

WHENUAPAI SCHOOL
Board of Trustees Meeting Minutes
Wednesday 25 March 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, Tiffany Parrent, Bree Ward

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 25 February 2026.

Motion: *The Principal moved that the public minutes dated 25 February 2026 are accepted as a true and correct record.*

Moved: Jane Knobloch

Seconded: Olivia Mead

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: Jane Knobloch

Seconded: Olivia Mead

Carried: Unanimous

(2.0) PRINCIPAL'S REPORT

(2.1) Year 2 Team Report

Key Points

- Some significant changes in the team - only two original team members.
- Assessment and Data analysis. Highlighting our at-risk readers needing extra support in phonemic awareness, phonics, reading fluency, and comprehension.

- Created a tailored programme for the Learning Support Team to build targeted, foundational skills and knowledge.

(2.2) Year 1 Team Report

Key Points

- Slight increase in class numbers to 16. Another New Entrant class to open mid-term 2.
- Assessment and Data analysis. 70% of students currently proficient or exceeding level. Students identified as consolidating have been allocated Learning Support to accelerate learning.
- MoE Mid Year expectations are consolidating, proficient or exceeding. By the end of year, students are expected to reach proficient level.
- Tier 2 targeted groups to be facilitated across Years 1 and 2.

(2.3) Restorative Practice

Key Points

- Update the Board on our school's ongoing work to strengthen student engagement, behaviour, and learning through the implementation of the Science of Learning (SoL), and the development of a school-wide Behaviour Curriculum, aligned with our PB4L framework.
- A major focus across the school has been strengthening classroom routines and management systems. This aligns with a key principle of the Science of Learning: optimising the learning environment by reducing unnecessary cognitive load so students can focus on learning.
- There has been a notable shift in behaviour type, with disruptive and defiant behaviours increasing to become the most common behaviour in 2026. The increase in minor behaviours suggests that staff are identifying and responding to behaviours earlier, before they escalate to major incidents.

(2.4) Attendance Management Plan Update

Key Points

- School AMP based on Ministry Guidelines. MoE are actively analysing AMP data on a daily basis.
- Improving AMP systems and processes to clearly align to MoE guidelines - some discrepancies between MoE and Hero thresholds.
- The 'Record Response Activity' tab in Hero is where we must record actions taken.
- Shared the considerations around which code to apply around daily attendance.
- The Board confirmed the action to allocate one person to manage the AMP - consistent approach for the community.
- Ongoing discrepancies between Hero and MoE - In the interim we will use school produced letters until Hero amend their version.
- Green - at 5 days absence per term, the school created letter will be sent to parents.

- Students on Graduated Transition Plan are noted as J (explained and justified) - currently activates an AMP response. This will be addressed with MoE SE Service Manager.

Motion - Principals' Report has been accepted

Moved: Adam Cels

Seconded: Paul Matenga

Carried: Unanimous

(3.0) BOARD DECISIONS

(3.1) Renewal of Printing and Technology Services Contract

3.1.1 Cost comparison of four quotes received

Motion: That the Board approves the appointment of Sharp as the provider for the school's Printing and Technology contract for a term of five (5) years

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: Unanimous

(3.2) Policy Review

Governance Policies

3.2.1 Board Code of Conduct

3.2.2 Financial Conflicts of Interest

Motion: *The board accepts the following policies:*

1. *The board accepts the Board Code of Conduct Policy*
2. *The board accepts the Financial Conflicts of Interest Policy*

Moved: Adam Cels

Seconded: Jess Wright

Carried: Unanimous

(4.0) BOT DISCUSSIONS

(4.1) Principal Professional Goals 2026

Key Points

- Goals focused around leadership and curriculum implementation.

(5.0) STRATEGIC PLANNING AND REPORTING

(5.1) Annual Plan Monitoring - Goal 1 and 2

Key Points

- Trial of individual desks has been very successful - teachers have reported positive student responses and successful outcomes. Other teachers have expressed an interest in adopting individual desks (fit within SoL)
- Discussion around bike and skate track.

(5.2) March Roll Return

Motion - That the 2026 1st March Roll return is accepted.

Moved: Adam Cels

Seconded: Jane Knobloch

Carried: *Unanimous*

(6.0) MONITORING

(6.1) School Finances

6.1.1 Draft 2025 Annual Report and Financial Statements

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

Moved: Adam Cels

Seconded: Sam Lee

Carried: *Unanimous*

(6.2) Nil

(6.3) Property Report

6.3.1 Classroom Fungal Assessment Full Report

Key Points: The Ministry of Education (MoE) has requested further testing in several classrooms and the library due to mould issues. The Board is concerned about:

- Long-term exposure to the odour Rooms 13,1,4,18, particularly for staff.
- The tracking of the odour to staff and students' homes.
- Health and safety risks for students and teachers in affected classrooms for mould.

The Board has instructed the Principal to work with the MoE to reach a resolution that ensures:

- Identification of the source of the odour.
- Removal of mould-damaged classroom..
- Implementation of a solution to eliminate the odour from the school.

6.3.2 New Building Balustrates

Key Points

- Health and Safety concerns
- 1.5 - 1.6 metres as minimum height
- Bottom rail dropped below deck floor
- Lengthy discussion exploring all possibilities to ensure student safety

Motion - Property Report

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

(7.0) ADMINISTRATION/CORRESPONDENCE

(7.1) Inward Correspondence: Yes
(7.2) Outward Correspondence: Nil.

Public meeting closed at: 8.26pm

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

Signed: _____ Dated: 13 May 2026
Laura Harvey - Acting Presiding Member
Whenuapai School Board

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