

CONFIRMED MINUTES

AUGUST BOARD MEETING 2026



At the **September Board Meeting 2026** on **22 Sept 2026** these minutes were **confirmed as presented**.

Name:	Tuakau College
Date:	Tuesday, 25 August 2026
Time:	6:00 pm to 7:03 pm (NZST)
Location:	Tuakau College, Elizabeth Street, Tuakau
Board Members:	Mr Mark McDowell, Mrs Grace Tema-Liapanek, Mr Henry Warner, Mr Jarhn Gussey, Dr Mahaki Albert, Poppy Aislabie, Mrs Donna Tupaea, Miss Jess Paton
Attendees:	Mr Ashley Jacobs
Apologies:	Ms Kandi Ngataki (Chair), Mr Matthew Preston, Ms Erin Jones

1. Karakia

1.1 Adopt the Agenda

H Warner opened the meeting with karakia.



Adopt the Agenda

Adopt the Agenda.

Decision Date:	25 Aug 2026
Mover:	Mr Jarhn Gussey
Seconder:	Mr Henry Warner
Outcome:	Approved

1.2 Apologies



Apologies Confirmed

Move the Board confirm the apologies for the August Board Meeting.

Decision Date:	25 Aug 2026
Mover:	Mr Mark McDowell
Seconder:	Mr Henry Warner
Outcome:	Approved

2. Conflict of Interest Register

2.1 Conflict of Interest Register

3. Principal's Report

3.1 Principal's Report



P McCracken Appointment

Move that the Board confirm the appointment of Phoebe McCracken to a permanent part-time position of 6 hours and 30 minutes per week as a School Nurse commencing Wednesday 29 July, 2026.

Decision Date: 25 Aug 2026
Mover: Mr Henry Warner
Seconders: Dr Mahaki Albert
Outcome: Approved



K Neilson Appointment

Move that the Board confirm the appointment of Karly Neilson to a fixed-term position as the Acting Specialist Classroom Teacher (SCT) at Tuakau College. This is due to the current SCT stepping up to be the Acting Head of Science during a transition period. For this position Karly will receive a Recruitment, Retention and Responsibility (RRR) allowance and will be given a time allocation of 4 hours per week for the duration of this position.

Decision Date: 25 Aug 2026
Mover: Mrs Grace Tema-Liapanekke
Seconders: Mr Mark McDowell
Outcome: Approved



Overnight Trip Approval - Equestrian NISS

Move that the Board approve the overnight Equestrian NISS trip to Taupo, from 30 August 2026 to 3 September 2026.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconders: Mr Jarhn Gussey
Outcome: Approved



Overnight Trip Approval - Junior Kapahaka Noho

Move that the Board approve the overnight Junior Kapahaka Noho to Te Atarua (Tuakau College), from 25 September 2026 to 26 September 2026.

Decision Date: 25 Aug 2026
Mover: Dr Mahaki Albert
Seconders: Mr Mark McDowell
Outcome: Approved

Discussion around bullying concerns that are highlighted as a reputational risk to the school. Board noted that it should be added to our Risk Register, and strategies need to be developed to respond to such risk.



Principal's Report Accepted

Move that the Principal's Report be accepted.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconders: Mr Jarhn Gussey
Outcome: Approved

4. Committee Reports

4.1 Health and Safety

No Health and Safety Report this month.

4.2 Property Report



Fire Panel Upgrade

Move that the Board confirm the upgrade of the fire panel, and that the project is done in its entirety.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Mr Henry Warner
Outcome: Approved



Water Fountains and Earthing project

Move that the Board confirm the Water Fountains and Earthing project and approve an amendment to the original project that includes the earth wire as required (that wasn't part of the scope of the original electrical project).

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Poppy Aislabie
Outcome: Approved



Elizabeth Street Gate movement

Move that the Elizabeth Street gate is moved to inside the school drive (on the school side of the house driveway).

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Mr Henry Warner
Outcome: Approved



Property Report accepted

Move that the Property Report is accepted.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Mr Henry Warner
Outcome: Approved

4.3 Finance Report



Payments to Authorise

M McDowell noted that in the Finance Committee meeting the payments to authorise for July 2026 were \$137,222.30. This was moved and seconded at the the Finance Committee meeting, but M McDowell advised it should be minuted at the Board meeting too. M McDowell moved to confirm.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Mr Henry Warner
Outcome: Approved



Ops Grant Payroll Approval

M McDowell noted that in the Finance Committee meeting approval was required for Ops Grant Payroll for:

- PP:082027 - \$86,714.32
- PP:092027 - \$133,448.07

These were moved and seconded at the Finance Committee meeting, but M McDowell advised it should be minuted at the Board meeting too. M McDowell moved to confirm.

Decision Date: 25 Aug 2026
Mover: Mr Jarhn Gussey
Seconded: Mr Henry Warner
Outcome: Approved



Van Lease

Move that the Board confirm using Fleet Partners for van lease for 2 vans (with the price per van being \$1199 plus GST) for a term of 36 months.

Decision Date: 25 Aug 2026
Mover: Mr Henry Warner
Seconded: Mr Jarhn Gussey
Outcome: Approved



Finance Report accepted

Move that the Finance Report be accepted.

Decision Date: 25 Aug 2026
Mover: Mr Henry Warner
Seconded: Mr Mark McDowell
Outcome: Approved

4.4 Policy Report

No Policy Report this month.

4.5 Bus Network Report

No Bus Network Report this month.

5. Student Representative Report

5.1 Student Representative Report



Move the Student Representative Report.

Move the Student Representative Report.

Decision Date: 25 Aug 2026
Mover: Poppy Aislabie
Seconded: Mrs Grace Tema-Liapanekke
Outcome: Approved

6. General Business

6.1 September Board Meeting Date

The September Board meeting date falls in the next school holidays. The Board discussed if they wanted to leave the September Board meeting date as it is, or move it forward a week so it falls in the school term.



September Board Meeting date change

Move that the date for the September Board meeting be changed to Tuesday 22 September so that it doesn't fall during the school holidays.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconder: Mr Jarhn Gussey
Outcome: Approved

6.2 Board Christmas Dinner

The Presiding Member has organised for the 2026 Board Christmas Dinner to be on Tuesday 15 December at 6pm at The Good Home in Pukekohe. The December Board meeting will be on Tuesday 15 December at 5pm (earlier than usual) to accommodate the dinner.

6.3 Finance Professional Development for the Board

D Tupaea has provided dates for Finance professional development for the Board. D Tupaea advised she will get J Paton to send out to Board members for them to respond as to whether they will attend or not.



Finance professional development dates to go to Board Members

J Paton to send out Finance professional development dates to Board members for them to confirm if they will attend or not.

Due Date: 22 Sept 2026
Owner: Miss Jess Paton

6.4 Student Representative on the Board

This is P Aislabie's last Board meeting as Student Representative on the Board. The election for the new Student Representative on the Board is currently underway and voting for this closes later this week. The Board invites P Aislabie to attend the September Board meeting to support the new Student Representative in the transition period.

M McDowell thanked P Aislabie, on behalf of the Board, for all her work on the Board during her time as Student Representative.

7. Meeting Minutes

7.1 Meeting Minutes

July Board Meeting 2026 28 Jul 2026, the minutes were confirmed as presented.

**July Board Meeting Minutes Approved**

Move that the Board confirm the minutes of the Board meeting on Tuesday 28 July, 2026 be approved.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconders: Mr Jarhn Gussey
Outcome: Approved

8. Actions from Previous Meetings**8.1 Action List**

Due Date	Action Title	Owner(s)
30 Jun 2026	Board Training Status: In Progress	Mrs Donna Tupaea, Ms Kandi Ngataki
28 Jul 2026	Property Report minutes to be amended Status: Completed on 17 Aug 2026	Mr Ashley Jacobs
28 Jul 2026	Uniform Contract to be presented at next Finance Meeting Status: Completed on 21 Aug 2026	Mrs Donna Tupaea
25 Aug 2026	Personnel Committee Meeting Status: Completed on 21 Aug 2026	Mrs Donna Tupaea

9. Inward Correspondence**9.1 01 NZSBA Report from G Tema-Liapaneke (5 August, 2026)****9.2 P McCracken Resignation Email (13 August, 2026)****P McCracken Confirmation of Resignation**

Move the Board confirm the resignation of P McCracken, with regret.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconders: Mrs Grace Tema-Liapaneke
Outcome: Approved

9.3 03 NZSBA Conference 2026 Presentation from H Warner (21 August, 2026)**10. Outward Correspondence****10.1 Confirmation of Inward and Outward Correspondence****Confirmation of Correspondence**

Move the inward correspondence be accepted and the outward correspondence be confirmed.

Decision Date: 25 Aug 2026
Mover: Mr Mark McDowell
Seconders: Mr Jarhn Gussey
Outcome: Approved

11. In-Committee

11.1 In-Committee Meeting

A Jacobs left the meeting at 6:47pm.



Move into Committee

Moved into committee at 6:47pm.

Decision Date: 25 Aug 2026

Outcome: Approved



Moved out of Committee

Moved out of committee at 7:02pm.

Decision Date: 25 Aug 2026

Mover: Mr Mark McDowell

Seconder: Mr Jarhn Gussey

Outcome: Approved

M Albert closed the meeting with karakia.

12. Close Meeting/Karakia

12.1 Close the meeting

Next meeting: September Board Meeting 2026 - 22 Sept 2026, 6:00 pm

Mr Mark McDowell
23 Sep 2026