

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 17 FEBRUARY 2026**

Present: Holly Hawkins Presiding Member
Lauren Fletcher FOTS
Sam Hartnett Mana Whenua Representative
Rebecca Harvey-Lane Finance
Fiona Hawes Principal
Dave Medley Staff Representative

Attendees: Cathy Ediker DP
Susan O'Neill Minute Secretary

Apologies: Shrenikkumar Patel ESOL Representative
Lauren Stull Policies

ACTION

ITEM 1 – ADMINISTRATION

1. Karakia. Sam opened the meeting by leading the group in karakia timatanga.
2. Welcome. Fiona welcomed everyone to the meeting, the first for 2026.
3. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 2 – FIRST MEETING DECISIONS

4. Elect Presiding Member. As there is no current Presiding Member, Susan called for nominations to the vacant position. Lauren F nominated Holly for this role and Holly expressed the willingness to accept this position and was thanked for accepting this nomination. No further nominations were received.

Motion: That Holly Hawkins be elected to the position of Presiding Member

Moved: Lauren Fletcher **Seconded:** Fiona Hawes

5. Schedule of Delegations. This document had been shared with all members and signed in 2025. It was revisited and a change was made to item 1.b. Delegations Retained by the Board where the value was increased from \$5,000 to \$10,000 in recognition of infrequent circumstances (usually property related) that may require urgent action. Any items purchased under this agreement will be tracked and reported upon.

Fiona (A1)

6. Code of Conduct. This document was re-presented, as a general reminder, following agreement by members to the code in 2025.

7. Paramount Objective of School Boards – Education and Training Act was also presented as a general reminder.

ITEM 3 – REPORTS TO THE BOARD

8. No special reports for this meeting

ITEM 4 – PRINCIPALS REPORT

9. Fiona presented her report taking it as read and discussed the following items:

- a. The updated format of this report consists of sections on data and business as usual, policies and assurances, reporting to annual plan and key actions.
- b. NZEI/MOE are yet to settle the collective agreements for primary teachers and support staff. These late settlements may have financial implications for the 2026 budget as support staff are paid through bulk grant and it may be too late to account for any back pay (if applicable) in the 2025 accounts.
- c. 2026 Board work proposed plan was shared. Members were happy to accept the areas of reporting.

Motion: The Tauranga Primary School Board Workplan 2026 be accepted as presented.

Moved: Fiona Hawes **Seconded:** Holly Hawkins

- d. Board/Staff Relations. The Board is keen to foster improved relationship with staff and it was agreed, as an initial step, to provide a staff morning tea where available Board members could attend. Fiona to organise.
- e. The hall renovation work is making good progress with a few recent ceiling issues noted and being attended to. An option for reducing the height on the far “technology” block had been quoted but was rejected by MOE.
- f. The school had received one quote for the supply and installation of the canopy and needs a second quote (both to compare options and to meet obligations for funding external applications). This process has proved difficult and has raised further questions around process and costings. The plan is now to slow process down to ensure due diligence and proper process assurance – this may move the project into 2027.
- g. Policy overviews. It had been agreed to consider current policy around Te Tiriti o Waitangi out of schedule and members made some valuable contributions to the current text. An awareness of the importance of gaining meaningful community engagement was discussed including continued hui and encouraging dialogue. Sam provided comments around how TPS is giving effect to the treaty which Fiona will draft into existing policy and bring back to the Board for approval.
- h. OIA. A tertiary student sent all Boards an OIA around existing policy relating to Board member use of personal devices for Board business. Fiona has responded directing the student to School Docs.
- i. **Motion:** That the Principal’s report, be accepted.

Moved: Holly Hawkins **Seconded:** Lauren Fletcher

Fiona (A2)

Fiona (A3)

Fiona (A4)

ITEM 4 – REVIEW

10. Finance. The draft December 2025 finance reports and minutes from the February 2026 finance meeting were shared.

- a. Working capital at the end of December was \$1,182,037 with uncommitted funds of \$696,397.
- b. Draft 2026 budget review has started
- c. An asset purchase outside the 2026 draft budget was noted and agreed as necessary (pool pump \$1,635 net) and will be updated in the budget review
- d. The 2025 bank staffing has balanced within the available timeframe
- e. The previously agreed concurrence has been processed

11. Policies. Current policies will be available until week 8 to review.

12. Personnel: In-committee

13. FOTS. Recent meeting was positive with many new people. Progress includes obtaining sponsors for 2026 and the local Toyota dealership agreeing to provide free pizza on pink shirt day

14. Board self review. No actions

ITEM 5 – DISCUSSIONS.

15. Nothing further was discussed.

ITEM 6 - AGENDA ITEMS. Items to be included for the next meeting are:

- Accelerated Learning Programmes
- PAT results
- Term 1 Attendance

ITEM 7 – ADMINISTRATION

16. Confirmation of Minutes. The minutes of the last meeting held on 25 November were accepted as a true record with no required actions.

Moved: Fiona Hawes **Seconded:** Holly Hawkins

17. Karakia. Sam led the Board in karakia whakamutunga at the close of the meeting.

16. Personnel In-committee: 6:50pm – 7:00pm. **Motion:** That the public and staff of Tauranga Primary School be excluded from the following part of the meeting. The grounds are that the matter concerns personnel and the reason is to protect the privacy of the individual. This motion is proposed to comply with Sec 48 of the LGOI and M Act 1987 and the special requirements when excluding the public.

18. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7:05pm.

19. Next Meeting. Next meeting 6:00pm, Tuesday 24 March 2026.

Susan O'Neill
Minute Secretary

Holly Hawkins
Presiding Member

February 2026

Attachments:

1. Principal's Report.

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