

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 25 February 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, Sam Lee, Jess Wright and Laura Harvey.

In attendance (with speaking rights): Jill Mackenzie

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 3 December 2025.

Motion: *The Principal moved that the public minutes dated 3 December 2025 are accepted as a true and correct record.*

Moved: Adam Cels

Seconded: Laura Havey

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: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

(1.7) Election of Presiding Member

Motion - *Jane Knobloch is elected as the Whenuapai School Board presiding member for 2026*

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Science of Learning Report

Key Points

- Teaching and Learning Improvements: Classrooms show stronger student attention, clear routines, effective explicit instruction, enhancing learning time and knowledge retention.
- Student Engagement and Behaviour: Reduced transition times, fewer low-level disruptions, and increased sustained attention contribute to a calmer, more settled classroom environment.
- Explicit Instruction and Alignment: Clear learning intentions are visible, real-time feedback is embedded, and teaching assistant tasks are increasingly aligned with whole-class instruction.
- Metacognition and Knowledge Building: Students are articulating their thinking, recalling prior learning confidently, and lessons consistently connect new content to previous knowledge, supporting cumulative understanding.
- Staff Innovation and Feedback: Several early-adopter staff have implemented strategies beyond the basics, with ongoing collection of staff feedback, positive comments, and active questions, reflecting engagement and curiosity in improving practice.
- Strategic and Staff Implementation: Science of Learning principles reinforce NZ Curriculum coherence, equity, and school-wide consistency; staff are embedding structured routines, clarity, and engagement, with ongoing monitoring to sustain instructional improvements and student outcomes.

(2.2) Staffing Update

- The new AP has made an excellent start, adding a fresh dimension to the senior leadership team and contributing valuable ideas from prior experience.
- Staff appointments will be challenging this year, as we are likely to recruit a number of beginning teachers to cover for colleagues going on maternity leave and those who are resigning.
- All staff have made a great start to the year.
- Likely increase in Team Leader release from teaching responsibilities to take on extra responsibilities freed by the DP going on maternity leave slightly early.

(2.3) Nil

(2.4) Kahu Campout Approval

2.4 Campout Information

2.4.1 Campout Runsheet

2.4.2 RAMS

Motion - Principals' Report has been accepted

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

Motion - The Kahu Campout is approved and may proceed

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

(3.0) BOARD DECISIONS

(3.1) Delegations

3.1.1 Board Delegations

3.1.2 Principal Delegations

Motions:

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

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

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

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

Motion - Paul Matenga is elected as the property committee

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

Motion - Laura Harvey is elected as the financial committee

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

Motion - The board delegations authority to the principal for the areas identified in the 2026 Principal Delegation Document.

Moved: Jane Knobloch

Seconded: Olivia Mead

Carried: Unanimous

(3.2) Board Members Fees

Motion - The board sets the board fees for 2026 as:

- *Presiding Member: \$75 per meeting*
- *Member: \$55 per meeting*

Moved: Jane Knobloch

Seconded: Paul Matenga

Carried: Unanimous

(3.3) Policy Review

3.3.1 Alcohol, Drugs and Other Harmful Substances

3.3.2 Sun Protection

3.3.3 Digital Technology and Online Safety

3.3.4 Getting to and from School Safely

Discussion:

Motion - *The board accepts the following policies:*

1. *The Alcohol, Drugs, and Other Harmful Substances Policy*
2. *The Sun Protection Policy*
3. *The Digital Technology & Online Safety policy*
4. *Getting to and from School Safely (With the following changes)*

Moved: Adam Cels

Seconded: Laura Harvey

Carried: Unanimous

Change the following statement:

“Students may not use wheels in the school grounds during school hours, unless it is an organised school event.”

On the Home Campus, students may ride scooters, skateboards, and rollerblades on the Basketball and Netball courts during break times only. Bicycles may be ridden on the school fields during break times only.

Helmets must be worn at all times while riding.

When arriving at or leaving the school grounds, and when moving through the school, students must walk their bicycle or scooter to the courts or footpath at the front of the school before riding.

Change

“Students wishing to ride a bike to school unaccompanied must be 10 years or over, and must have completed a signed parent permission form. The principal, at their discretion, and after consultation with parents, may grant permission for students under 10 to ride unaccompanied. The police recommend that no child under the age of 10 should cycle to school unless accompanied by an adult.”

Students who wish to ride a bicycle, scooter, electric scooter, or walk to the Senior Campus unaccompanied must have parent approval. This approval must be provided to the school at the beginning of each school year via email to the Deputy Principal.

Students are required to wear a helmet when riding and may only use their own device.

Digital Safety - School is to investigate options for education parents on online safety

(3.4) Board Assurance Statements

Motion - Board accept the assurance statements.

Moved: Adam Cels

Seconded: Olivia Mead

Carried: Unanimous

(3.5) Financial Documents Disposal

[3.5.1 School Records Schedule - Finance](#)

[3.5.2 Retention and Disposal Schedule - Full Document](#)

Motion: The Board approves the destruction of the school's finance records in accordance with the Ministry of Education guidelines, which stipulate a retention period of 7 years for routine accounting records, routine budgeting and financial reporting, as well as routine audit administration.

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

(4.0) BOT DISCUSSIONS

(4.1) Assessment and Reporting to Parents

4.1.1 Reporting to Parents MOE teacher Guide

The Board approves the report timeframes and format based on the MOE examples. They want the reported information to clearly explain how students are progressing against the curriculum and progress markers.

It is acknowledged that these changes will initially increase the workload for teachers. However, the Board believes that with sufficient communication from the school, the parent community will welcome and embrace the changes.

(4.2) Te Pae School (Massey Redhills) Zone

(4.3) Strategic Planning

4.3.1 2027-2029 Strategic Planning Document

4.3.2 Community Consultation

Meet for Team Leaders / SLT / Board to completed Strategic Planning 18th March 6pm

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Annual Plan Discussion Document

Motion: The Annual Plan for 2026 is accepted

Moved: Adam Cels

Seconded: Laura Harvey

Carried: Unanimous

(6.0) MONITORING

(6.1) School Finances

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

Moved: Adam Cels

Seconded: Laura Harvey

Carried: *Unanimous*

(6.2) Nil

(6.3) Property Report

(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 New STAR Report

6.6.4 MOE Term Attendance Report

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Yes

(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8:35pm

These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 25 February 2026.

Signed: _____

Jane Knobloch - Presiding Member
Whenuapai School Board

Dated: 25 March 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
18th March	6pm	Strategic Planning Meeting