

Tuakau College Board Meeting Minutes 29th April, 2025



TUAKAU COLLEGE

Pai rawa atu i nga mea katoa | The very best in all things

Present: C Betty (Principal), T Potts (Staff Representative), K Ngataki, N Moore, A Tocker, E Mouton, M Albert, K McDowall (Student Representative) and J Paton (Principal's PA)

Via Teams:

Visitors to Meeting: P Moody (Executive Manager) and A Jacobs (Deputy Principal)

Apologies: M McDowell and M Preston

Absent: G Tema-Liapanek and H Kani

Start: 6:00 pm **Finish:** 7:23 pm

The Board agreed that A Jacobs (Deputy Principal) and P Moody (Executive Manager) could be at the meeting.

KARAKIA

K Ngataki

The Presiding Member gave permission for a Meditation Minister to present to the Board for 10 minutes. The Presiding member welcomed the Meditation Minister and they presented to the Board. The Meditation Minister left the meeting at 6:11 pm. C Betty has sent the presentation information to all staff.

AGENDA

K Ngataki noted that budget confirmation was to be removed from the Agenda.

K Ngataki added NZSBA Conference to the Agenda.

Adopt the Agenda.

Moved: K Ngataki

Seconded: C Betty

Carried: All

APOLOGIES

M McDowell and M Preston.

Moved: C Betty

Seconded: E Mouton

Carried: All

DECLARATION OF INTEREST

From in the shared Drive for this.

MINUTES OF 25th MARCH, 2025 MEETING

<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none">No matters arising.		
N Moore moved the Board accepts the Minutes of the Board Meeting of 25 th March, 2025.		
Moved: N Moore	Seconded: T Potts	Carried: All

HEALTH AND SAFETY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> No matters arising. 		
Moved: T Potts	Seconded: K McDowall	Carried: All

PROPERTY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> The 2025 cyclical maintenance plan requires ratification from the Board. The Board moved to confirm the Property Committee's recommendation to approve the 2025 cyclical maintenance plan. Moved: A Tocker Seconded: M Albert 		
Moved: A Tocker	Seconded: M Albert	Carried: All

FINANCE REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> K Ngataki noted that in the Finance Committee meeting the payments to authorise for March 2025 were \$293,431.63. This was moved and seconded at the Finance Committee meeting, but K Ngataki advised it should be minuted at the Board meeting too. C Betty moved to confirm. Moved to confirm: C Betty Seconded: N Moore K Ngataki noted that in the Finance Committee meeting approval was required for Ops Grant Payroll for: PP:252025 for \$112,585.71 PP:262025 for \$104,498.74 PP:012026 for \$61,346.60 These were moved and seconded at the Finance Committee meeting, but K Ngataki advised it should be minuted at the Board meeting too. C Betty moved to confirm. Moved to confirm: C Betty Seconded: M Albert 		
Moved: A Tocker	Seconded: K Ngataki	Carried: All

POLICY REPORT		
<i>Matters Arising</i>	<i>Actions</i>	<i>Update</i>
<ul style="list-style-type: none"> No matters arising. 		
Moved: C Betty	Seconded: N Moore	Carried: All

'FRIENDS OF TUAKAU COLLEGE' (PTA) REPORT

No 'Friends of Tuakau College' (PTA) report this month.

BUS NETWORK REPORT

No Bus Network report this month.

STUDENT REPORT

Matters Arising	Actions	Update
<ul style="list-style-type: none">No matters arising.C Betty added that he received an email today about a request for a reconsideration of the jewellery policy. C Betty discussed with the Board that it is the Boards policy, and the Board usually reviews this every three years – which means it will be reviewed again next year. C Betty said it's important to note that in the last review the Board made quite a number of changes to the uniform policy (re piercings, taonga, etc) so it's not that the Board isn't listening and taking on feedback.	<ul style="list-style-type: none">C Betty to respond to this email.	
Moved: K McDowall	Seconded: A Tocker	Carried: All

CORRESPONDENCE

Inward	Outward
<ol style="list-style-type: none">T Wijdeven Leave Request Submission (3 April, 2025) Move the Board approve the leave request for T Wijdeven, commencing 28th April 2025 to 11th May 2025. This will be leave with pay. Moved: C Betty Seconded: T PottsJ Buttery Resignation Letter (7 April, 2025) Move the Board confirm the resignation of J Buttery, with regret. Moved: C Betty Seconded: M AlbertC Lawrence Resignation Letter (9 April, 2025) Move the Board confirm the resignation of C Lawrence, with regret. Moved: C Betty Seconded: A TockerC Betty Resignation Letter (28 April, 2025) Move the Board confirm the resignation of C Betty, with regret. Moved: K Ngataki Seconded: E Mouton	<ol style="list-style-type: none">D Kumar Confirmation of Leave Request Submission (26 March, 2025)A Jacobs Confirmation of Leave Request Submission (26 March, 2025)Careers Department Congratulations Letter (26 March, 2025)Response Letter to Student Representative (2 April, 2025)

<p>5. K Drew Maternity Leave Request (28 April, 2025)</p> <p>Move the Board approve maternity leave for K Drew, commencing 21st July 2025 to 27th July 2026. Moved: C Betty Seconded: T Potts</p>		
<p>6. N Tuiniua Resignation Letter (29 April, 2025)</p> <p>Move the Board confirm the resignation of N Tuiniua, with regret. Moved: M Albert Seconded: N Moore</p>		
Late Correspondence		
No late correspondence.		
Matters Arising		
No matters arising.		
Moved that the inward be accepted, and the outward be confirmed: C Betty	Seconded: K Ngataki	Carried: All

The Presiding member noted, after the outward correspondence, A Jacobs absence at the end of last term and passed on the Boards condolences to him again.

PRINCIPAL'S REPORT		
Discussion	Actions	Update
<ul style="list-style-type: none"> Move that the Board approve the overnight Year 12 Snow Camp trip to Whakapapa, from 11th August 2025 to 15th August 2025. 		
Moved: C Betty	Seconded: K Ngataki	Carried: All
<ul style="list-style-type: none"> Move that the Board confirm the increase in hours for Oliver Gordon to 30 hours per week as a permanent part-time Technology Technician, commencing 28th April 2025. 		
Moved: C Betty	Seconded: E Mouton	Carried: All
<ul style="list-style-type: none"> Move that the Board send a letter of congratulations to the Waka Ama teams that won medals at the Waka Ama Champs this year: <ul style="list-style-type: none"> U19 Girls team won Gold in W6 Te Kei final U16 Boys team won Silver in W6 Te Kei Final 	<ul style="list-style-type: none"> J Paton to send letters of congratulations 	
Moved: C Betty	Seconded: K Ngataki	Carried: All
C Betty moved his Principal's Report.		
Moved: C Betty	Seconded: M Albert	Carried: All

GENERAL BUSINESS	
Discussion	Actions
<ul style="list-style-type: none"> <u>AOV and Annual Plan</u> <p>C Betty reminded the Board that these documents have been in the shared folder and that they need to be confirmed as they go to the auditors.</p> <p>Move that the Board confirm the Analysis of Variance for 2024. Moved: A Tocker Seconded: T Potts</p>	

Move that the Board confirm the Annual Implementation Plan for 2025.

Moved: K Ngataki

Seconded: N Moore

- 2025 NZSBA Conference

K Ngataki reminded the Board about the upcoming 2025 NZSBA Conference in July in Christchurch and asked if anyone was interested in attending this conference with her. The Board moved a motion for two Board members to attend the 2025 NZSBA Conference.

Moved: M Albert

Seconded: T Potts

- Board Sub-Committees

The updated Board sub-committees sheet has been put in the shared folder, following K Ngataki's email sent out to the Board after the last Board meeting requesting that Board members review the sub-committees they are on and consider putting their names down for more sub-committees following the change of time of some of these meetings.

N Moore proposed that everyone agree to be on more of these sub-committees as the Board needs to 'fill in the gaps' more. N Moore proposed that if everyone is on at least 2 sub-committee's each that way if there are Board members that are sick or unable to attend the meeting it is still worthwhile having the meeting. N Moore said some sub-committee meetings she has been the only Board member present, which isn't ideal. N Moore proposed that the Finance committee could do with some more members on it and also the Policy committee. K Ngataki thanked N Moore for her proposal and reminded the Board that the whole idea of the sub-committee's is that the Board meetings aren't long. M Albert requested to be added to the Finance sub-committee.

- J Paton to add M Albert to the Finance sub-committee

IN COMMITTEE

At 7:01 pm

Moved into committee: K Ngataki

Seconded: C Betty

Carried: All

At 7:20 pm

Moved out of committee: K Ngataki

Seconded: C Betty

Carried: All

KARAKIA MUTUNGA

M Albert

Board Meeting finished at 7:23 pm.

NEXT MEETING

Tuesday 27th May, 2025