

# CONFIRMED MINUTES

## GREENPARK SCHOOL BOT HUI

At the **Greenpark School BOT Hui** on **23 Oct 2025** these minutes were **confirmed as presented**.

|                       |                                                                               |
|-----------------------|-------------------------------------------------------------------------------|
| <b>Name:</b>          | Greenpark School (Tauranga) BOT                                               |
| <b>Date:</b>          | Thursday, 4 September 2025                                                    |
| <b>Time:</b>          | 6:00 pm to 7:19 pm (NZST)                                                     |
| <b>Location:</b>      | Greenpark School, 13 Lumsden Street, Greerton                                 |
| <b>Board Members:</b> | Gareth Norman, Haidee Jenkins, Heather Kawan, Krissy Thompson, Gareth Scholes |
| <b>Attendees:</b>     | Theresa Lemi                                                                  |
| <b>Apologies:</b>     | Greg Cummings (Chair), Christina Leef, Sarah Stock                            |

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Greenpark School BOT Hui 24 Jul 2025**, the minutes were confirmed as presented.



#### July Minutes

July Minutes Confirmed as Read.

|                       |                |
|-----------------------|----------------|
| <b>Decision Date:</b> | 4 Sept 2025    |
| <b>Mover:</b>         | Haidee Jenkins |
| <b>Outcome:</b>       | Approved       |

#### 1.3 Apologies

Apologies noted from Christina Leef and Greg Cummings

#### 1.4 Actions - Follow Up

#### 1.5 Action List

| Due Date    | Action Title                                                      | Owner(s)                        |
|-------------|-------------------------------------------------------------------|---------------------------------|
| 12 May 2025 | Playground Work<br><b>Status:</b> Completed on 30 Jul 2025        | Christina Leef                  |
| 12 May 2025 | BOT Timeline & Profile<br><b>Status:</b> Completed on 29 Aug 2025 | Gareth Scholes,<br>Theresa Lemi |
| 12 Jun 2025 | LEOTC Safety Review<br><b>Status:</b> In Progress                 | Gareth Scholes                  |

| Due Date    | Action Title                                                      | Owner(s)       |
|-------------|-------------------------------------------------------------------|----------------|
| 12 Jun 2025 | Fencing<br><b>Status:</b> Completed on 30 Jul 2025                | Gareth Scholes |
| 4 Sept 2025 | Delegation Policy<br><b>Status:</b> In Progress                   | Theresa Lemi   |
| 4 Sept 2025 | Community Consultation<br><b>Status:</b> Completed on 5 Sept 2025 | Gareth Scholes |

## 2. Actions from Previous Meetings

## 3. Curriculum

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



#### Paper Reminder Election Voting

Create a paper flyer to hand out at the gate, asking them to check their emails for a link from Election Pilot to place their vote.

**Due Date:** 5 Sept 2025

**Owner:** Theresa Lemi



#### Meet the Board & Induction Process for New Board of Trustees

- Hold a Greenpark Board of Trustees Meet and Greet Evening before first Board Meeting. Tentative Date Monday 6th October at 5:30pm in the Staffroom.
- Induction for New Board to be held prior to their first Board Meeting. Thursday 23 October, Induction 5:30pm and Meeting Starts at 6pm.
- Discuss with new Board their availability and if they want to continue meetings on a Thursday or change the day.

**Due Date:** 17 Sept 2025

**Owners:** Gareth Scholes, Theresa Lemi

## 4. Management Reports

### 4.1 Teaching and Learning

#### Teaching and Learning Report Read.

- Roll is looking healthy, currently 707 with another 20 New Entrants due to start in Term 4.
- PB4L is going really well with a noted improvement in behaviour.
- Curriculum changes are being managed really well by teachers.
- Learning Support acknowledgement to Haidee for her work in this area while Christina is on leave.
- Learning Support Coordinator funding - we will know whether we are eligible for this when the staffing for 2026 comes through.
- Community Survey - we had 118 responses to our community survey. A lot of positive feedback. Responses will be reviewed and taken onboard.
- Staffing Appointed for 2026 - 3x Permanent Positions - Shannon Dobbs, Nicole Johnson and Libby Valentine and 2x Fixed Term Positions - Lauren Pautz for Hayley Nicholas secondment to Literacy Role and Hayley Palmer for Anna Parker who is on leave.



## Teaching & Learning Report

Teaching and Learning Report Approved.

**Decision Date:** 4 Sept 2025  
**Mover:** Gareth Scholes  
**Seconders:** Gareth Norman  
**Outcome:** Approved

## 4.2 Finance & Budget Reporting

### Finance Report Read

- Budget is on target
- Available funds less term deposit - seems like an error on the report. Theresa to follow up with Education Services regarding this and why it differs from previous reports.
- Budget Adjustments discussed and approved.
- Funding Application in place with NZCT for \$10 000. This is for Years 5&6 as part of the water safety & survival curriculum.
- Term Deposit maturing on 15 September. Withdraw the credit raised and reinvest \$400,000 until the end of December - to review again in December.
- Term Deposit maturing on 15 October look to reinvest - compare interest rates with Savings Plus and invest in better option.
- Approval requested to increase Lynne Mossop's Credit Card Limit from \$2500 to \$5000. This request is due to international travel and visa being used as a hold on hotel rooms. All credit card spending is checked and accounted.



### Term Deposit

- Reinvest \$400,000 from September Term Deposit for 3 months and withdraw interest made.
- Reinvest October Term Deposit for 3 months.

**Due Date:** 15 Sept 2025  
**Owner:** Theresa Lemi



### Budget Adjustments

June Budget Adjustments Approved

**Decision Date:** 4 Sept 2025  
**Mover:** Heather Kawan  
**Seconders:** Gareth Scholes  
**Outcome:** Approved



### Lynne Mossop Credit Card Limit Increase

Approved increase of Credit Card Limit for Lynne Mossop from \$2500 to \$5000.

**Decision Date:** 4 Sept 2025  
**Mover:** Gareth Scholes  
**Seconders:** Haidee Jenkins  
**Outcome:** Approved



### Finance Report Approved

Finance Report Approved

**Decision Date:** 4 Sept 2025

**Mover:** Krissy Thompson  
**Seconded:** Gareth Norman  
**Outcome:** Approved

## 4.3 Health & Safety Review

### Health & Safety Report Read

- Sinclair Street Drop Off - looking at how to fix the ongoing issues. Still in contact with Tauranga City Council to discuss options in the meantime looking at internal processes such as promoting the Walking School Bus to Morland Fox Park, promoting Marshalls Ave and Maleme Street as pick up area.
- Physical Restraint - All staff have completed Physical Restraint Training. There is no expiry date on the completion of this training. Message is to de-escalate the situation before restraint is needed to be implemented. Gareth and Reuben will be attending a Physical Restraint Workshop.
- Standown Process - Follow MOE Guidelines which include reporting to MOE and meeting with families.
- Records - All records are online now in a secure portal on our school domain that goes through a security WOF. Old physical records are kept for 7 years as part of the MOE guidelines and then shredded and destroyed.
- STAR Attendance (Stepped Attendance Response) - this is implemented at our school.



### Health & Safety Report

Health & Safety Report Approved

**Decision Date:** 4 Sept 2025  
**Mover:** Gareth Scholes  
**Seconded:** Krissy Thompson  
**Outcome:** Approved

## 4.4 Property

### Property Report Read

- Painting of the stairs in the hall will be happening in the Term 3 holidays.
- Drainage - a channel drain between the cobbles and the field to stop water pooling will be added and will come from the Hall Works budget.
- The Junior Playspace will be ready by the end of the Term 3 Holidays and an official opening will happen at the beginning of Term 4.
- The driveway by the office will be reinforced and the gate has been widened to allow easier access for Emergency Services to access the field and wider school.
- Greenpark Farm - We have 2 pigs onsite and have 12 chickens and a hutch coming. The feedback from staff and students has been really positive. We have been in contact with Jess who runs a Therapy Garden programme at the Historic Village to see if she would like to implement a programme on our farm site for students. Animals are looked after in the holidays by Grant/Caretaker onsite and Gareth as well as a Greenpark Family who live next door coming over to check on them. A bike track is in progress with work to start in Term 4.



### Property Report

Property Report Approved

**Decision Date:** 4 Sept 2025  
**Mover:** Gareth Norman

**Seconded:** Heather Kawan  
**Outcome:** Approved

## 4.5 Correspondence

Correspondence Received:

- Akarana Community Trust - application declined for Shade Sail.
- A Tate Resignation for end of year - moving to Auckland.
- C Leef Thank You to Board for Support



### A Tate Resignation Acceptance

Letter to A Tate - accept resignation.

**Due Date:** 12 Sept 2025  
**Owner:** Theresa Lemi

## 5. Other Business

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** Greenpark School BOT Hui - 23 Oct 2025, 7:00 pm

### New Actions raised in this meeting

| Item | Action Title                                                                                  | Owner(s)                        |
|------|-----------------------------------------------------------------------------------------------|---------------------------------|
| 3.1  | Paper Reminder Election Voting<br><b>Due Date:</b> 5 Sept 2025                                | Theresa Lemi                    |
| 3.1  | Meet the Board & Induction Process for New Board of Trustees<br><b>Due Date:</b> 17 Sept 2025 | Gareth Scholes,<br>Theresa Lemi |
| 4.2  | Term Deposit<br><b>Due Date:</b> 15 Sept 2025                                                 | Theresa Lemi                    |
| 4.5  | A Tate Resignation Acceptance<br><b>Due Date:</b> 12 Sept 2025                                | Theresa Lemi                    |

**Signature:**

**Date:**

23/10/25.