

**WHENUAPAI SCHOOL**  
**Board of Trustees Meeting Minutes**  
**Wednesday 3 December 2025**



**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, Jess Wright and Laura Harvey.

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

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

**(1.2) Apologies:** Sam Lee

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

**(1.4) Confirmation of Minutes:**

Whenuapai School Board Public Minutes dated 29 October 2025.

**Motion:** *The Presiding Member moved that the public minutes dated 29 October 2025 are accepted as a true and correct record.*

**Moved:** Jane

**Seconded:** Olivia

**Carried:** Unanimous

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

- Nil

**(1.6) Speaking Rights**

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

**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) 2025 SWOT analysis Reading, Writing, Math

(2.2) Maori Achievement Report

(2.3) 2026 Curriculum Map

(2.4) Professional Growth

(2.5) 2025 Analysis of Variance

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

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

**Motion** - Move that the Analysis of Variance has been accepted with the changes identified

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

## **(3.0) BOARD DECISIONS**

(3.1) Policy Review

3.1.1 Bullying and Harassment Policy

3.1.2 Behaviour Management Policy

3.1.3 Minimising Physical Restraint Policy

3.1.4 Stand-Down Suspension, and Exclusion

3.1.5 Searches, Surrender, and Retention of Property

3.1.6 Staff Wellbeing and Safety

Discussion:

**Motion** - *The board accepts the following policies:*

- *Bullying and Harassment Policy*
- *Behaviour Management Policy*
- *Minimising Physical Restraint Policy*
- *Stand-Down Suspension, and Exclusion*
- *Searches, Surrender, and Retention of Property*
- *Staff Wellbeing and Safety*

**Moved:** Adam

**Seconded:** Jane

**Carried:** Unanimous

## **Governance Policy Review**

### 3.1.7 Role of Presiding Member

**Motion-** *The Governance Policy Role of Presiding Member is accepted when the changes raised have been made.*

**Moved:** Adam

**Seconded:** Jess

**Carried:** Unanimous

### (3.2) Board Assurance Statements

**Motion -** *Board accept the assurance statements.*

**Moved:** Adam

**Seconded:** Laura

**Carried:** Unanimous

## **(4.0) BOT DISCUSSIONS**

### (4.1) 2026 Draft Budget

#### 4.1.1 Budget Summary

Discussion and explanation

1. A study grant has been accepted for a teacher during 2026, the Board has agreed to fund the required staffing costs for the duration of the leave.
1. *The 2026 budget is accepted and approved with an income of \$5,923,646 and an operational spend allocation of \$5,884,276.*
2. *The board approves capital purchases to \$371,169*
3. *The board grants permission to the principal to operate the school and spend within the budget parameters.*

**Moved:** Adam

**Seconded:** Laura

**Carried:** Unanimous

### (4.2) Asbestos Sand De-brief

### (4.3) Governance

Board Wellbeing Assessment

Signing Governance Framework Confirmation

### (4.4) 2026 Staffing (FYI)

#### 4.4.1 School Organisation Map with Teacher Names

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

### (5.1) Annual Plan Summary

### (5.2) 2026 Annual Plan - Discussion Document

- Happy to keep progressing, flesh out the Mana goals.

## **(6.0) MONITORING**

### (6.1) School Finances

Allocated Spending Over Budget Tracking  
Currently overspend - \$25,846.18

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

***Moved:*** Adam

***Seconded:*** Jane

***Carried:*** Unanimous

### (6.2) Nil

### (6.3) Property Report

#### 6.3.1 School Speed Zone Update

Adam will contact MOE around safety concerns for the glass, and see recommendations for replacement based on quotes and timelines.

- Look at replacing key windows over the school holidays, prioritise low windows.

***Motion*** - The Board accepts the MOU for the School Road Signage

***Moved:*** Adam

***Seconded:*** Jane

***Carried:*** Unanimous

***Motion*** - *The board accepts the property report*

***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: 8:51pm**

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These minutes are a true and correct record of the Whenuapai School Board of Trustees public meeting held on Wednesday, 03 December 2025.

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

Dated: 25 Feb 2026

Jane Knobloch - Presiding Member  
Whenuapai School Board

**BOARD ACTION ITEMS**

<b>ACTION ITEM</b>	<b>DATE TO BE ACTIONED</b>	<b>PERSON TO ACTION</b>	<b>STATUS</b>

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

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>