

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
ON TUESDAY 25 NOVEMBER 2025**

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

Attendees:	Cathy Ediker	DP
	Susan O'Neill	Minute Secretary

Apologies:	Lauren Stull	Policies
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ACTION

ITEM 1 – ADMINISTRATION

1. Karakia. Fiona opened the meeting by leading the group in karakia timatanga.
2. Welcome. Fiona welcomed everyone to the meeting, especially Shrenik Patel and Dan Hill (The School Office). This is the final Board meeting for 2025 and as such has quite a high volume of items presented for approval.
3. Co-opted Board Member. The Board is keen to have a wider cultural representation on the Board and Shrenikkumar Patel had been approached to join the Board as a representative of our ESOL community.
Motion: That Shrenikkumar Patel is co-opted to the Board of Trustees.
Moved: Fiona Hawes **Seconded:** Holly Hawkins
4. Code of Conduct. This document has previously been signed by all current Board members and at this meeting was signed by Shrenikkumar.
5. Declarations of Interest. No declarations for conflict of interest were noted.

ITEM 3 – REPORTS TO THE BOARD

6. Finance – Dan Hill, The School Office. Dan introduced himself and the role of The School Office as contracted accountants to the school. Using the October 2025 reports as an example, Dan ran through the commentary section discussing items of particular importance for the Board to be aware of. These items include notable income and expenses, movements on balance sheet and capital items. Operating projections are mapped monthly against budget (using MOE online operations grant data). The uncommitted funds figure is very important to note and can be used as benchmark for budget decision making and school financial health. The minimum cash reserve is currently set at \$300,000 and this figure can be altered by the Board, with advice, if necessary. Other core areas to be aware of are cyclical maintenance, lease thresholds,

bank staffing and payroll costs. Fiona noted that the school has found it difficult over the years to establish a budget that closely reflects year end result. Dan advised that this is not unusual in schools and is not seen as a real disadvantage as long as the variation is mainly accounted for by increased income and not continual underspending in core areas. The timing required in the creation of a draft budget means much of the data used is unconfirmed and this requires the draft budget revision in Term 1 each year. Dan reassured the Board that he believes Fiona and Susan are providing sound and knowledgeable financial management for the school and the role of The School Office is to oversee and monitor this function. Dan's contact is daniel@theschooloffice.co.nz should Board members wish to make direct contact.

7. International Student Report. Cathy presented this report which included positive academic progress across the curriculum. International Student enrolment numbers are down for 2026 and this trend is the same across other Tauranga based primary schools (the difficulty in finding suitable rental accommodation can be an issue).

8. Sport Report. Dave and Jo created a full report for the Board and have been pleased with the involvement of students across a wide variety of sporting opportunities in 2025. The Sports Co-ordinator role is highly valued and fully Board funded although the school seeks external funding to support this role each year.

ITEM 4 – PRINCIPALS REPORT

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

- a. Student numbers are lower than expected at this time of year.
- b. The 2026 Plan Overview, as discussed previously with three guiding Kaupapa (Ako, Whakawhanaungatanag and Te Taiao), and the Implementation Plan were tabled and discussed.

Motion: That the 2026 Annual Overview and Implementation Plan be approved

Moved: Holly Hawkins **Seconded:** Sam Hartnett

- c. Statement of Variance 2025 was presented for review. This report shows overall student data against the 2025 goals. Results are not as good as hoped and Leadership Team believes that the high ESOL and SENCO components have influenced these results. There are plans for assessment moderation for 2026. The complications of numerous curriculum refreshes are making teaching, PLD, resourcing and assessment comparisons difficult. The school has MOE funding for directed teaching in 2026 to support literacy and maths acceleration.

Motion: That the 2025 Statement of Variance is approved

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

- d. Attendance Management Plan was presented. The government's nationwide attendance target is that 80% of students will be regularly attending school (more than 90% of the time). There are no new initiatives for the school currently as we already deliver expected monitoring and actions.

Motion: That the Attendance Management Plan and supporting STAR Procedures be approved

Moved: Lauren F **Seconded:** Fiona Hawes

- e. Personnel (In-Committee)
- f. Property. The hall refurbishment is progressing well and it is pleasing to see the extent of work being carried out.

- g. **Motion:** That the Principal's report, be accepted.
Moved: Holly Hawkins **Seconded:** Lauren Fletcher

ITEM 4 – REVIEW

10. Finance. The October finance reports and minutes from the November finance meetings were discussed with Dan earlier in the meeting.

- a. Working capital at the end of October was \$1,363,433 while uncommitted funds were \$581,929.
- b. Draft 2026 budget. This was presented, alongside a summary, for a deficit of \$102,662 and a cash deficit \$387,771 (which would be funded from reserves). The main budget was deemed business as usual and is planned for review in Term 1, 2026. The most significant planned asset purchase for 2026 (\$231,400) is an outdoor canopy and the discussion is noted below. The Board is aware of the implications for approving a deficit draft budget and is making a conscious decision to aim to utilise a portion of reserves to improve student outcomes and the school environment.

Motion: That the 2026 draft budget (deficit \$120,662) be approved

Motion: Fiona Hawes. **Seconded:** Rebecca Harvey-Lane

- c. Proposed Asset purchase 2026. A outdoor canopy to be constructed over the basketball court, had been on the school's radar for some years and feedback from parents is that this would be highly valued. It could be used as a weather protected general student space, special events, assemblies and community events. The school would look to source external funding to ease the financial burden but the Board would have to approve the full cost of the asset in the interim. We will trial the services of a commercial fundraiser to offset the costs of the canopy, as well as target FOTS fundraising on this project. This purchase was agreed within the draft 2026 budget above.
- d. Depreciation rates. The regular review of depreciation rates includes the recommendation to increase the rate on furniture from 10 year to 20 years.

Motion: That the depreciation rate for furniture assets is increased to 20 years.

Moved: Fiona Hawes **Seconded** Rebecca Harvey-Lane

- e. Cyclical maintenance review for 2026. The existing plan (for painting all internal and external portions of all school buildings) includes an annual provision to ensure sufficient cash is available to meet these obligations. The amount to be included in the 2026 draft budget is \$51,637.

Motion: That the cyclical maintenance revision for 2026 is accepted.

Moved: Rebecca Harvey-Lane **Seconded:** Fiona Hawes

- f. Uniforms. Uniform price increases on three items, made necessary by cost increases, were noted from the finance minutes. A new supplier has been found for house shirts and these items will be available from the start of 2026.

11. Policies. Currently policies open for review were noted. They align with where the school is at and do not require any changes at this time.

12. FOTS. This fundraising group hold a current balance of approximately \$25,000 (held within Board reserves) and had a recent meeting discussing many fundraising options for 2026 including those targeting support for the court canopy if this asset option is agreed upon.

ITEM 5 – DISCUSSIONS.

13. Board support for effect of Te Tiriti o Waitangi. Sam thanked the Board for the recent support voiced publicly by the school and equally Sam was thanked for leading this important stance.

14. Year 6 leavers assembly. The school appreciates having a Board member speak at the EOY assembly and Lauren S has offered to do this. Sam and Lauren to both be present and help present awards.

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

- Elect presiding member
- Schedule of delegations
- Te Tiriti o Waitangi policy

ITEM 7 – ADMINISTRATION

15. Confirmation of Minutes. The minutes of the last meeting held on 21 October 2025 were accepted as a true record with all actions considered off agenda.

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

16. Personnel In-committee: 7:55pm – 8:20pm. **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.

17. Karakia. Sam led the Board in karakia whakamutunga.

18. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 8:20pm.

19. Next Meeting. Next meeting 6:00pm, Tuesday 17 February 2026.

Susan O'Neill
Minute Secretary

Holly Hawkins
Presiding Member

November 2025

Attachments:

1. Principal's Report.

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