

**Tihiraki North Loburn School**  
**Minutes of the Meeting of the**  
**SCHOOL BOARD of TRUSTEES**  
**Held at 5.30pm, Tuesday 17 June 2025**

**PRESENT:** Lucinda Denton (Presiding Member), Kate Hassall (Principal), Anna Webb (Staff Representative), George Meyer, Brooke Simpson (Board Secretary)

**ALSO PRESENT:** Gemma Sherriff (Teacher) attended from 5.30 - 5.50pm to present EOTC Health & PE report

**APOLOGIES:** Andrew Wells, Paul Robinson, Emma Manson

**MINUTES BY:** Brooke Simpson (Board Secretary)

**1) ATTENDANCE**

a) Apologies

Andrew Wells

Paul Robinson

Emma Manson

b) Conflict of Interest

N/A

**2) ADMINISTRATION**

a) The minutes from the previous meeting were tabled.

**MOTION:** That the Minutes of the BoT meeting held on 13 May 2025, having been circulated, have been approved as a true and correct record of that meeting.

**Moved: Anna Webb**

**Seconded: George Meyer**

**Carried**

**b) Correspondence**

- EOTC Health and PE Board Report
- Principals Report
- Finance Report
- Property Report

Kate Hassall and Lucinda Denton introduced Gemma Sherriff, teacher at North Loburn School, who attended the meeting as a guest speaker. Gemma was invited to present on the EOTC Health and PE Unit, sharing insights on the benefits sport has in a small school and all the opportunities the students receive. Main concerns raised are the transport and having enough students to form a team as some parents can be hesitant to join other schools to make a team. The Board welcomed Gemma and thanked her for their participation and offered their continued support.

**Year 7 / 8 Porters Pass Ski Trip.**

**MOTION the board approves the proposal for the year 7 / 8 Porters Pass Ski Trip on 25th July 2025.**

**Moved Anna Webb**

**Seconded George Meyer**

**Carried**

### **3) ACTION ITEMS**

- a) As per action items document.

### **4) PRINCIPALS REPORT**

#### **Clearing old vege garden**

Jodie and students of Totara began clearing the old vege garden area making way for the new greenhouse and development of an outdoor learning area. Anna has applied for a grant through Enviroschools Action Fund for the new greenhouse space for native trees. Successfully securing \$3,300.

#### **Reporting and community letter**

Kate shared with the board a letter to send out to the community regarding reporting.

**MOTION** the board approves the sending of a community letter regarding reporting in 2025.

**Moved Anna Webb**

**Seconded Kate Hassall**

**Carried**

#### **GTT Garden Specialist**

Jodie will be finishing her role at the end of the year. Discussions around finding a new GTT Garden Specialist for 2026.

#### **A1 Decorating quote for internal painting of Kahikatea, Kauri and breakout space**

Discussion around the quote provided and if it's worth getting another quote. At this point we will put it on hold and discuss at a later date.

#### **Rent review**

A rent review was carried out by Ray White and the board agrees with the rental review provided.

#### **Hunt fundraiser**

Close to \$13,000 raised from this fundraising event.

#### **2024 Audited Financial Statements and Audit Completion Report**

The 2024 audited financial statements are now uploaded to our website and have been sent to the ministry.

#### **Replacement office computer**

\$2,100 quote (QU3694) from REVIT to replace office computer

#### **Replacement server and a UPS (Uninterrupted Power Supply)**

We have been borrowing a server from REVIT, updated quote of \$2.3K provided to buy a new one, and \$1.3K to purchase a new UPS.

**MOTION:** The board approves the purchase of a new computer for the office and accepts QUOTE3694 from REVIT.

**Moved Anna Webb**

**Seconded Lucinda Denton**

**Carried**

**MOTION:** The board approves the purchase of the UPS and Server, accepting the QUOTES, QU3361-2 and QU3539 from REVIT, if a grant application to Air Rescue Services is not successful.

**Moved Anna Webb**

**Seconded Lucinda Denton**

**Carried**

**New families to be contacted in Term 3 as a welcome from our board.**

**The board acknowledges there have been minor amendments and updates made to these policies following external review.**

- *Finance and Asset Management Policy*
- *Budget*
- *Kura Planning and Reporting/Financial Reporting - to be renamed Financial Monitoring and Reporting*
- *Financial Conflicts of Interest*
- *Income (merges information from School Donations, Student Activity Payments and Fundraising)*
- *Sponsorship*
- *Sensitive Expenditure*
- *Expenditure (merges information from Concurrence and Entertainment Expenditure)*
- *Travel Expenditure*
- *Gifts*
- *Banking and Cash Handling (merges information from Managing Income and Expenditure and Bank Cards)*
- *Fraud and Theft (formerly Prevention of Bribery, Corruption, Fraud and Theft)*
- *Security Management (formerly School Security)*
- *Computer Security and Cyber Security*
- *Overnight Activities on School Grounds (formerly Sleepovers at Kura)*

#### **Concerns and complaints policy refresher**

There have been no concerns or complaints received by the principal that have been forwarded to the board.

**MOTION** Principal report received and read.

**Moved Lucinda Denton**

**Seconded Anna Webb**

**Carried**

#### **5) NATIONAL ADMINISTRATION GUIDELINES**

- a) Strategic Plan**  
As per the principal's report
- b) Staffing and Personnel**  
As per principal's report
- c) Property**  
As per the principal's report
- d) Finance**  
As per the principal's report
- e) Health and Safety**

As per the principal's report

## 6) POLICY REVIEW - TERM 2

Key review topics:

- Planning and preparing for emergencies, disasters and crises (*Board Review*)
- Communication during an emergency, disaster or crisis (*Board Review*)
- Emergency closure (*Board Review*)
- Emergency management
- Disaster management
- Crisis management

The Emergency Management Plan folder is located on the shelves in the office which all staff are aware of.

Discussion was had in regards to food in an emergency situation. Being such a resourceful community we feel this wouldn't be an issue.

Emergency roles on site are: Assembly Warden - Andrea Benseman and Chief Warden: Kate Hassall.

Policy review has been completed for Term 2.

## 7) HOME AND SCHOOL

The next H&S Meeting will be on Thursday 19th June, to discuss the Whiterock Ball fundraiser event that the H&S committee will be assisting with.

Planning an evening in term 3 as a thank you to Jenny for being our chairperson, handover to Brooke, and to welcome any new members.

## 8) STAFF REPRESENTATIVE

## 9) GENERAL BUSINESS

**MOTION:** Move that the North Loburn School Board of Trustees resolve to apply to Aotearoa Gaming Trust for a grant of \$7,042.68 (GST excl) for accommodation and educational activities for our Year 7 and 8 camp (Totara) to Kaikoura 3 November - 7 November 2025 on behalf of North Loburn School. In addition you authorise Andrea Benseman and Kate Hassall to apply for this grant on behalf of the Board of Trustees.

**Moved Anna Webb**

**Seconded George Meyer**

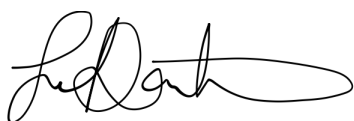
**Carried**

## 10) NEXT MEETINGS

- a) Term 3 - week 3, Monday 28th July
- b) Term 3 - week 8, Tuesday 2nd September

**Meeting Closed: 7.08pm**

**Presiding Member Approval of the 17 June 2025 meeting minutes**

A handwritten signature in black ink, appearing to read 'Lucinda Denton', with a long horizontal flourish extending to the right.

**Lucinda Denton**

**Dated 24th June 2025**