

# CONFIRMED MINUTES

## GREENPARK SCHOOL BOT HUI

At the **Greenpark School BOT Hui** on **4 Sept 2025** these minutes were **confirmed as presented**.

**Name:** Greenpark School (Tauranga) BOT  
**Date:** Thursday, 24 July 2025  
**Time:** 6:00 pm to 7:48 pm (NZST)  
**Location:** Greenpark School, 13 Lumsden Street, Greerton  
**Board Members:** Greg Cummings (Chair), Gareth Norman, Haidee Jenkins, Krissy Thompson, Gareth Scholes  
**Attendees:** Sarah Stock  
**Apologies:** Christina Leef, Theresa Lemi, Heather Kawan

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

May Minutes Confirmed, no meeting in June.



#### May Minutes Confirmed

May minutes confirmed. No meeting held in June.

**Decision Date:** 24 Jul 2025  
**Mover:** Krissy Thompson  
**Seconder:** Gareth Scholes  
**Outcome:** Approved

#### 1.3 Apologies

#### 1.4 Actions - Follow Up

##### Actions to Review from May 2025 Meeting:

- **Playground Works** - Taken 150k off Term Deposit. Deposit has been paid for the shade sail and matting.
- **Education Outside the Classroom** - Review completed. Gareth discussed new process. Amy & Gareth to find a balance for documentation completion this will be based on the risk assessment of the activity. They will share the draft with the Board.
- **Fencing** - Completed
- **BOT Elections** - New system in place. Gareth gets notifications of nominations. Share a couple of videos on Hero about role of a Board Member. Remind staff about the staff rep at

Connect. If we want to have a tagged Maori representative on our Board of Trustees this would require a change of constitution - to consider at next election.

## 1.5 Action List

Due Date	Action Title	Owner(s)
12 May 2025	Playground Work <b>Status:</b> Completed on 30 Jul 2025	Christina Leef
12 May 2025	BOT Timeline & Profile <b>Status:</b> Completed on 29 Aug 2025	Gareth Scholes, Theresa Lemi
12 May 2025	Term 2 Board Walk Through <b>Status:</b> Completed on 21 Jul 2025	Haidee Jenkins
12 Jun 2025	LEOTC Safety Review <b>Status:</b> In Progress	Gareth Scholes
12 Jun 2025	Fencing <b>Status:</b> Completed on 30 Jul 2025	Gareth Scholes

## 2. Actions from Previous Meetings

## 3. Curriculum

### 3.1 Board of Trustees 2025 Elections Timeline (Updated)

## 4. Management Reports

### 4.1 Teaching and Learning

#### Writing

- Sarah Stock presented writing data.
- 30% snapshot of each Years 3-6 classroom. The 9 Children from each class were selected by the random number generator.
- The data was used to inform teacher practice.
- Good shift in practice and achievement over the last 2 years.
- The BOT wish to congratulate the teachers for effective implementation of the writing programme.

#### **SLA - Structured Literacy Approach Specialist Teacher, Hayley Nicholas funded by the MOE for 0.55 and Staff funded 0.45.**

- Sarah shared Hayley and Christina's report.
- Great progress from Terms 1&2. Positive benefits for Tier 2 children.
- Boost and self efficacy for children who have experienced this accelerated progress.

#### **Gareth shared Teaching and Learning Report**

- Discussion around STAR attendance report that will be mandated in 2026.



## Teaching & Learning Report

Carried

**Decision Date:** 24 Jul 2025  
**Mover:** Gareth Scholes  
**Seconders:** Krissy Thompson  
**Outcome:** Approved

## 4.2 Finance & Budget Reporting

### Final Audit

- Clean audit. Theresa has good systems in place in the office. The Board of Trustees formally thanked Gareth and the team for this.

### Delegation Policy

- In the policy section of Board Pro we need to upload the Delegation Policy.



### Delegation Policy

In the policy section of Board Pro need to upload the Delegation Policy.

**Due Date:** 4 Sept 2025  
**Owner:** Theresa Lemi



### Finance Moved

Carried

**Decision Date:** 24 Jul 2025  
**Mover:** Gareth Scholes  
**Seconders:** Gareth Norman  
**Outcome:** Approved

## 4.3 Health & Safety Review

- Term 2 Assurances from June Meeting
- Safety Checking/Police Vetting includes onsite contractors.
- Gone through assurances.



### Health & Safety Moved

Carried

**Decision Date:** 24 Jul 2025  
**Mover:** Gareth Scholes  
**Seconders:** Krissy Thompson  
**Outcome:** Approved

## 4.4 Property



### Property Moved

Carried

**Decision Date:** 24 Jul 2025  
**Mover:** Gareth Scholes  
**Seconders:** Greg Cummings  
**Outcome:** Approved

4.5 Correspondence



Correspondence Moved

Carried

**Decision Date:** 24 Jul 2025  
**Mover:** Gareth Scholes  
**Seconder:** Greg Cummings  
**Outcome:** Approved

5. Other Business

5.1 Community Consultation



Community Consultation

Gareth to prepare a draft community consultation to present at September hui. The overview of this is to give whānau a chance to voice their aspirations for their tamariki.

**Due Date:** 4 Sept 2025  
**Owner:** Gareth Scholes

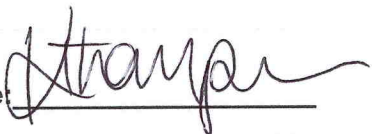
6. Close Meeting

6.1 Close the meeting

**Next meeting:** Greenpark School BOT Hui - 4 Sept 2025, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	Delegation Policy <b>Due Date:</b> 4 Sept 2025	Theresa Lemi
5.1	Community Consultation <b>Due Date:</b> 4 Sept 2025	Gareth Scholes

Signature: 

Date: 4/9/25