

WHENUAPAI SCHOOL  
Board of Trustees Meeting Minutes  
Wednesday 29 October 2025



**Meeting opened at: 6.02pm**

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, Sam Lee, Jess Wright and Laura Harvey.

**In attendance (with speaking rights):** Rebecca Purdy (DP)

**In attendance (without speaking rights):** Nil

**(1.2) Apologies:** Nil

**(1.3) Declarations of Interest:** Nil

**(1.4) Confirmation of Minutes:**

Whenuapai School Board Public Minutes dated 08 October 2025.

**Motion:** *The Presiding Member moved that the public minutes dated 08 October 2025 are accepted as a true and correct record.*

**Moved:** Jane Knobloch

**Seconded:** Olivia Mead

**Carried:** Unanimous

**(1.5) Action Items, Amendments, Acceptance**

- Start with property report, odour update

**(1.6) Speaking Rights**

**Motion -** *Rebecca Archer (DP) is given speaking rights for the duration of the meeting. Jenette?*

**Moved:** Jane

**Seconded:** Adam

**Carried:** Unanimous

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

**Moved:** Jane

**Seconded:** Olivia

**Carried:** Unanimous

**(2.0) PRINCIPAL'S REPORT**

**(2.1) Student Transition Report**

- (2.2) Professional Development Impact Report
- (2.3) Learning Support 2,3 Report - Gifted and Talented
- (2.4) Kahui Ako

**Motion** - Principals' Report has been accepted

**Moved**: Adam

**Seconded**: Jess

**Carried**: Unanimous

### **(3.0) BOARD DECISIONS**

#### (3.1) Student Attendance (STAR) Management Plan

1. Whenuapai school attendance and absences management plan
2. Visual representation of the procedure
3. Parent Letter 10 days
4. Parent Letter 15 days
5. Parent Letter over 15 days
6. Page for the school website
7. Stepped Attendance Response - MOE website

Discussion:

Community communication and education

Truancy - statistics

Respectful relationships with whānau are maintained through the process

Lateness

***Motion** - The Board adopts the Student Attendance Management Plan and supporting documentation*

**Moved**: Adam

**Seconded**: Jess

**Carried**: Unanimous

#### (3.2) 2026 School Donations

Discussion - Reminder about donations and claiming back.

***Motion** - The Board set the school donation at \$220 with a 10% discount for payment in Term 1.*

**Moved**: Adam

**Seconded**: Jane

**Carried**: Unanimous

***Motion** - The board agrees to maintain the payment incentive programme.*

**Moved**: Adam

**Seconded**: Jane

**Carried**: Unanimous

### (3.3) Governance Framework and Policies

Review the Governance Framework

1. Signing Board Code of Conduct
2. Policy review
  - a. Board roles and responsibilities policy
  - b. B5. Presiding member (chair) role description policy
  - c. Staff representative role description policy
  - d. Relationship between presiding member (chair) and principal policy
  - e. Student behaviour management committee terms of reference
  - f. Finance committee terms of reference and annual calendar
  - g. Responsibilities of the principal policy
  - h. Board Attendance - Remuneration
3. Whenuapai School Board – Email Usage Policy - NEW Discussion required.

***Motion - The board sets the board remuneration at \$55 for members, \$75 for the presiding member.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

***Motion - The board delegates to the principal the responsibilities as outlined in the Responsibilities of the Principal policy.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

***Motion - The board accepts and adopts the 2025 Governance Framework and Governance Policies***

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

***Motion - The Board adopts the Whenuapai School Board – Email Usage Policy and includes it with the Governance.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

## **(4.0) BOT DISCUSSIONS**

### **(4.1) 2026 Draft Budget**

Discussion and explanation

## **(5.0) STRATEGIC PLANNING AND REPORTING**

### **(5.1) Strategic Planning**

Information and Discussion Document

Current Documentation:

1. Strategic Planning Discussion Document
2. Draft 2026 - 2028 Strategic Plan
3. Consultation Community and Staff

Agree to delay, send out summary of feedback at this stage re: consultation process. During holidays send out a further revised version and capture feedback during parent teacher interviews. Term 1 draft of the strategic plan will be presented to the community to get feedback on during the next teacher interviews.

(5.2) Strategic Planning 2025 - Reporting Document

## **(6.0) MONITORING**

(6.1) School Finances

Asset Registers and Asset Disposal

- 6.1.1 Home Campus asset register
- 6.1.2 Senior Campus asset register
- 6.1.3 ICT Asset Register

***Motion - The Board approves the disposal of the assets***

***Moved: Adam***

***Seconded: Jane***

***Carried: Unanimous***

***Motion - The accepts the asset registers for the Home Campus, the Senior Campus and the ICT register.***

***Moved: Adam***

***Seconded: Jane***

***Carried: Unanimous***

Here is a video link to explain the new Executive summary which will be introduced for the next monthly report. [Introduction to Executive Summary Report](#)

[Allocated Spending Over Budget Tracking](#)

Currently overspend -\$25,846.18

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

***Moved: Adam***

***Seconded: Sam***

***Carried: Unanimous***

(6.2) Nil

(6.3) Property Report

***Motion - The principal and SLT will utilise the 32,000 Property Maintenance Grant One Off Fund***

***Moved: Adam***

***Seconded: Jane***

***Carried: Unanimous***

***Motion - That the Board accept the 2025 Cyclical Maintenance Plan***

***Moved: Adam***

***Seconded: Jane***

***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 MOE Term Attendance Report

## **(7.0) ADMINISTRATION/CORRESPONDENCE**

**(7.1) Inward Correspondence:** Nil

**(7.2) Outward Correspondence:** Nil.

**Public meeting closed at: 8:52pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 29 October 2025.

Signed: \_\_\_\_\_

Dated: 3 December 2025

Jane Knobloch - Presiding Member

Whenuapai School Board

## BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS

## 2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT