



Taitapu School Board of Trustees: Meeting Minutes

Meeting Details

Date	20th October 2025
Time Adjourned	7:13 pm
Next Meeting	1st December

1.0 Opening Procedures

The meeting commenced with the standard opening procedures, which are crucial for establishing a quorum for decision-making, ensuring transparency through the declaration of interests, and maintaining continuity by formally accepting the record of the previous meeting.

1.1 Attendance and Apologies

The following members were recorded as being in attendance:

- **Present:**
 - Marty Bloy
 - Amanda Clarkson (Principal)
 - Sidney Tauamiti
 - Carli
 - Sarah
 - Laura

1.2 Declaration of Interest

A conflict of interest was declared by the following board member:

- **Carli:** Declared an interest related to a Teacher role at the school in 2025 and an SLT role (private).

1.3 Confirmation of Previous Minutes

The minutes from the Board of Trustees meeting held in September 2025 were presented for confirmation.

- **MOTION:** That the minutes from the September 2025 meeting be accepted as a true and correct record.
 - Moved: Sarah
 - Seconded: Sid
 - **Carried**

1.4 Matters Arising from Previous Minutes

One amendment to the September 2025 minutes was requested:

- It was noted that Sid's surname should be corrected to "Tauamiti."

With the formal administrative procedures concluded, the Board transitioned to the substantive strategic discussions on the agenda.

2.0 Strategic Matters, Curriculum, and Principal's Report

This portion of the meeting represents the Board's core governance function. Agenda items focused on the school's educational direction, the welfare of students and staff, and the monitoring of progress against long-term strategic plans.

2.1 Curriculum and Student Learning

The Board discussed key developments impacting curriculum delivery and student achievement.

- An unexpected update to the Ministry of Education's new maths curriculum was announced on the day of the meeting. The Board acknowledged the challenges this sudden change presents for staff and planning.
- In response to this update, it was decided that the plan for the upcoming Friday Teacher Only Day (TOD) would be changed from a focus on the previous new maths curriculum to Tai Tapu's 2026 curriculum. School has booked in PLD end of Jan 2026 for Maths .
- A discussion was held regarding the importance of providing comprehensive academic support for students at both ends of the learning spectrum, ensuring resources are available for both learning support and academic extension.

2.2 Strategic Direction and Community Engagement

The Board reviewed its long-term strategic plan and efforts in community engagement.

- It was noted that the MOE had advised that the current strategic plan was likely to be maintained until the end of 2026.

- The Board noted that it has received feedback from the community consultation survey, which will inform future strategic direction.
- Engagement with iwi was discussed, with the Board noting that the school is actively seeking engagement opportunities.

2.3 Principal's Report Items

The Principals' Report was discussed and received.

Following the review of school operations and strategic direction, the meeting's focus shifted to the fiduciary responsibilities of the Board.

3.0 Finance and Property

This section of the agenda pertains to the Board's fiduciary duty to ensure the school's financial health, the effective management of its physical assets, and strategic long-term property planning.

3.1 Financial Report

The Board reviewed the financial documents for the period ending September, specifically "September Finances Doc 1" and "September Finances Doc 2."

3.2 Property and Maintenance Plan

The Board discussed and made several decisions regarding the school's property and maintenance schedule.

- **Cyclical Maintenance Plan:** The plan was presented for sign-off and noted to be in alignment with the Carus property plan.
- **Carus Quote:** The Board reviewed a quote from Carus for property maintenance.
 - **MOTION:** To accept the Carus quote of \$74,170 +GST for a set price over a 4-year term.
 - Moved: Laura
 - Seconded: Sid
 - **Carried**
- **5YA (5 Year Agreement) Projects:** An update on 5YA projects was provided. The air conditioning installation is complete, while the lighting upgrades are still to be completed. Projects planned for 2026 include painting the Hall, kitchen and admin area.
- **Long-Term Plan (LTP) Projects:** Other capital projects under discussion include the playground, which involves the PTA, and the installation of picnic tables.

With financial and property matters addressed, the Board moved to consider new items of general business.

4.0 Board Assurance Statements and Policy review

4.1 Board Assurance Statements were Reported on, *School Year, Terms, and Holidays - Swimming Pool, Health and Safety - Managing Income and Expenditure and Daily School Bus*

4.2 Policy Review this term was discussed and reviewed - no changes to any policies.

5.0 - ERO School improvement framework

Board reviewed the area of Leadership

6.0 General Business

General business provides a forum for new items, administrative updates, and proposals that require board attention and formal decisions outside of the standing agenda items.

6.1 Board Training

An update was provided on the upcoming board training session.

- The training date has been changed and is now scheduled for **24th November 2025 at 5:00 pm.**
- Board members were reminded to sign up for Live Learning Events through the designated NZ provider and were encouraged to book early.

6.2 Music Programme 2026

The Principal presented a proposal for the school's music programme for the 2026 school year. The board are in support of this programme.

6.3 Confirmation of Term Dates for 2026

A motion was passed regarding 2026 term dates

- **MOTION:**
 - Moved: Rachel
 - Seconded: Sid
 - **Carried**

7.0 Meeting Closure

Actions and Decisions Summary

The following is a summary of key decisions made and actions assigned during the meeting.

Decision/Action	Responsibility/Status
Approval of September 2025 Minutes	Carried.

Correction of Previous Minutes	Action to amend Sid's surname to "Tauamiti". Status: Completed.
Maintenance of Strategic Plan	Resolved to maintain the plan until the end of 2026.
Attendance Plan	Amanda (Principal) to present a formal plan at the next meeting.
Physical Restraint Training Review	Amanda (Principal) to review possibilities for additional training.
Cyclical Maintenance Plan	To be signed off by the Board.
Approval of Carus Quote	Carried (\$74,170 +GST over 4 years).
Board Training Attendance	All Board Members to sign up for Live Learning Events.
Approval of 2026 Music Programme	Approved as proposed.
Confirmation of Term Dates 2026	Carried.

Next Meeting

The next meeting of the Taitapu School Board of Trustees is scheduled for **1st December**.

Meeting Adjourned

The meeting was formally adjourned at **7:13 pm**.