

# CONFIRMED MINUTES

## GREENPARK SCHOOL BOT HUI

At the **Greenpark BOT Meeting on 19 Feb 2026** these minutes were **confirmed as presented**.

<b>Name:</b>	Greenpark School (Tauranga) BOT
<b>Date:</b>	Thursday, 27 November 2025
<b>Time:</b>	6:00 pm to 8:13 pm (NZDT)
<b>Location:</b>	Greenpark School, 13 Lumsden Street, Greerton
<b>Board Members:</b>	Gareth Norman, Haidee Jenkins, Kristen Thompson, Gareth Scholes, Danielle Adnitt, Nicola Brown, Richard Luoni
<b>Attendees:</b>	Theresa Lemi
<b>Apologies:</b>	Christina Leef, Sarah Stock, Reuben Potaka

### 1. Opening Meeting

#### 1.1 Delegation of Duties

Delegation of Duties Updated List as confirmed from last meeting checked and approved. Discussion held around sub committees. Decided the Health & Safety and Property should form a sub committee as those often overlap. Finance & Teaching and Learning will also form a sub committee.

Delegation List updated to include new sub committees.



#### **Delegation of Duties including Sub Committees**

Delegation of Duties including Sub Committees Moved.

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

#### 1.2 Interests Register

#### 1.3 Confirm Minutes

**Greenpark School BOT Hui 23 Oct 2025**, the minutes were confirmed as presented.



#### **BOT Minutes for October**

BOT Minutes for October Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

#### 1.4 Apologies

## 1.5 Actions - Follow Up

**LEOTC** - We have LEOTC paperwork in place, review of paperwork currently in place. Initial trial had too much information so further review needed. Ratios no longer used and it is about quality supervision. Ensuring that parent helpers on trips are briefed fully on their role and expectations for the trip.

**MOE ADVISOR MEETING** - Adrian from MoE is going to come to a meeting to explain school finance. Board Members from schools in our Kāhui Ako will be invited also. Theresa has also organised Trish from Education Services to come to the first Finance meeting of 2026 to attend.

**PLAYSPACE PHASE 2&3** - Attached is the document for the Junior Playspace. Phase 1 is complete and now looking at the bank area (phase 3) as an upcoming project.

**ERO ASSURANCE** - Gareth has spoken with Principals at Tauranga Intermediate and Welcome Bay School who have both recently been through ERO process and shared a plan they had for the time ERO was there. Both schools had no Board involvement until the end. They grade the teachers and the school and then evaluate with feedback given at the end. We are still waiting on a confirmation of dates. Once dates are confirmed we will dedicate a Board Meeting to preparation, in the meantime Gareth will begin work on ERO Schedule for Greenpark ERO Review.



### ERO Review Schedule and ERO Dates Confirmation

Share ERO Review Schedule and confirmed dates once available.

**Due Date:** 9 Feb 2026  
**Owner:** Gareth Scholes

## 1.6 Action List

### 2. Actions from Previous Meetings

#### 2.1 Principals Delegation Approval



#### Principals Delegation Signed & Approved

Principals Delegation Approved

**Decision Date:** 27 Nov 2025  
**Outcome:** Approved

Principals Delegation previously circulated and approved. Noted for Minutes

### 3. Curriculum

#### 3.1 Te Tiriti o Waitangi

Letter sent to community on behalf of Board. Letter less politically motivated and more showing a sense of stability in the chaos. This has been discussed as a Board outside meeting and is included for noting in minutes.

### 4. Management Reports

#### 4.1 Teaching and Learning

**TEACHING & LEARNING REPORT:** Taken as read.

**FINAL EVERY DAYS MATTERS MOE ATTENDANCE REPORT 2025:** Report shows we had 69% of our students attending regularly compared to 62% in Term 3 with a majority of the absences being due to illness.

Liam Morrison has been offered a contract at Greenpark for 2026 to work on Attendance with the implementation of the STAR (Stepped Attendance Response) programme by the MOE he will be able to do follow up. The goal is for children to only have 5 days off per term to keep us within the Ministry requirements. School Boards can decide what is considered a Justified or and Unjustified Absence with a focus on targeting students who are genuinely not attending regularly. The Management team have a plan in place and will present this to the Board in 2026.

### 2025 ANNUAL REPORT:

- 2025 Annual Plan as read. Just need to add previous Board Members from 2025 before the elections.
- Report appears like students are not achieving however this is due to the new curriculum rollout and the goal posts changing. Data will change for next year with the new guidelines and the Ministry of Education are not worried about progress as the changes are implemented.
- Sarah Stock will come to our first meeting in 2026 to go into more details about these changes and the reporting of data.
- Look to approve the Annual Report at the first meeting of 2026.

### DRAFT ANNUAL PLAN:

Draft Annual Plan 2026 is based on what Government recommends and as a Board we will look at it next year.

We have 14 Management Units which create leadership opportunities with the following structure:

Senior Leadership Team > Year Level Leaders > Curriculum Leaders > Mentor Teachers (for Beginning Teachers)

Permanent Units = release days in top of classroom release time. They also have Board funded professional development, this year was Growth Coaching.

The Annual Report forms the basis of the Management Plan like a check off list.

In 2026 Board will look at the Strategic Plan to get a bigger picture and decide on community consultation.



#### **Present Attendance Model for 2026**

SLT to present Attendance Model 2026

**Due Date:** 13 Feb 2026

**Owner:** Gareth Scholes



#### **Approve 2025 Annual Report**

Annual Report to be presented at first Board Meeting for Approval. Sarah Stock to attend first meeting to discuss curriculum changes, data and reporting.

**Due Date:** 27 Feb 2026

**Owners:** Gareth Scholes, Sarah Stock



#### **Present 2026 Annual Plan**

Present 2026 Annual Plan for Approval

**Due Date:** 27 Feb 2026

**Owner:** Gareth Scholes



## Teaching & Learning Report

Teaching & Learning Report Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 4.2 Finance & Budget Reporting

Finance Report taken as read.

Draft 2026 budget presented and explained to the Board. Will be approved in 2026 by BOT.



### 2026 Budget for Approval

Present 2026 Budget for Approval

**Due Date:** 27 Feb 2026

**Owner:** Gareth Scholes



### Finance Report

Finance Report Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 4.3 Health & Safety Review

Health & Safety Report as presented.

Sub Committee to review policies on School Docs and give feedback to Board who can access and read through.

We have 2 Teacher Only Days that we don't have to make up every year, all other days that school closes we have to make up.



### Health & Safety Report

Health & Safety Report Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 4.4 Property

Property Report Presented.

Roofing work to be approved by Board. We have 2 quotes for review.

Playscape Phase 2&3 is attached for Board Review, looking specifically at the bank area.

Asbestos in the coloured sand public announcement - Testing & cleaning completed and all clear given, reports on file. Asbestos plan for Greenpark is that all reports are kept on file and we recommend to all contractors that they check prior to commencing work.



### Health & Safety Report

Health & Safety Report Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 4.5 Correspondence

### Correspondence Received:

- Asbestos Certification and Report regarding Coloured Sand Incident
- Leave Request for J Sonneveld and Approval from BOT



### Correspondence

Correspondence Moved

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 4.6 Updated International Student Policies

All International Travel has to be approved at Board Level. Documents regarding international student policies are up to date as presented.



### International Travel Policy

International Travel Policy Moved with a review date for end of 2026.

**Decision Date:** 27 Nov 2025

**Outcome:** Approved

## 5. Other Items

### 5.1 BOT Meetings 2026

Discussion held around Board dates and times for 2026. Have reconfirmed for Thursdays at 6pm on Weeks 3 & 8 for 2026. Theresa will add in BoardPro and send invites to Board to add to calendars.

First Board Walk around will be to come to morning tea on **Friday 13 February 2026 10:45 - 11:15am** and meet the staff and introduce yourselves. Second actual walkabout will be set at the first Board meeting for 2026.



### Board Meetings Update BoardPro and Send Invites to Board

Update Board Meetings on BoardPro and Send calendar invites to Board

**Due Date:** 19 Dec 2025

**Owner:** Theresa Lemi

### 5.2 General Business

Discussion held around Artificial Intelligence and having a policy for this at school. Gareth has started looking into this and currently only 8% of schools have an A.I policy in place.

SLT Have completed an A.I course.

Krissy and Gareth to have a look at guidelines for two schools that currently have policies in place and look at creating a policy for Greenpark going forward then table with the Board. This will ensure that staff and students are using it safely. Suggestion made to explore as paid options such as Co-Pilot.



### Artificial Intelligence Policy for Greenpark

Review and create an Artificial Intelligence Policy for Greenpark to table with the Board of Trustees in 2026.

**Due Date:** 27 Feb 2026

**Owners:** Gareth Scholes, Kristen Thompson

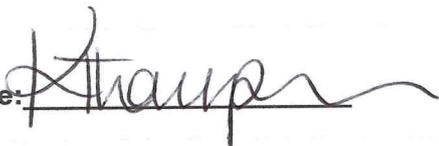
## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	ERO Review Schedule and ERO Dates Confirmation <b>Due Date:</b> 9 Feb 2026	Gareth Scholes
4.1	Present Attendance Model for 2026 <b>Due Date:</b> 13 Feb 2026	Gareth Scholes
4.1	Approve 2025 Annual Report <b>Due Date:</b> 27 Feb 2026	Gareth Scholes, Sarah Stock
4.1	Present 2026 Annual Plan <b>Due Date:</b> 27 Feb 2026	Gareth Scholes
4.2	2026 Budget for Approval <b>Due Date:</b> 27 Feb 2026	Gareth Scholes
5.1	Board Meetings Update BoardPro and Send Invites to Board <b>Due Date:</b> 19 Dec 2025	Theresa Lemi
5.2	Artificial Intelligence Policy for Greenpark <b>Due Date:</b> 27 Feb 2026	Gareth Scholes, Kristen Thompson

Signature: 

Date: 19/2/25.