responsibility / Status
October 2025 Minutes approved	Carried
Attendance Plan approved	Carried
Staffing for 2026 ratified	Carried
2026 Draft Budget approved	Carried

Term Deposit renewal	Amanda to confirm best rate
Additional playground quote	Amanda
Te Tiriti message prepared for newsletter	Rachael & Amanda
BYOD Guidelines communicated	Amanda
LED lighting quote approved	Amanda to arrange
Trip feedback shared	Amanda
School achievements shared	Amanda