



TE URU TARATA | LEMONWOOD GROVE SCHOOL

THE BOARD OF TRUSTEES MINUTES

Date Held: Hui 01 - Wednesday 12 February 2025 AT 6.00PM

Venue: Te Uru Tarata | The Grove, Lemonwood Grove School

Welcome and hui opening

Karakia:

Tuia i runga
Tuia i raro
Tuia i waho
Tuia i roto
Tuia te here tangata
Ka rongō te pō
Ka rongō te ao
Haumi ē! ... Hui ē! Tāiki ē!

*Connect with those above
Connect with those below
Connect outwards
Connect with your own knowledge
Tie the people together/connect with many people
Connect with those that have passed on/connect with the darkness
Connect with the living/connect with the light
Do we come together to agree? Yes, we agree. It is fixed*

Welcome Kai and Kōrero

PRESENT: Rebecca Congalton, Blair Dravitski (Principal), Sara Freitag, Stacey Park (Teacher Representative), Pip Simmons (Presiding Member), Kelsey Waghorn, Drew Winter (Deputy Presiding Member)

APOLOGIES: N/A

GUEST/S: Troy Landrebe, Sarsha Wightman, Darryn Ward

SPEAKING RIGHTS: Troy Landrebe, Sarsha Wightman, Darryn Ward

Moved: Blair Dravitski

Seconded: Pip Simmons

I put forward a motion that speaking rights are given to Troy Landrebe, Sarsha Wightman, Darryn Ward

Carried

CONFLICTS OF INTEREST: N/A

LATE ARRIVAL: N/A

PEPEHA: Those present, who wanted too, took the opportunity to present their pepeha.

APPROVAL OF MINUTES FROM PREVIOUS MEETING :

Motion

Moved: Blair Dravitski

Seconded: Rebecca Congalton

I put forward a motion that minutes from Hui 12 dated 5th December 2024 are a true and correct record of that meeting.

Carried

APPROVAL OF AGENDA:

[Link to Agenda](#)

Motion

Moved: Blair Dravitski

Seconded: Stacey Park

I put forward a motion to approve the agenda in its current form as a true and correct record

Carried

Approved 19th March 2025

Presiding Member

Appointment of the Presiding member and Deputy Presiding Member

- Appoint Presiding Member
 - Rebecca Congalton nominated Pip Simmons
 - Kelsey Waghorn seconded
 - Pip accepted the nomination
 - All in favour
- Appoint Deputy Presiding Member
 - Rebecca Congalton nominated Drew Winter
 - Stacey Park seconded
 - Drew accepted the nomination
 - All in favour

Guests

Sarsha presented the assessment data from the end of 2024.

- [Student Achievement Data](#)
- Lots of discussion around the data, the work to be done and the culture of the school.

Troy presented on attendance.

- [Attendance data](#)

Chair Update

Meeting 1 Motions

Moved: Pip Simmons

Seconded: N/A

That Troy Landrebe will be Acting Principal when the principal is absent from school during the year. Should Troy not be able to undertake this responsibility, Sarsha Wightman will be the Acting Principal.

Carried

Moved: Pip Simmons

Seconded: N/A

That the principal is appointed as the privacy officer for the school.

Carried**Moved:** Pip Simmons**Seconded:** N/A

That the principal is appointed media spokesperson for the school. If the principal is absent the Board chairperson takes on this responsibility.

Carried**Moved:** Pip Simmons**Seconded:** N/A

Suspension panel delegation - move that a suspension committee can act on the board's behalf, is made up of any current board member and is selected by the Principal based on availability and by avoiding conflicts of interest.

Carried**Moved:** Pip Simmons**Seconded:** N/A

Employment delegations - move that personnel appointment is delegated to the principal, that the committee should be made up of at least 3 people, including the principal and one other board member if the position is permanent.

Carried

- Approve BOT meeting plan schedule - [2025 Meeting dates and plans](#)
 - Request to swap dates - will be sent via email
- Review and resign the board Code of conduct
- Reminder - Term 1 policy review
- [NZSTA - 2025 Term 1 Checklist](#)

Finance

Report: [Finance Report](#)

Drew talked to this and a discussion was had on the report/s that were provided.

Motions

Moved: Drew Winter**Seconded:** Rebecca Congalton

That the report provided is a true and accurate reflection of our financial position as of December 2024.

Carried

Moved: Drew Winter

Seconded: Pip Simmons

That the Board ratifies the budget for 2025 as presented

Carried

Moved: Drew Winter

Seconded: Kelsey Waghorn

That the Donation be set at \$60 for a family with one learner and \$100 for families with two or more learners.

Carried

Principal's Report

Report: [Principal's Report](#)

A discussion was had on the report that was provided

Motion

Moved: Blair Dravitski

Seconded: Rebecca Congalton

That the Principal's report is a true and accurate reflection of what has happened since the last Board Hui.

Carried

Ero Reports - discussion re the ERO reports Blair had previously sent to the board.

[Link to reports](#)

Stacey Departed at 8:05pm

Administration

- Correspondence - our communication document has been updated and can be accessed here [Correspondence Folder](#)
- Board Meeting Evaluation
- Next Hui - 19th March 2025

Closing karakia:

**Kia hora te marino
Kia whakapapa pounamu te moana
Hei huarahi mā tātou i te rangi nei
Aroha atu, aroha mai
Tātou i a tātou katoa**

May peace be widespread
May the sea be like greenstone
A pathway for us all this day
Let us show respect for each other

Hui closed with Karakia at 8:15 PM