

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 17 June 2026



Meeting opened at: 6.00pm

The Presiding Member welcomed everyone present at the Board Meeting.

(1.0) ADMINISTRATION

(1.1) Present: Jane Knobloch (Presiding Member), Adam Cels (Principal), Olivia Mead (Staff Rep), Paul Matenga, Jess Wright and Laura Harvey.

In attendance (with speaking rights): Jill Mackenzie (A/DP), Bree Ward and Jenny Cornish (Team Leaders)

In attendance (without speaking rights): Nil

(1.2) Apologies: Sam Lee

(1.3) Declarations of Interest: Nil

(1.4) Confirmation of Minutes:

Whenuapai School Board Public Minutes dated 13 May 2026.

Motion: *The Principal moved that the public minutes dated 13 May 2026 are accepted as a true and correct record.*

Moved: Adam Cels

Seconded: Paul Matenga

Carried: *Unanimous*

(1.5) Action Items, Amendments, Acceptance

- AIMS Football Team has been withdrawn from the Tournament.
- Context - before the Board Meeting of 13th, DP (Senior) met with parents - shared that all roles had not been filled. Informed families that we needed to ensure these roles were filled to ensure the team could continue.
- On the day of the NW Tournament, another student withdrew from the team. Parent Help was reduced significantly.
- One student was offered a position on the Basketball Team which he accepted.
- At this stage, we were unable to fill the existing positions and the difficult decision was made to withdraw the Football Team.

(1.6) Speaking Rights

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

Moved: Jane Knobloch

Seconded: Jess Wright

Carried: *Unanimous*

(2.0) PRINCIPAL'S REPORT

(2.1) Staff Wellbeing

Key Points

- Staff Wellbeing Survey completed annually. Results shared with staff to get some feedback.
- Comparisons across the last few years - highs and lows across the years.
- Results compared to other schools are fairly strong.
- Aware that some teachers have never worked anywhere else.
- Board funding for teacher rewards has been appreciated - coffee run recently.
- Not all staff have completed - response rate 27 out of 45 teachers.
- SoL - feedback from all teachers identified the key strength areas and the areas for ongoing support.
- Questions such as "I am clear about what the school expects of me as a teacher" and "The professional learning opportunities at this school provide me with the knowledge and skills needed to teach effectively" both received 100% positive responses. These results indicate a high level of clarity around expectations and demonstrate the positive impact of Professional Learning Groups (PLGs), targeted professional development, and ongoing coaching and support. Staff feedback suggests that these opportunities have strengthened teacher confidence, built capability, and supported consistent implementation of effective teaching practices across the school.

(2.2) Year 3/4 Team Report

Key Points

- PWW team are working well together and proud of the successful learning outcomes for all students.
- Whole class reading and writing focused on our Inquiry topics which has increased engagement.
- PAT maths scores are encouraging - positively skewed towards the higher stanine levels.
- The teacher in Hauora Hub has been supporting small group acceleration.
- Reading and Writing PAT results show we are mostly above the national average.
- Some pressure at this stage with report writing.
- Preparing to farewell two wonderful teachers heading on maternity leave.
- Positive links to SoL - lower learners are being exposed to higher level texts and concepts.

Motion - Principals' Report has been accepted

Moved: Adam Cels

Seconded: Jess Wright

Carried: Unanimous

(3.0) BOARD DECISIONS

(3.1) Policy Review

1. Daily School Bus
2. Education Outside the classroom
3. EOTC Governance Roles and Responsibilities
4. EOTC Risk Assessment and Management

Key Points

- Board see all our EOTC and RAMS forms regularly.
- Bus Officer is Adam but is delegated to Simone for daily management.
- Increased expectations for parents with students attending Zone Days (even if they don't attend). Set expectations that are signed before students attend events.
- Sport is a nice-to-have, not a need-to-have.
- Create a system where Google Form is sent to parents - need to be completed before students can attend.
- Stricter guidelines around participation - Olivia to draft a template and share with the Board for approval.

Motions

1. *The Board accepts the Daily School Bus Policy*
2. *The Board accepts the Education Outside the classroom Policy*
3. *The Board accepts the EOTC Governance Roles and Responsibilities Policy*
4. *The Board accepts the EOTC Risk Assessment and Management Policy*

Moved: Adam Cels

Seconded: Laura Harvey

Carried: Unanimous

(3.2) Board Assurance

Key Points

- We are complying with all the aspects of the Assurance.

Motion: *The board accepts the principal assurance statements*

Moved: Adam Cels

Seconded: Laura Harvey

Carried: Unanimous

(4.0) BOT DISCUSSIONS

(4.1) Camp 2027

- 4.1.1 Year 5 and 6 Surf Camp
- 4.1.2 Year 7 and 8 Finlay Park

Discussion:

Possible camp options for 2027.

Reasoning

Locations

Costings

Future Actions:

- As a school, we have outgrown the facilities at Finlay Park so need to consider two camps separately.
- Surf Camp does not have enough activities to support attending twice within the Senior School (kākāpō and kāhu teams)
- Camp Adair (Hunua Falls) has been booked (not paid yet). Traditional camp, similar to Finlay Park. Adam has suggested that the team goes to visit Camp Adair to explore the facilities.
- Costings around \$350 per child - need to confirm the group numbers from 12 to 15 each.
- Mixture of water, high, and ground based activities including paddle boarding, kayaking, volleyball, football, rugby.
- Aotearoa Surf has availability for school - variety of levels and support offered for less confident swimmers.
- Offers 2 nights of comfortable camp-style accommodation at Mangawhai Heads.
- Looking at Term 1 availability. Camp offers subsidies - save school \$5000.
- Consider how many non-attenders we may have - some reluctance to be near the water?
- Board thoughts on Aotearoa Surf Camp - have had very positive experiences.
- Motion moved that Board agrees to Aotearoa Surf Camp for Years 5-6
- Motion moved that Board agrees to SLT visit Camp Adair to assess suitability for Years 7-8

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Annual Plan Monitoring - Goal 1 and 2

Key Points

- Presented and discussed.

(6.0) MONITORING

(6.1) School Finances

6.1.1 Budget Review Overview

6.1.2 Quote for New Building ITC Network

6.1.3 Revised income (SCHOOLED)

6.1.4 2026 Statement of financial performance and cashflow

6.1.5 2026 (June) Revised Budget

Key Points:

- Schooled formula error has led to some changes to the annual budget. Some significant cuts across the budget - including Relief Teaching, Roll Growth Teacher, Painting of classes.

- Principal and Accounts Manager have worked together to produce the Revised Budget (June).
- Schooled have issued a letter accepting responsibility for the error.
- Fortunately, we currently have a surplus so these changes can be managed.
- This has been a mammoth task over the past few weeks.
- Motion moved that Board will write to Schooled to highlight the impact of this formula error on the school budget for 2026. Outline concerns and seek compensation

Motion - *The 2026 budget is accepted and approved with an income of \$5,845,245 and an operational spend allocation of \$6,050,822. Resulting in a deficit budget of \$205,576.*

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

Motion - *The board approves capital purchases to \$124,143*

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

Motion - *The board grants permission to the principal to operate the school and spend within the budget parameters.*

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

Motion - *That the past months spending is accepted and ratified*

Moved: Adam Cels

Seconded: Jess Wright

Carried: Unanimous

Motion - *That the 2026 Statement of financial performance and cash flow is accepted*

Moved: Adam Cels

Seconded: Deferred until next board meeting

Carried: Unanimous

(6.2) Nil

(6.3) Property Report

6.3.1 Traffic Light on Brigham Creek Road

Key Points:

- Issues with the boiler - needing to be filled everyday. Will need to consider heat pumps for Rooms 7 - 10 or finding the leak under Rooms 23 - 24.
- The board agreed the school needs to push the Ministry for funding to install heat pumps (\$74k).
- Traffic lights for crossing on Brigham Creek Road. Would like to make a case as the road gets busier.

- Proposed that school will request local residents to give feedback to the council.

6.3.2 Odour Issue Report

Key Points:

- Since the last Board Meeting
 - We have had meeting with teachers and scientists
 - We have received the reports back from the clothing and blankets in classroom
 - Multiple meetings, emails, conversions with scientists and MoE
 - Ventilation - decision needs to be made by Friday 19th June
 - Report from Occupational Hygienists with regards to possible impacts on staff and students
 - Have had conflicting instructions around refurbishing Room 23 and 24
 - Information to date states the levels do not negatively impact the health of adults, but no scientific evidence around the impact on students
- Need to have letter to Minister of Education this evening to try to trigger a response before Friday
- The ministry is reluctant to sign off on the new buildings until they find out where the issue is coming from.
- Need to consider, if this was any other business or industry, would they be working in these conditions.
- As a Board, we can make a decision to move all these classes. If the Ministry decides this is a non-issue then we will be forced to move the classes back to the buildings.
- If we decide not to do this, the Ministry will honour our decision but will expect us to continue to operate under the existing footprint (will not provide any additional classrooms).
- Need to prioritise needs and decide on class placement before Term 3 starts.
- Should we be considering having the testing completed in all classes from Room 11 - 18. How will this impact the current process?
- Three ground level classrooms available from the start of Term 3, upper level 3 classes to be functional by Week 3, Term 3.
- Aiming to have all 12 classes available for Term 4.
- First priority is to inform the community about the new information. Information to be shared on Friday 19th June.

Teacher feedback - Bree Ward (Rm 14) - Present at meeting

- Frequent migraines and headaches
- Rashes on her body from sitting on the floor.
- The head aches are worse if she spends the whole day in the classroom. Example - One day she was in the room for the entire day without breaks - her headache at the end of the day was so bad she couldn't drive herself home. Colleague had to drive her home
- When she gets home she needs to go straight to bed and sleep it off. Always starts the day without a headache.
- Historically she had correlated these illnesses with existing conditions but she has been cleared of these conditions now and still has the symptoms. .

- She finds it difficult because she feels powerless around this decision - do not actively choose to work in an unhealthy environment.
- Her friend comments on the odour in her hair and clothes outside of work.
- Adam confirmed the other teachers have reported similar symptoms and also experience the same response from their partners and friends. The odour has been transported into their homes.

Motions:

1. The Principal moves the motion that the long version letter is to be sent to the Minister this evening.

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: *Unanimous*

2. The Principal moves the motion that the Board request the blanket tests be completed in Rooms 11, 13, 15, 16 and 17.

Moved: Adam Cels

Seconded: Olivia Mead

Carried: *Unanimous*

Next Steps

1. The health and wellbeing of our staff is paramount, however it feels like we don't have all the information required to make an informed decision. Board will plan to meet on Friday evening to discuss any additional information.
2. Stay as we are until the end of term. In the holidays
 - Rooms 12-14 move into the classroom block
 - Room 18 move into Room 10
3. Inform the community of the new test results Friday 19th June.

Motion - Property Report is accepted

Moved: Adam Cels

Seconded: Olivia Mead

Carried: *Unanimous*

Motion - That the long version of the letter is sent to the Minister of Education

Moved: Adam Cels

Seconded: Jess Wright

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

Key Points:

- Webinar regarding STAR and AMP.
- Ministry advisor recommended school use discretion around the letters being sent to families - especially regarding sick leave for students.
- More explicit letters to be sent to those who appear to be abusing the system.
- 20 day threshold for absence - student removed from the roll.
- MRH zone survey - families with students currently at school have indicated that they would like the younger siblings to attend.

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Nil.

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8.06pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 17 June 2026.

Signed: _____

Jane Knobloch - Presiding Member
Whenuapai School Board

Dated: 12 August 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