

Minutes of the WAIMEA INTERMEDIATE SCHOOL Board of Trustees meeting
held at 4.00pm on Tuesday, 28 October 2025 in the Staffroom.

PRESENT: Daniel Haring (Presiding Member), Amie Tobin, Chris Finch, Jess Quinney, Tanya Robinson, Lesley Smith (Staff Trustee), Justine McDonald (Principal), Nicole Thurlow (Minutes Secretary)

APOLOGIES: Steffan James

Justine opened this meeting and called for nominations for Presiding Member. Daniel nominated.

Motion: That Daniel Haring is elected as Presiding Member.

*Moved: Amie/Lesley
All agreed*

Daniel took over chairing the meeting.

MINUTES OF PREVIOUS MEETING – 17 September 2025

Agreed they were true and accurate record of the meeting.

*Moved: Daniel/Amie
All agreed*

MATTERS ARISING

CORRESPONDENCE

**Inwards
Outwards**

Motion: That all administrative matters be accepted.

*Moved: Daniel/Lesley
All agreed*

BUSINESS

1 First Hui with new board – welcome/induction

- Welcome to Tanya Robinson (nee Watts)
- **Board Governance Folder** - Justine introduced the updated manual. Nicole will have all manuals updated for the next meeting.
- **Board Job Descriptions** - these have been previously discussed and will be added to the governance manual.
- **What is the Purpose of Board Meetings?** We watched the introduction to Board of Trustees video. The purpose statement co-constructed by our Board is.... The purpose of the Waimea Intermediate Board of Trustee meetings is to come together to make good decisions that reflect our policies and strategic plan.

2 Principal's Curriculum Report #4

Items discussed included:

- The marae trip didn't go ahead due to the power cut during the recent weather event. We would like to reschedule but we will need to make sure we have relievers and parents will have to organise to be off work again.
- **Roll Update** – Discussed projected roll vs staffing entitlement for 2026. The student numbers are lower than this year as expected as our contributing school rolls are falling. We will continue to operate 20 homerooms next

year with a confirmed starting roll of 534 as of today and we expect this is increase between now and the start of the school 2026 year.

- **Attendance** – discussed that we are being careful with the attendance codes used for absences to make sure our statistics reflect absences accurately. Discussed the difference between chronically absent students and those being picked up by the attendance services.
- **Curriculum Update – Revised Curriculum Update for Phase 3** - practices are changing so often that we will just keep doing what we are doing – challenging to keep up. There is a lot of misinformation coming out from the media regarding the curriculum changes which is making it very political. The messaging is being off-set with messages in our newsletter.
- **Strategic Planning – Community Consultation Update & 2026 Changes** – changes to this planning as well. Ensuring good attendance is on the annual plan. The community consultation we have gathered will be helpful.
- **Personnel – NZEI Strike Day** - Discussed PPCB (alternative union for principals from NZEI and IEAs) agreement being settled.

Motion: That the Principal report be accepted.

*Moved: Lesley/Chris
All agreed*

3 Property

We hope to use the funding received for property maintenance upgrades (MOE) to remove the gum tree in the bus bay and for Caris to maintain the gutters. Justine will contact suppliers. This work needs to be completed by April 2026.

4 Health and Safety

- **Sick Bay and Sickness Summary**
- **Measles** – relying on those who have completed their enrolment forms correctly. We will update the community with information accordingly.

5 Next meeting - Tuesday 18 November (Week 7) at 4pm. Final meeting/dinner for the year Tuesday 16 December at 6pm. Brava Cuchina. Gravity?

IN COMMITTEE

Motion: That we move into committee. (Time: 5.06pm)

Moved: Daniel

IN COMMITTEE MINUTES OF PREVIOUS MEETING

Motion: That the confidential minutes of the previous meeting be accepted as a true and correct record.

Moved: Daniel

IN COMMITTEE CORRESPONDENCE

Inwards

Outwards

Motion: That all administrative matters be accepted.

*Moved: Chris/Amie
All agreed*

NAG 3 Personnel

6 Staff Update – leave, resilience, absences

7 Student Behaviour – standdown/exclusion/directives update

Motion: That we move out of committee. (Time: 6.00 pm)

Moved: Daniel

There being no further business the meeting closed at 6.00 pm.

Approved by: _____
Chairperson

Date