

CONFIRMED MINUTES

GREENPARK BOT MEETING

At the **Greenpark BOT Meeting** on **26 Mar 2026** these minutes were **confirmed as presented**.

Name: Greenpark School (Tauranga) BOT
Date: Thursday, 19 February 2026
Time: 6:00 pm to 8:03 pm (NZDT)
Location: Greenpark School, 13 Lumsden Street, Greerton
Board Members: Danielle Adnitt, Gareth Scholes, Gareth Norman, Haidee Jenkins, Kristen Thompson, Nicola Brown, Richard Luoni
Attendees: Theresa Lemi
Apologies: Christina Leef, Reuben Potaka, Sarah Stock

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

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



Minutes from November 2025

Minutes from November 2025 Moved

Decision Date: 19 Feb 2026
Mover: Haidee Jenkins
Seconder: Richard Luoni
Outcome: Approved

1.3 Apologies

2. Actions from Previous Meetings

2.1 Actions - Follow Up

2.2 Action List

Due Date	Action Title	Owner(s)
27 Feb 2026	Artificial Intelligence Policy for Greenpark Status: Not Started	Gareth Scholes, Kristen Thompson

3. Curriculum

3.1 Attendance

Attendance Plan for 2026 Presented by Gareth Scholes.

- Attendance Liaison Role changed due to departure of Liam Morrison and has instead been split into two parts. Jess MacKean now taken on an Attendance Admin role in the mornings for 2 hours doing data entry, follow up concerns, noting patterns and escalating any concerns to Reuben Potaka (Asst Principal) who has taken over the liaison role and engaging with families to achieve regular attendance.
- Structured plan has been put in place for Admin/Teachers/SLT and what their clear expectation of their roles in the attendance area.
- Ngati Ranginui have taken the contract for Attendance Services.
- Greenpark Schools Attendance Target for 2026 is 77% of students attending school regularly
- Data from 2025 shows an overall score of 71% attendance with Term 4 being the highest for non attendance. Factors for this include illness and overseas travel.
- Reuben has plans around engaging whānau and students with attendance including focusing on getting children to school and making it enjoyable for them to be at school. These include Friday Discos on the turf, attendance rewards e.g movies and popcorn and clear communications around attendance and sickness.



Attendance Plan 2026

Attendance Plan 2026 Moved.

Decision Date:	19 Feb 2026
Mover:	Nicola Brown
Seconder:	Gareth Norman
Outcome:	Approved



Attendance Plan Add to Website

Add Attendance Plan 2026 to our school website.

Due Date:	26 Feb 2026
Owners:	Gareth Scholes, Theresa Lemi

3.2 2025 Annual Report

2025 Annual Report Presented by Gareth

- Clear Leadership structure in place
- Literacy Support Team have good systems, programmes, and resourcing
- Inclusivity with our ESOL programmes - cultural recognition with global celebrations and events
- Community Engagement - we encourage our families to come onsite for events such as Athletics, Cross Country, Easter Gala etc
- Great relationships with our families
- Always looking at improvements and creating an engaging space for our students.
- Krissy noted that the Google Link on the report can not be opened by everyone - Gareth acknowledged this and will change to an appendix format before having it uploaded to our website.



Annual Report 2025

Action Plan 2025 Moved

Decision Date: 19 Feb 2026
Mover: Richard Luoni
Seconded: Danielle Adnitt
Outcome: Approved



Annual Report 2025 on Website

Add Annual Report 2025 onto Website once google link has been changed to an appendix format.

Due Date: 26 Feb 2026
Owners: Gareth Scholes, Theresa Lemi



Google Link Change

Change Google Docs Link to an appendix format due to link not being able to be opened.

Due Date: 26 Feb 2026
Owner: Gareth Scholes

3.3 2026 Annual Plan

Annual Plan 2026 Presented by Gareth Scholes

- Format simple presentation and easy to follow
- Leadership team will be checking against this document and reporting to the Board
- Reporting data is changing and how we report that data is currently in limbo. Hero is upgrading their portal to meet the new requirements from MoE.
- Whānau conferences have been moved to earlier in the year as reporting data will not be available until later. This will allow families to know how their child is tracking and can be used as an early intervention before reports are done mid year (previously it was reports and then conferences).



2026 Annual Plan

2026 Annual Plan Moved

Decision Date: 19 Feb 2026
Mover: Gareth Norman
Seconded: Nicola Brown
Outcome: Approved

3.4 ERO Review Information

ERO Review Discussion

- Gareth spoke on ERO coming to Greenpark School and discussed preparation and documentation.
- Board will meet with ERO to discuss portfolios and governance
- Board need to read assurance checklist and framework. Theresa to reshare these document and attach to the minutes.
- We have good processes in place for stand-downs, property and finance.
- Our Learning Support Team is well resourced led by Christina and Haidee, we are not eligible for a Learning Support Coordinator until 2028

- We provide ongoing Professional Development and learning for teachers
- ESOL Team is also well resourced with a strong team for support
- Strong connections to our Marae (Hairini), ongoing work with our Kaumatua Tamati Tata including embedding Te Ao Maori in our curriculum. Whaea Josie continues her mahi with Te Reo Maori and Kapa Haka. We do a Mihi Whakatau once a term to welcome new whānau.



Reshare Assurance Checklist and Framework with Board

Reshare Assurance Checklist and Framework with Board on Friday 20/02/2026

Due Date: 20 Feb 2026
Owner: Theresa Lemi

4. Management Reports

4.1 Teaching and Learning

Teaching & Learning Presented

- Green tracks back to Annual Report
- Suggestion made to change bullet point to a tick when completed for easy review
- Link on implementation and assessment checklist (under other) not working - to be re-circulated



Link on Implementation & Assessment Checklist Recirculate

Link on implementation and assessment checklist (under other) not working - to be re-circulated

Due Date: 27 Mar 2026
Owner: Gareth Scholes

4.2 Finance & Budget Reporting

Budget 2026 Presented by Gareth Scholes

- Budget completed with a surplus of 48987 and reviewed with Trish Gordon Accountant from Education Services.
- This surplus could be used throughout the year, and a spreadsheet to track budget adjustments with approval from the Board is used to monitor spend.
- Noted that Year 6 Camp name on budget should be renamed to Senior Camp. Gareth acknowledged and this will be actioned.

Term Deposit

Recommendation that when Term Deposit matures in March that it is re-fixed for an additional 6 months.



Greenpark 2026 Budget

2026 Budget Approved and Moved

Decision Date: 19 Feb 2026
Mover: Danielle Adnitt
Second: Nicola Brown
Outcome: Approved



Budget - Code Name Change

Change code name on Budget 2026 from "Year 6 Camp" to "Senior Camp" before submitting to Education Services

Due Date: 27 Feb 2026

Owners: Gareth Scholes, Theresa Lemi



Re-fix Term Deposit Maturing March

Recommendation Term Deposit matures in March that it is re-fixed for an additional 6 months - Approved & Moved

Decision Date: 19 Feb 2026

Mover: Danielle Adnitt

Seconded: Gareth Scholes

Outcome: Approved



Refix March Term Deposit for 6 Months

On Maturing - refix March Term Deposit for 6 Months

Due Date: 13 Mar 2026

Owners: Gareth Scholes, Theresa Lemi

4.3 Health & Safety Review

• Senior Camp 2026 - Education Outside the Classroom

Proposal for Senior Camp 2026 (Years 5&6) to attend overnight camp in Waihi and include activities such as

- Kayaking
- Swimming in a Water Hole
- Cycling in the Gorge
- Train Ride through the Gorge
- Visiting the Gold Mines

This camp will involve approx 230 students and will be run over 2 weeks with different classes going at different times.

They will travel to and from the camp by bus and a school van will also go as an emergency vehicle.

• Board Assurances

External Providers: Ensuring that it is made clear what is ours vs their responsibility. Ensuring that ratios are checked and met and that it is made clear that our responsibility is to stick to the plan. If it is an event near water however there is no swimming on the plan, then the group must not partake in any swimming.

High Level Activities eg Camp and Water: Gareth and Reuben sit with the teams and give clear guidelines on the process

New Online H&S Reporting System: This is working really well and is being used to notify of potential hazards.

Evacuations: New posters have been made for every classroom, easy visual of what the bell sounds mean and what to do in each scenario. We do 2 fire, 1 earthquake and 1 lockdown drill per year with staff able to provide good feedback on these.

Health & Safety Team: Amy Dickey, Kim Cox, Grant Louie, Reuben Potaka and Gareth Scholes. Staff know the team and can report issues directly to them.

IT Team: IT Team (Melinjo) monitor staff and students access and can shut down sites if needed eg can shut down Youtube for students but still allow staff to access as needed.

Richard (BOT H&S) suggested track and document upcoming high risk events and how they are managed, creating a framework as these are events that have the biggest potential impact on school and board. Gareth and Richard to meet.



Senior Camp 2026

Senior Camp 2026 is approved in principle with the Health and Safety Team to review and all documentation to be provided at Board Level **BEFORE** the camp.

Decision Date: 19 Feb 2026
Mover: Gareth Scholes
Seconder: Haidee Jenkins
Outcome: Approved



High Risk Management & Framework

Richard & Gareth Scholes to meet and document upcoming high risk events and how they are managed, creating a framework.

Due Date: 20 Mar 2026
Owners: Gareth Scholes, Richard Luoni

4.4 Property

Property Report Presented

- Hall works completed and Autex is done
- Drainage work completed and issues have been resolved
- Painting through Cyclical Maintenance is done
- Colour Sand reimbursement received from MoE for Asbestos Issue 2025
- Future of the middle playground, start to think about what that will look like
- Discussion held around external users for work, there is a process. Any queries refer to Gareth Scholes.
- Gareth Scholes will be having a conversation with MoE on Friday around Hall project being underspent and possible reimbursement for Board funded joinery etc. Gareth to advise Board on outcome of this.



Property Report

Property Report Moved

Decision Date: 19 Feb 2026
Mover: Gareth Norman
Seconder: Danielle Adnitt
Outcome: Approved

4.5 Correspondence

5. Other Items

5.1 External User Agreement



External User Agreement

External User Agreement Approved and Moved

Decision Date: 19 Feb 2026
Mover: Haidee Jenkins
Seconder: Richard Luoni
Outcome: Approved

External User Agreement for review and approval.

5.2 Board Meeting Dates 2026

Date Changes

- 11 June Meeting Change to 4 June
- 7 August Meeting was a Typo on BoardPro this is actually 6 August - this has been corrected
- 10 September Meeting scheduled during Greenpark Korea Trip Change to 3 September

These date changed approved by all Board Members and will be changed on BoardPro and School Calendar.



Change Board Meeting Dates

Change Board Meeting Dates on BoardPro & School Calendar

Due Date: 20 Feb 2026
Owner: Theresa Lemi

5.3 Other Business

Other Business Raised:

- **Board Approval Needed:** A parent has requested approval from the Board for their child to attend one day of offsite learning. Discussion held around the needs and the benefits of supporting the child with this request.
- **Gareth Scholes Sabbatical:** Gareth has applied and been approved for a Sabbatical. This was going to be in Term 1 this year but has been pushed out until Term 4 with a proviso that he will still come in for 2027 planning or may push until Term 1 2027. Gareth will re-assess the timing mid year and update the Board.
- **NZ Schools Trustees Conference & Training:** This will be in Auckland this year 17-19 July.
- **International Travel - Lynne Mossop:** Lynne Mossop will be travelling for 6 days to Thailand. She will be travelling with Tauranga Intermediate. Budget is \$9033 which includes venue & booth at Fair, accomodation, flights and offshore allowance. Travel is booked through YouTravel Bethlehem. Plan will be shared with the Board. Board approve of this plan.



Offsite Learning Support

Offsite Learning for one day to support a student and their family approved.

Decision Date: 19 Feb 2026

Outcome: Approved



International Travel - Lynne Mossop

International Travel Approved for Lynne Mossop to Thailand Fair with full plan to be shared with Board. Moved.

Decision Date: 19 Feb 2026

Mover: Gareth Scholes

Second: Richard Luoni

Outcome: Approved

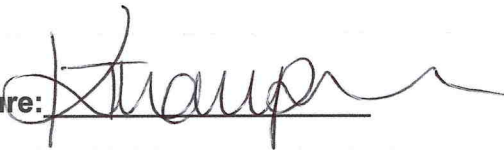
6. Close Meeting

6.1 Close the meeting

Next meeting: Greenpark BOT Meeting - 26 Mar 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
3.1	Attendance Plan Add to Website Due Date: 26 Feb 2026	Gareth Scholes, Theresa Lemi
3.2	Annual Report 2025 on Website Due Date: 26 Feb 2026	Gareth Scholes, Theresa Lemi
3.2	Google Link Change Due Date: 26 Feb 2026	Gareth Scholes
3.4	Reshare Assurance Checklist and Framework with Board Due Date: 20 Feb 2026	Theresa Lemi
4.1	Link on Implementation & Assessment Checklist Recirculate Due Date: 27 Mar 2026	Gareth Scholes
4.2	Budget - Code Name Change Due Date: 27 Feb 2026	Gareth Scholes, Theresa Lemi
4.2	Refix March Term Deposit for 6 Months Due Date: 13 Mar 2026	Gareth Scholes, Theresa Lemi
4.3	High Risk Management & Framework Due Date: 20 Mar 2026	Gareth Scholes, Richard Luoni
5.2	Change Board Meeting Dates Due Date: 20 Feb 2026	Theresa Lemi

Signature: 

Date: 26/3/26