



**Minutes of Somerfield Te Kura Wairepo
Board of Trustees Meeting
17 June 2025
6.30pm**

Present: Meagan Kelly, Kellie Englefield, Julie Bassett, Cameron MacPherson, Lucy Green, Tim McIntosh, Elizabeth Eastmure and Stephanie Muller

Visitors: Nicky Horne, Emily Reeves, Sam Morrison and Hayley Knowles

Apologies: Tony Steffens

Late: None

Conflict of Interest: None

Motion: That all present have speaking right

Moved: Lucy Green

Carried

Motion: The minutes of the May 2025 meeting were read and approved as true and correct.

Moved: Lucy Green

Carried

Motion: Moved that the above administration matters are accepted.

Moved: Lucy Green

Carried

Principal's Report

- Report in folder
- Guiding Coalition Report (Attendance) (Elizabeth, Meagan, Kellie and Nicky attended)
- Mid Year Achievement Report
- Presentation on Reporting against Annual Goals

- Property update - further discussions with MoE re: funds for 5YA project regarding costs of acoustic panels for space 20.
- ICT update to be brought to Board at next meeting

Motion: The Board approves \$10,000 out of school funds to pay for acoustic panels if funds are not covered with 5YA.

Moved: Stephanie Muller

Seconded: Lucy Green

Carried

Action:

- *Comms to be sent to staff thanking them for their effort with changes of Achievement Data/reports.*
- *BoT will also attend drinks and nibbles on the last day of term - verbal thank you to staff.*
- *A second quote for acoustic panels for space 20 to be arranged*
- *Resolution wording from BDO to be forwarded to Meagan for the annual audit required Bot Minutes*
- *Comms for next newsletter re: Enrolments for 2026/2027, no Ballot - refresh website*
- *Update model re: Community Consultation*
- *Letter re: Increase of Donation to whānau to be forwarded to Meagan*

Motion: That the Principal's report be accepted as read.

Moved: Meagan Kelly

Seconded: Lucy Green

Carried

Finance Report

Motion: That the May 2025 accounts to be accepted by the Board as true and correct.

Moved: Lucy Green

Seconded:

Carried

Property/Health & Safety

- Nothing to report
- Property update covered in Principal's report

Policy:

- Review and Assurances given in Principal's report
- Emergency Preparedness to be reviewed

Pastoral Report:

- Report in folder
- Food parcels to be made up for families for the school holidays
- Food perishables donated from the disco will be collected for our whanau

Ropu reports: In folder**Strategic discussion:**

- Draft term dates for 2026

Motion: The Board of Trustees accept the suggested dates for 2026.

Moved: Meagan Kelly

Seconded: Tim McIntosh

Carried

Action: The 2026 term dates will be added to the newsletter and website.

BoT Meeting - 6.30pm

24 June - 5.30pm - Whānau Māori hui

29 July

2 September

21 October

25 November

Mihi Whakatau Dates:

14 July

18 August

6 October

10 November

Meeting closed at 9.15pm

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Lucy Green

Chairperson