

CONFIRMED MINUTES

GREENPARK SCHOOL BOT HUI

At the **Greenpark School BOT Hui** on **15 May 2025** these minutes were **confirmed with the following changes:**

1.4 - tense change "has" should be "will be"

Name: Greenpark School (Tauranga) BOT
Date: Thursday, 27 March 2025
Time: 6:00 pm to 7:00 pm (NZDT)
Location: Greenpark School, 13 Lumsden Street, Greerton
Board Members: Greg Cummings (Chair), Gareth Norman, Haidee Jenkins, Krissy Thompson, Gareth Scholes
Attendees: Christina Leef, Sarah Stock, Theresa Lemi
Apologies: Heather Kawan

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Greenpark School BOT Hui 27 Feb 2025, the minutes were confirmed as presented.



February 2025 Minutes

Minutes from the February 2025 Meeting read and confirmed.

Decision Date: 27 Mar 2025
Mover: Haidee Jenkins
Seconder: Gareth Norman
Outcome: Approved

1.3 Apologies

Apology received from Heather Kawan.

1.4 Actions - Follow Up

Actions to review from February 2025 Meeting:

BOT Profile Timeline for Elections: BOT Election is **Wednesday 10 September 2025**. Timeline from Schooled who are running our elections for us is attached. Board advertising flyer has been created and was viewed at the meeting (also attached). Board asked to review this documents and come back with any suggestions additions and/or changes.

Annual Report Draft: Annual Report is finalised and on our school website.

School Docs: A Health & Safety Register has been set up as an audit tool annually to ensure compliance has been done. It is an overview list to mark off. This will be to mark off requirements of school docs. This will allow the Board to see trends of Health and Safety.

Paddock Lease: The Board will make a time in the next week to go for a walk through. Fencing and clean up will be the responsibility of the Fire Service. Discussions with the property manager on the possibility of a bike track or container onsite and all okayed, just no major works. We will just keep in communications with the Property Manager and he will come in and do checks. Was noted on the lease that it has a non-exclusive licence and we would potentially want an exclusive licence so no others have access? Gareth to follow this up. Accountants Ed Services looking into whether this is deemed a rental or a lease from an accounting perspective and they will advise. Gareth to get a quote on fencing across Cameron Road frontage and construction fencing to section off areas inside the paddock. Also look into contracting a lawn mower once a month if needed. Future Boards to look at possibility of purchasing the land (or part of the land) in the future, this can be discussed with the fire service with the long term vision is that we can utilise this land for our school.

Playground Works: Have spoken with White Builders and Creo Playgrounds. Whites are expecting a quote for equipment from Creo for equipment costs and then Christina will be able to provide more information at the next meeting.



Land Lease Motion

Moved that we proceed with the lease of land for 6 years maximum with a 2 year right of renewal. Question the exclusive vs non exclusive licence in the definition of the lease.

Decision Date: 27 Mar 2025
Mover: Greg Cummings
Outcome: Approved



Paddock Lease

- Gareth to get the 6 year maximum Lease signed with a 2 year right of renewal.
- Check with Property Manager re the Non-Exclusive Licence vs us potentially wanting an Exclusive Licence as defined on the Lease.
- Fencing Quotes for the fencing along Cameron Road and construction fencing for inside the paddock to fence off areas.

Due Date: 12 May 2025
Owner: Gareth Scholes



BOT Timeline & Profile

- Board to Review presentation attached and provide feedback - changes or additions to document.
- Gareth and Theresa to create a Board of Trustees Election Timeline for this year

Due Date: 12 May 2025
Owners: Gareth Scholes, Theresa Lemi

1.5 Action List

Due Date	Action Title	Owner(s)
12 May 2025	Playground Work Status: In Progress	Christina Leef

2. Actions from Previous Meetings

3. Curriculum

4. Management Reports

4.1 Teaching and Learning

Gareth thanked the Board for their support with his trip to Sydney for the Education Tour. The 2025 Study Tour focused on advancements in educational leadership, technology integration, and AI in the education sector. Highlights from Lansdale Public School and the Metro South & West Education System, as well as insights from Microsoft and Google on AI innovations, were shared. The tour emphasised the need for educational equity, teacher wellbeing, and the role of technology in transforming learning environments.

Teaching and Learning (previously known as the Principal's Report) was presented by Gareth Scholes. Reuben Potaka and Sarah Stock to attend meetings and share their data for curriculum and PB4L.



Teaching & Learning (previously Principals Report)

Teaching & Learning Report Approved

Decision Date: 27 Mar 2025

Mover: Gareth Scholes

Seconder: Haidee Jenkins

Outcome: Approved

4.2 Finance & Budget Reporting

Finance Report Presented.

Items of Significance - These have been corrected, this was due to the 2025 budget not finalised at time of printing.

Banked Staffing - In 2025 no schools will be receiving any funding back from their banked staffing. We have overspent this year by \$4000 however we have also not used any bulk funds to cover staffing.

Term Deposit - TD of \$43114.00 is maturing on 12 April and recommend that we use this to pay for our Solar Panels which are all good to go. We do not need a consumption meter which will save us \$3000.

Budget Adjustments - Presented a new Budget Adjustment spreadsheet which will keep a running record of adjustments made throughout the year to be approved at BOT Meetings.

AV equipment for hall: budgeted for in 2025 so no funding applications required.

Seperate resolution to move \$10 000 application for Lion Foundation and One Foundation for hall staging.



Term Deposit April

Ensure Term Deposit for April is not reinvested when it matures on the 12th.

Due Date: 9 Apr 2025

Owners: Gareth Scholes, Theresa Lemi



Budget Adjustment Spreadsheet

Budget Adjustment Spreadsheet to present to the Board under Financial Reporting approved.

Decision Date: 27 Mar 2025
Mover: Gareth Scholes
Seconders: Krissy Thompson
Outcome: Approved



Finance Report

Finance Report Approved

Decision Date: 27 Mar 2025
Mover: Gareth Scholes
Seconders: Haidee Jenkins
Outcome: Approved

4.3 Health & Safety Review

Health & Safety Report Presented. Graphs showing review of Hero data providing times and area of incidents.

Fire Evacuation held and went really well.

Health and Safety in Schools - has moved away from sexuality and reverted back to Keeping Ourselves Safe as we have done in previous years. We have Cyber Safety Parents Meeting in Week 10 with a guest speaker.

Learning Support - Christina is doing a great job in this role working with our students and families that have additional needs.



Health & Safety Report

Health & Safety Report Approved.

Decision Date: 27 Mar 2025
Mover: Gareth Scholes
Seconders: Greg Cummings
Outcome: Approved

4.4 Property

Property Report Presented.

Hall Update - Handover date 4 April 2025, slight change as flashings caused a delay. Occupancy will be signed off by the council before we can start using the space. Marra have been great to work with and the Board have provided a Morning Tea for the team on Friday 28 March.

Solar Panels - Received the report that this can proceed on V & W blocks and will proceed in the school holidays.



Property Report

Property Report Approved

Decision Date: 27 Mar 2025
Mover: Gareth Scholes
Seconders: Gareth Norman
Outcome: Approved

4.5 Correspondence

- Thank you from Haidee Jenkins for the 2024 BOT Travel Award.
- Hall Lift approval from MoE Asset Management to remove the old chairlift granted.

5. Other Business

5.1 BOT Walk Through

Haidee confirmed Board Walk through school on Friday 28 March. Haidee will check with Heather and set a date for Term 2 walk through.



Term 2 Board Walk Through

Check with Heather and set a Walk Through date for Term 2.

Due Date: 12 May 2025
Owner: Haidee Jenkins

6. Close Meeting

6.1 Close the meeting

Next meeting: Greenpark School BOT Hui - 15 May 2025, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.4	Paddock Lease Due Date: 12 May 2025	Gareth Scholes
1.4	BOT Timeline & Profile Due Date: 12 May 2025	Gareth Scholes, Theresa Lemi
4.2	Term Deposit April Due Date: 9 Apr 2025	Gareth Scholes, Theresa Lemi
5.1	Term 2 Board Walk Through Due Date: 12 May 2025	Haidee Jenkins

Signature: _____

Date: _____

15/5/2025.