

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes**  
**Wednesday 8 October 2025**



**Meeting opened at: 6.04pm**

The Presiding Member welcomed everyone present at the Board Meeting.

**(1.0) ADMINISTRATION**

**(1.1) Present:** Adam Cels (Principal), Olivia Mead (Staff Rep), Paul Matenga, Jane Knobloch, 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 10 Sept 2025.

**Motion:** *The Presiding Member moved that the public minutes dated 10 Sept 2025 are accepted as a true and correct record.*

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

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

- Nil

**(1.6) Speaking Rights**

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

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

**(2.0) BOARD DISCUSSION**

(2.1) Board Member Introductions - getting to know each other.

(2.2) Board Roles and Responsibilities

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

#### **(3.0) Election of Presiding Member**

**Motion:** Jane Knobloch is elected as the Presiding Member of the Whenuapai School Board.

**Moved:** Adam

**Seconded:** Sam

**Carried:** Unanimous

**Motion:** Laura Harvey is elected as the Deputy Presiding Member of the Whenuapai School Board.

**Moved:** Jane

**Seconded:** Adam

**Carried:** Unanimous

#### **(3.1) School Organisation 2026**

3.1.1 Explanation of Staffing Entitlement

3.1.2 Proposed School Organisation for 2026

3.1.3 Visual of School Organisation

3.1.4 School Organisation Spreadsheet - class sizes

3.1.5 Proposed Leadership Roles and Responsibilities

3.1.6 Learning Support & Student Wellbeing (Hauora Hub and Sensory Room)

3.1.7 Confirmation of Structured Literacy Support Funding

3.1.8 Maths and Pāngarau Year 0-6 accelerated learning support

***Motion - The board approves the leadership structure for 2026.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

***Motion - The board approves the continuation of the Hauora Hub for 2026 and agrees to make the contribution to the staffing of the Hub.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

***Motion - The board approves the school structure and classroom organisation for 2026.***

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

***Motion - The board accepts the Structured Literacy Support funding of 0.23 FTTE and will match the funding from either Staffing Entitlement or Operational funding.***

**Moved:** Adam

**Seconded:** Olivia

**Carried:** Unanimous

**Motion** - The board accepts the Math Support funding of 0.175 FTTE and will match the funding from either Staffing Entitlement or Operational funding.

**Moved**: Adam

**Seconded**: Jane

**Carried**: Unanimous

### (3.2) Election of Standing Committee Members

Student behaviour management committee (Disciplinary Committee) - 3 Members, including Presiding Member

Property committee - Ideally 2 members

Financial - At least one person

**Appointment committee for AP appointment panel**: Jane Knobloch, Jess Wright and Laura Harvey as well as Rebecca Purdy (DP) and Adam Cels (Principal)

**Motion** - Jane Knobloch, Sam Lee and Jess Wright are elected as the Student Behaviour Management Committee

**Moved**: Adam

**Seconded**: Olivia

**Carried**: Unanimous

**Motion** - Paul Matenga is elected as the property committee

**Moved**: Adam

**Seconded**: Sam

**Carried**: Unanimous

**Motion** - Laura Harvey is elected as the financial committee

**Moved**: Adam

**Seconded**: Jane

**Carried**: Unanimous

### (3.3) Teacher Strike

(Formal recording of our Google Meet Decision)

**Motion**: Board agrees to close the school for instruction on 23 October 2025 because of NZEI teacher strike.

**Moved**: Adam

**Seconded**: Olivia

**Carried**: Unanimous

### (3.4) Teacher Only Days

(Formal recording our Google Meet Decision)

**Motion**: The board agrees to Teacher Only Days being taken for Math PD on Tuesday 16th and Wednesday 17th December 2025.

**Moved**: Adam

**Seconded**: Olivia

**Carried**: Unanimous

**(4.0) PRINCIPAL'S REPORT - Nil**

**(5.0) STRATEGIC PLANNING AND REPORTING - Nil**

**(6.0) MONITORING - Nil**

**(7.0) ADMINISTRATION/CORRESPONDENCE**

**(7.1) Inward Correspondence:** Uploaded

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

**Public meeting closed at: 8:56pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 8 October 2025.

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

Dated: 29 October 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