

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
ON TUESDAY 21 OCTOBER 2025**

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

<b>Attendees:</b>	Cathy Ediker	DP
	Jo Howard	Senior Team Leader
	Susan O'Neill	Minute Secretary
	Briana Perfect	Middle Team Leader
	Jana Smith	Junior Team Leader

**Apologies:** None

**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 this newly elected Board. Introductions were made by the newly elected Board members.
3. Senior Leadership Team. Team Leaders introduced themselves to the Board and explained their roles within the school.
4. Declarations of Interest. No declarations for conflict of interest were noted.

**ITEM 2 – FIRST MEETING DECISIONS**

5. Elect Chair. As there is no current Presiding Member, Susan called for nominations to the vacant position. Dave nominated Holly for this role and Holly expressed the willingness and capacity to accept this position. No further nominations were received. Lauren Stull was thanked for her past work in this role.

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

**Moved:** Dave Medley

**Seconded:** Fiona Hawes

6. Code of Conduct. This information was shared with the Board and the objectives outlined were generally understood. All Board members signed the Code.

**ITEM 3 – REPORTS TO THE BOARD**

7. None at this meeting.

**ITEM 4 – PRINCIPALS REPORT**

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

- a. **Student numbers.** The school roll is currently 451 domestic students and 14 international students. Explanation was provided regarding the funding implications of student numbers and the proportion of in-zone students.
- b. **School Docs.** Policies for review were presented and the process for review was outlined.
- c. **BOT Assurances** for Term 4 were tabled.
- d. **Personnel.** The following teacher appointments were presented and ratified:
  - Permanent Teachers starting 2026 - Sarah Taylor and Hannah Fraser
  - Fixed term 2026 paternal leave - Isabelle Ayo von Thun
- e. **NZ Curriculum Refresh and Local Curriculum Design.** The MOE delivered a further revised curriculum update on 20 October with no explanation or briefing yet. This unexpected update will take time to unpack and prepare for teaching. The new Education and Training Amendment Bill No 2 includes extending strategic plan dates so the school will now hold off furthering its current draft plan and proceed with an annual plan only to be presented at the next Board meeting.
- f. **MOE Funded Learning Support Co-ordinator.** Our Learning Support Co-ordinator allocation will start from 2027. The school currently funds some part-time hours for this role and will continue to do so through 2026 until the allocation is realised.
- g. **PAT Results.** Maths Term 3 results are very positive and the movement upwards in stanines are very pleasing. These results support the effectiveness of the Maths No Problem programme implemented this year. The Maori progress is difficult to assess due to very low numbers in both areas of testing (Year 4). Will test again in Term 1 2026. Reading Comprehension was right leaning with students achieving above the national normed median in all year levels.
- h. **Mentor for Aspiring and Beginning Principals.** Fiona keen to continue with this mentor role and will need to complete the application process. Board support was received for Fiona to apply for this role.
- i. **Korean Fair 2025.** Fiona felt the trip was a success and a valuable relationship building experience with many Korean families attending. Accommodation continues to be an issue for some families wanting to come to Tauranga Primary School.
- j. **Board induction.** A Welcome on Board NZSBA session is available for new Board members on 3 November at Macys Motor Inn. A registration link was made available. Lauren F and Rebecca to attend.
- k. **Grant application.** The school is keen to apply for a The Lion Foundation grant to support our highly valued Sports Co-ordinator role 2026. The school has been very fortunate to have had the support of this foundation previously and uses the grant to help ensure extended sporting and PE opportunities for our students.  
**Motion:** The Board supports the application to The Lion Foundation for a grant of \$10,000 to support our sports co-ordinator role.  
**Moved:** Fiona Hawes      **Seconded:** Dave Medley

Fiona (A1)

Fiona (A2)

Lauren F and  
Rebecca (A3)

- l. Property Guide and Finance Guides were shared
- m. **Motion:** That the Principal's report, be accepted.  
**Moved:** Holly Hawkins      **Seconded:** Lauren Fletcher

**ITEM 4 – REVIEW**

9. Finance. The August and September finance reports and minutes from the September and October finance meetings were shared.
  - a. Working capital at the end of September was \$1,363,433.
10. Policies. Currently policies open for review were noted.
11. FOTS. This fundraising group hold a current balance of approximately \$25,000 (with Board reserves) and have recently funded a new junior bike rack area. The group organise events and, in agreement with the Board, fund student focused projects such as assistance with playground upgrades.

**ITEM 5 – DISCUSSIONS.**

12. Meeting dates and times were agreed as being at **6:00pm** on Tuesdays in Week 3 and 8 each term. Fiona will send reminder prior to each meeting and papers will be available on the shared BOT drive.
13. Agreed Lead Responsibilities. While the whole Board has governance responsibilities in these areas, the following lead areas responsibility were agreed:
  - Finance – Rebecca Harvey-Lane
  - FOTS – Lauren Fletcher
  - Alongside this, the benefits of having a wider cultural representation on the Board was discussed. It was agreed that Fiona would approach a parent who had previously shown interest in the Board role with the intention of co-opting a member who may provide a voice in this regard.

Fiona (A4)

Fiona (A5)

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

- Annual Plan 2026
- 2026 Draft Budget – Dan from The School Office to attend
- 2025 Sport Report
- International Student Report
- End of Year Data

**ITEM 7 – ADMINISTRATION**

14. Confirmation of Minutes. The minutes of the last meeting held on 2 September 2025 were accepted as a true record with all actions considered off agenda.  
**Moved:** Fiona Hawes      **Seconded:** Holly Hawkins
15. Karakia. Sam led the Board in karakia whakamutunga.
16. Personnel In-committee: 7:10pm – 7:23pm. **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.

16. Meeting Closure. There being no further business, the Chair thanked everyone for their contributions and closed the meeting at 7:23pm.

17. Next Meeting. Next meeting 6:00pm, Tuesday 25 November 2025.

Susan O'Neill  
Minute Secretary

Holly Hawkins  
Presiding Member

October 2025

Attachments:

1. Principal's Report.

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