

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 Haoura 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

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

Signed: _____

Jane Knobloch - Presiding Member
Whenuapai School Board

Dated: 29 October 2025

BOARD ACTION ITEMS

ACTION ITEM	DATE TO BE ACTIONED	PERSON TO ACTION	STATUS

2025 KEY DATES FOR BOARD MEMBERS (SCHOOL EVENTS)

DATE	TIME	EVENT