

CONFIRMED MINUTES

JULY BOARD MEETING 2026



At the **August Board Meeting 2026** on **25 Aug 2026** these minutes were **confirmed as presented**.

Name:	Tuakau College
Date:	Tuesday, 28 July 2026
Time:	6:00 pm to 7:06 pm (NZST)
Location:	Tuakau College, Elizabeth Street, Tuakau
Board Members:	Ms Kandi Ngataki (Chair), Ms Erin Jones, Mrs Grace Tema-Liapanেকে, Mr Henry Warner, Mr Jarhn Gussey, Mr Mark McDowell, Mr Matthew Preston, Mrs Donna Tupaea, Miss Jess Paton
Attendees:	Mr Ashley Jacobs
Apologies:	Poppy Aislabie, Dr Mahaki Albert

1. Karakia

1.1 Adopt the Agenda



Adopt the Agenda

Adopt the Agenda.

Decision Date: 28 Jul 2026
Mover: Mrs Grace Tema-Liapanেকে
Seconder: Mr Mark McDowell
Outcome: Approved

1.2 Apologies



Apologies Confirmed

Move the Board confirm the Apologies for the July Board Meeting.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconder: Mr Mark McDowell
Outcome: Approved

2. Conflict of Interest Register

2.1 Conflict of Interest Register

3. Principal's Report

3.1 Principal's Report



A Appointment

Move the Board confirm the appointment of Anjali to a fixed-term full-time position as a Teacher for the remainder of 2026, commencing 20 July 2026 and ending 27 January 2027.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconder: Ms Erin Jones
Outcome: Approved



I Nyoni Appointment

Move the Board confirm the appointment of Ivy Nyoni to a fixed-term full-time position as a Teacher for the remainder of 2026, commencing 20 July 2026 and ending 27 January 2027.

Decision Date: 28 Jul 2026
Mover: Mr Henry Warner
Seconder: Mr Jarhn Gussey
Outcome: Approved



G van Nierkerk Appointment

Move the Board confirm the appointment of Gerschen van Nierkerk to a fixed-term full-time position as an Acting Assistant Principal at Tuakau College, commencing Monday 20 July (start of Term 3, 2026) until Sunday 11 October, 2026. This is a temporary internal appointment, to support the Senior Leadership Team during a transition period. There is a possibility this role may continue into Term 4, This position will come with a fixed-term RRR (Recruitment, Retention, and Responsibility) allowance plus 1 fixed-term senior management allowance (1SMA).

Decision Date: 28 Jul 2026
Mover: Mr Matthew Preston
Seconder: Mr Jarhn Gussey
Outcome: Approved



I Jacobs Appointment

Move the Board confirm the appointment of Ilze Jacobs to a fixed-term position as the Acting Head of Science, commencing 20 July 2026 until 11 October 2026. This is due to the current Head of Science stepping up to be an Acting Assistant Principal during a transition period. There is a possibility this role may continue into Term 4. This is a fixed-term position and will come with a Higher Duties Allowance which is equivalent to two fixed-term salary units and one fixed-term middle management allowance.

Decision Date: 28 Jul 2026
Mover: Ms Erin Jones
Seconder: Mr Henry Warner
Outcome: Approved



R Selda Appointment

Move the Board confirm the appointment of Roderick Selda to a fixed-term position as the Acting Assistant Head of Science, commencing 20 July 2026 until Sunday 11 October, 2026. This is due to the current Head of Science

stepping up to be an Acting Assistant Principal during a transition period and Ilze Jacobs stepping up to be Acting Head of Science during that time. There is a possibility this role may continue into Term 4. This is a fixed-term position, and will come with a Higher Duties Allowance which is equivalent to one fixed-term salary unit.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconders: Ms Erin Jones
Outcome: Approved



C Rossiter Appointment

Move the Board confirm the appointment of Chaz Rossiter to a permanent full-time position as a Physical Education and Health Teacher, commencing 20 July 2026.

Decision Date: 28 Jul 2026
Mover: Mr Matthew Preston
Seconders: Mr Henry Warner
Outcome: Approved



A Leasuasu Appointment

Move the Board confirm the appointment of Alitasi Leasuasu to a permanent full-time position of 40 hours per week as a Teaching Assistant, commencing Monday 20th July 2026 and ending 11th December 2026.

Decision Date: 28 Jul 2026
Mover: Mrs Grace Tema-Liapanekke
Seconders: Ms Kandi Ngataki
Outcome: Approved



Overnight Trip Approval - UNISS Netball

Move that the Board approve the overnight UNISS Netball trip to Hamilton, from 31 August 2026 to 4 September 2026.

Decision Date: 28 Jul 2026
Mover: Mr Jarhn Gussey
Seconders: Mrs Grace Tema-Liapanekke
Outcome: Approved



Overnight Trip Approval - Year 8 Camp

Move that the Board approve the overnight Year 8 Camp to Totara Springs Christian Camp (Matamata), from 16 November 2026 to 18 November 2026.

Decision Date: 28 Jul 2026
Mover: Mr Henry Warner
Seconders: Ms Kandi Ngataki
Outcome: Approved



Overnight Trip Approval - Year 9 Camp

Move that the Board approve the overnight Year 9 Camp to Kauaeranga Valley Christian Camp (Thames), from 11 November 2026 to 13 November 2026.

Decision Date: 28 Jul 2026
Mover: Mr Matthew Preston
Seconders: Mr Mark McDowell
Outcome: Approved



Overnight Trip Approval - Year 10 Camp

Move that the Board approve the overnight Year 10 Camp to Ngaruawahia Christian Camp, from 23 November 2026 to 25 November 2026.

Decision Date: 28 Jul 2026
Mover: Ms Erin Jones
Seconders: Ms Kandi Ngataki
Outcome: Approved

The Board discussed the proposed Strategic Plan.



Strategic Plan Endorsement

Move that the Board endorse the proposed Strategic Plan.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconders: Mrs Grace Tema-Liapanekke
Outcome: Approved

The Board discussed the Pastoral Care review information that was included in the Principal's report. H Warner queried what the Board has governance over? D Tupaea advised the report was commissioned so that is why it's being shared with the Board. D Tupaea said the governance sits with her and the SLT however there will be some Board members involved in a Personnel Committee that will be engaged in some of the actions that have come from the review.



Principal's Report Accepted

Move that the Principal's Report be accepted.

Decision Date: 28 Jul 2026
Mover: Mrs Donna Tupaea
Seconders: Ms Kandi Ngataki
Outcome: Approved

4. Committee Reports

4.1 Health and Safety

No Health and Safety Report this month.

4.2 Property Report

A Jacobs gave a verbal Property Report to the Board.



Property Report accepted

Move that the Property Report is accepted.

Decision Date: 28 Jul 2026
Mover: Ms Erin Jones
Seconders: Ms Kandi Ngataki
Outcome: Approved

4.3 Finance Report



Payments to Authorise

K Ngataki noted that in the Finance Committee meeting the payments to authorise for June 2026 were \$131,322.73. This was moved and seconded at the the Finance Committee meeting, but K Ngataki advised it should be minuted at the Board meeting too. K Ngataki moved to confirm.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconders: Mr Matthew Preston
Outcome: Approved



Ops Grant Payroll Approval

K Ngataki noted that in the Finance Committee meeting approval was required for Ops Grant Payroll for:

- PP:062027 for \$127,541.96
- PP:072027 for \$128,152.96

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

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconders: Mr Mark McDowell
Outcome: Approved



Purchase of Lease Vans

Move that the Board approve the 36 month lease quote for the purchase of lease vans, on the basis that a second quote is obtained from another provider to ensure the best deal.

Decision Date: 28 Jul 2026
Mover: Ms Erin Jones
Seconders: Ms Kandi Ngataki
Outcome: Approved



Replacement of Vehicle

Move that the Board approve the budget of \$14,500.00 to replace the school 7 seater vehicle.

Decision Date: 28 Jul 2026
Mover: Mr Mark McDowell
Seconders: Ms Kandi Ngataki
Outcome: Approved



Asset Disposal Register

Move that the school Wish vehicle and the school Bus be added to our Asset Disposal register as 'end of life.'

Decision Date: 28 Jul 2026
Mover: Mrs Donna Tupaea
Seconders: Ms Kandi Ngataki
Outcome: Approved



Finance Report Accepted

Move that the Finance Report be accepted.

Decision Date: 28 Jul 2026
Mover: Ms Kandi Ngataki
Seconders: Ms Erin Jones
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

No Student Representative Report this month.

6. General Business

6.1 Planning for upcoming Board elections

The Board discussed the upcoming Student Representative Election for 2026 and the upcoming Mid-term Election in 2027. The Board agreed to use online voting for these elections, through Schooled Election Pilot.



2026 Student Rep Election and 2027 Mid-term Election Returning Officer

Move the Board confirm the Returning Officer for the 2026 Student Representative Election and 2027 Mid-term Election is Schooled Election Pilot.

Decision Date: 28 Jul 2026
Mover: Mr Henry Warner
Seconders: Mr Matthew Preston
Outcome: Approved

6.2 Staff Christmas Function



Staff Christmas Function

Move that the Board confirm the Staff Christmas function of up to \$100 per head for 2026.

Decision Date: 28 Jul 2026
Mover: Mr Jarhn Gussey
Seconders: Ms Kandi Ngataki
Outcome: Approved

6.3 Personnel Committee

D Tupaea noted she would like a meeting with the Personnel Committee as soon as possible.



Personnel Committee Meeting

Organise a Personnel Committee meeting before the August Board meeting.

Due Date: 25 Aug 2026

Owner: Mrs Donna Tupaea

6.4 Delegations to the Principal from the Board

E Jones noted that the 'Delegations to the Principal from the Tuakau College Board' document will need to be reviewed following the retirement of the Executive Manager.

6.5 NZSBA Conference Feedback

The Board members that attended the recent NZSBA Conference gave feedback on how this went.

7. Meeting Minutes

7.1 Meeting Minutes

June Board Meeting 2026 30 Jun 2026, the minutes were confirmed as presented.



June Board Meeting Minutes Accepted

Move that the Board accepts the Minutes of the Board Meeting of 30 June, 2026.

Decision Date: 28 Jul 2026

Mover: Mr Jarhn Gussey

Second: Mrs Grace Tema-Liapaneka

Outcome: Approved

8. Actions from Previous Meetings

8.1 Action List

Due Date	Action Title	Owner(s)
30 Jun 2026	Document around conflicts of interest for Board meetings Status: Cancelled on 30 Jun 2026	Dr Mahaki Albert
30 Jun 2026	BYOD Devices Status: Completed on 27 Jul 2026	Ms Kandi Ngataki
30 Jun 2026	Survey Action Points Status: Completed on 27 Jul 2026	Ms Kandi Ngataki
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
28 Jul 2026	Board to send a letter to School Ball Committee Status: Completed on 1 Jul 2026	Miss Jess Paton

9. Inward Correspondence

10. Outward Correspondence

10.1 S Partington Confirmation of Leave Request Submission (1 July, 2026)

10.2 J Matthews Confirmation of Resignation Letter (1 July, 2026)

10.3 P Moody Confirmation of Retirement Letter (1 July, 2026)

10.4 D Tupaea Confirmation of Leave Request Submission (1 July, 2026)

10.5 P Mistry Confirmation of Leave Request Submission (1 July, 2026)

10.6 Ball Committee Thank You Letter (1 July, 2026)

10.7 Confirmation of Inward and Outward Correspondence



Confirmation of Inward and Outward Correspondence

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

Decision Date:	28 Jul 2026
Mover:	Ms Erin Jones
Seconder:	Mr Henry Warner
Outcome:	Approved

11. In-Committee

11.1 In-Committee Meeting

A Jacobs left the meeting at 6:50pm.



Move into Committee

Moved into committee at 6:50pm.

Decision Date:	28 Jul 2026
Mover:	Ms Kandi Ngataki
Seconder:	Mr Mark McDowell
Outcome:	Approved



Moved out of Committee

Moved out of committee at 7:05pm.

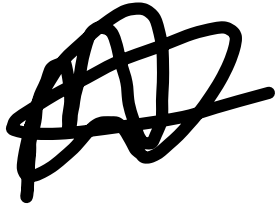
Decision Date:	28 Jul 2026
Mover:	Ms Kandi Ngataki
Seconder:	Mr Mark McDowell
Outcome:	Approved

M McDowell closed the meeting with karakia.

12. Close Meeting/Karakia

12.1 Close the meeting

Next meeting: August Board Meeting 2026 - 25 Aug 2026, 6:00 pm

A handwritten signature in black ink, appearing to be 'Mark McDowell', written over a grid of lines.

Mr Mark McDowell
26 Aug 2026