



TE URU TARATA | LEMONWOOD GROVE SCHOOL

THE BOARD OF TRUSTEES MINUTES

Date Held: Hui 2 - Wednesday 26th March 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*

PRESENT: Blair Dravitski (Principal), Pip Simmons (Presiding Member), Kelsey Waghorn, Drew Winter (Deputy Presiding Member), Sara Freitag

APOLOGIES: Rebecca Congalton, Stacey Park (Teacher Representative)

GUEST/S: N/A

SPEAKING RIGHTS: N/A

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: Pip Simmons

Seconded: N/A

I put forward a motion that minutes from Hui 1 dated 12th February 2025 are a true and correct record of that meeting.

Carried

APPROVAL OF AGENDA:

Link to [Agenda](#)

Motion

Moved: Pip Simmons

Seconded: N/A

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

Carried

Approved 21st May 2025

Presiding Member

Welcome Kai and Kōrero

Chair Update

- [2025 Meeting dates and plans](#) - this will be added to the agenda from next week.
- [NZSTA - 2025 Term 1 Checklist](#)

Motion

Moved: Pip Simmons

Seconded: N/A

Physical restraint - The Board as the employer authorise the following people (including completing the online course) as per the sections 100 & 101 (Education Act 2020) to use physical restraint in accordance with this section: Rebecca Gilchrist, Hannah Burnett, Rachael Woodworth, Sue Bruning, Aimee Taylor, Michelle Yelavich, Karole Marra, Jude Connor, Kahlia Battaglone, Ella Fray, Angie Reyes, Phil Mercer, Joanne De Jager, Siri Stamps, Jodie Miller, Nicole Masters, Annette Brown,

Laurelle Rogers, Frances Bayly, Natalie Hughes, Lizelle Kellner, Lizelle Geldenhuys, Claire Rodkiss, Kaylee Hood.

Carried

- Policy Reviews in SchoolDocs - Blair showed the process for seeing the feedback and who has reviewed the policies.
- Governance Manual - Sara spoke to the governance manual being about 90% updated. Sara wants to move some of the policy style information to School Docs.
- Conference - in Christchurch 10th - 13th of July. [Link for scholarship for attendance fees](#)
- Kahui Ako Invitation - 29 May 2025 5.30-7.30, venue TBC.
- Reminder it is election year

Finance

Report: [Finance Report](#)

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

Motion

Moved: Sara Freitag

Seconded: Kelsey Waghorn

That the report provided is a true and accurate reflection of our financial position as of February 2025.

Carried

- [Draft 2024 accounts](#) - Sara had some tidy ups and questions to go back but overall in a good position.

Principal's Report

Report: [Principal's Report](#)

A discussion was had on the report that was provided

Motion

Moved: Blair Dravitski

Seconded: Sara Freitag

That the Principal's report is a true and accurate reflection of the last month

Carried

Other principal business:

- Camp Proposal Approval - SAP and RAMS forms to come.
- Overseas Conference - all people attending are really appreciative of the opportunity.

Other Business

- AI Tools for meeting - discussion around the use of AI to take meeting minutes. Board decided that the current level of minutes was adequate and no extra information was necessary. No further actions at this point.
- Community engagement plan - Pip shared some ideas on what to

Administration

- Correspondence - our communication document has been updated and can be accessed here [Correspondence Folder](#)
- Board Meeting Evaluation
- Next Hui - 21/05/2025

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 7:41 PM