

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 13 May 2026



Meeting opened at: 6.00 pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

(1.1) Present: Adam Cels (Principal), Olivia Mead (Staff Rep), Sam Lee, Jess Wright and Laura Harvey.

In attendance (with speaking rights): Jill Mackenzie

In attendance (without speaking rights): Nil

(1.2) Apologies: Jane Knobloch (Presiding Member) and Paul Matenga

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 25 March 2026.

Motion: *The Principal moved that the public minutes dated 25 March 2026 are accepted as a true and correct record.*

Moved: Laura Harvey

Seconded: Olivia Mead

Carried: Unanimous

(1.5) Action Items, Amendments, Acceptance

- Nil

(1.6) Speaking Rights

Motion - *All staff presenting reports are given speaking rights for the duration of the meeting.*

Moved: Laura Harvey

Seconded: Adam Cels

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Learning Support Report

Key Points

- Demands on Learning Support continue to grow and we are seeing increasing complexity of student needs. This has significant implications for staffing, resourcing, teacher aide support, agency coordination, and the long-term sustainability of Learning Support systems within our school.

- From a Learning Support perspective, the first phase of implementing the Science of Learning (SoL) and Behaviour Curriculum has had a significant positive impact on many of our learners, particularly students requiring additional behavioural, emotional, learning, and regulation support.

(2.2) Mathematics Report

Key Points

- Great Goal Match up to connect PR1ME to NZ Curriculum. Transition year, next year will be easier with new PR1ME books connecting directly with NZ Curriculum
- SoL has had a positive impact on maths - daily review and most classes using whole class teaching. Positive feedback from the teachers - fewer small groups means more explicit teaching time.
- Building teacher confidence using the NZ Curriculum maths goals.
- No formal testing data for Years 0 - 2. SMART testing for Years 3 - 8. Comparison between SMART and PATS show a similar pattern of achievement and more accurate information on student achievement.
- PAT results do align with current overall teacher judgement (OTJs).
- Whole school Maths PAT assessment to allow us to make informed decisions regarding SMART vs PAT in 2027.

Motion - *Board approves the school to purchase license for Maths PAT testing across Years 3-8*

Moved: Adam Cels

Seconded: Jess Wright

Carried: Unanimous

(2.3) SMART Tool Report

2.3.1 Letter to MoE - Re SMART

Key Points

- SMART Assessment has been facilitated across Years 3-8. e-asTTle tests used to help triangulate data
- SMART pros and cons discussed - most important is the lack of standardised norms or benchmark.
- Only have raw data - no guidance on how to analyse this.
- Reading data looks very positive.
- Writing assessment was quite challenging for students - focus on grammar and punctuation.
- Submitted review of the SMART tool and provided thorough feedback on our school's findings to MoE.

(2.4) STAR Attendance Update Report

Key Points

- Kellie is our Attendance Officer. She monitors attendance reports daily, sends letters and logs on Hero.

- Is a Ministry requirement - taking responsibility away from teachers to allow them to focus on teaching.
- At time of report, 19 students had reached yellow - all students have reasons for absence.

(2.4) AIMS Report

Key Points

- Saturday 5th September - Friday 11th September. Opening Ceremony Sunday 6th September.
- Based Tauranga, The Mount, and Papamoa.
- 3 Teams (football, netball and basketball) and 5 Individual Competitors.
- Currently finalising details - fundraisers, Risk Assessment and Supervision (RAS) forms etc.
- Overall costs around \$1300.00 per student.
- The board raised concerns about the football team not having any reserve players or enough parent helpers. Outcome - staff to closely monitor the situation, if the team becomes unviable the team is to be withdrawn from competition.

Motion - The Board approves the AIMS sporting camp conditional on satisfactory Risk Assessment Procedures being completed.

Moved: Adam Cels

Seconded: Sam Lee

Carried: Unanimous

Motion - Principals' Report has been accepted

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

(3.0) BOARD DECISIONS

(3.1) Te Pae School Zone Adjustment Request and Enrolment Ballot

- Sharing specific zone
- Ballot System - OoZ students do not count towards roll count for property
- Would involve using a Priority List - siblings, parent, other

Motion: The Board accepts the proposed overlap in school zones with Te Pae School.

Action: Survey community to gauge interest in an Out of Zone Ballot System

Moved: Adam Cels

Seconded: Sam Lee

Carried: Unanimous

(3.2) 2026 Teacher Only Days - 2027 Term Dates

Motion:

1. That the Board approves two Teacher Only Days for 2026 being Friday 28 August 2026 and Tuesday 27 October 2026 — to enable staff participation in Days 3 and 4 of the Ministry of Education Mathematics.

2. The Board sets the 2027 term calendar with a start date of 3rd February 2027 and a finish date of 17th December 2027.

Moved: Adam Cels

Seconded: Jess Wright

Carried: Unanimous

(3.3) SchoolDocs Update

Key Points

- Privacy Legislation Update (Effective 1 May 2026)

(4.0) BOT DISCUSSIONS

(4.1) Staffing Update

Action / Discussion

- Ministry estimation around school roll slightly higher than current reality.
- Currently funded on roll of 775 - need to wait for MoE staffing allocation at end of year.
- Board acknowledgement of the staff mahi this year.

Motion - That the Board approves \$1,600.00 for coffees, treats etc to acknowledge high stress and workload based on new curriculum changes, SMART assessment, SoL etc.

Moved: Adam Cels

Seconded: Jess Wright

Carried: *Unanimous*

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Annual Plan Monitoring - Goal 3 and 4

Key Points

- Presented and discussed.

(6.0) MONITORING

(6.1) School Finances

6.1.1 Draft Budget for the Statement of Financial Position and Cashflow Statement 2026

6.1.2 Updated Van Lease

- Recommend lease is extended as original lease was tied to time expected to stay on Senior Campus.

Motion - That the past month's spending is accepted and ratified.

Moved: Adam Cels

Seconded: Jess Wright

Carried: *Unanimous*

Motion - That Board approves the Draft Budget for the Statement of Financial Position and Cashflow Statement 2026

Moved: Adam Cels

Seconded: Laura Harvey

Carried: *Unanimous*

Motion - The Board accepts the proposed Van Lease Extension.

Moved: Adam Cels

Seconded: Olivia Mead

Carried: *Unanimous*

(6.2) Nil

(6.3) Property Report

Mould Discussion Points:

1. Is the Board willing to reopen the library?
2. Is the board willing to reopen Rooms 23 and 24 as classrooms.

Key Points:

- Rooms 23 and 24 - samples for report taken 48 hours after deep clean in room.
- Report indicates we can use the rooms if we can sustain the cleaning regime - this deep clean took a significant amount of time and is unsustainable.
- Preference - to wait until July testing results.
- Library has air con units running 24/7 - will also be retested in July.

6.3.1 New Classroom Balustrades - Outcome 1500mm deck balustrades with 1400mm rail.

Key Points:

- Changes made based on recommendations from school based on health and safety concerns

6.3.2 Property Asset Report Completed Works - Running update

Key Points:

- New building is progressing well and on track for completion.
- If 23 and 24 remain out of action, we will consider moving Year 2 to the first 3 classrooms on lower levels.
- Top-up fund used for internal and external repairs, arborists for maintaining trees.

Motion - Property Report is accepted

Moved: Adam Cels

Seconded: Sam Lee

Carried: *Unanimous*

(6.4) Medical Room
6.4.1 Medical Room Report
6.4.2 Medical Room Data

(6.5) School Roll Growth

(6.6) Attendance
6.6.1 Attendance Report
6.6.2 Attendance Rate Analysis - HERO
6.6.3 STAR Attendance Report
6.6.4 MOE Attendance Report Term 1 = 75%

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Nil.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8.31pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 13 May 2026.

Signed: _____
Jane Knobloch - Presiding Member
Whenuapai School Board

Dated: 17 June 2026

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS
Digital Safety		Olivia	

2026 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT