

CONFIRMED MINUTES

GREENPARK BOT MEETING

At the **Greenpark BOT Meeting on 7 May 2026** these minutes were **confirmed as presented**.

Name:	Greenpark School (Tauranga) BOT
Date:	Thursday, 26 March 2026
Time:	6:00 pm to 7:35 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:	Christina Leef, Reuben Potaka, Theresa Lemi
Apologies:	Sarah Stock

1. Opening Meeting

1.1 Interests Register

1.2 Confirm Minutes

Greenpark BOT Meeting 19 Feb 2026, the minutes were confirmed as presented.



Minutes Moved

Minutes for February Moved

Decision Date:	26 Mar 2026
Mover:	Gareth Scholes
Seconder:	Haidee Jenkins
Outcome:	Approved

1.3 Apologies

2. Actions from Previous Meetings

2.1 Actions - Follow Up

- **High Risk Management & Framework:** Richard and Gareth have met and completed. Action Closed.
- **Artificial Intelligence Policy for Greenpark:** Gareth has been working on a document and followed up with staff. Gemini AI built into our school google domain for staff use. Gareth to meet with Krissy to work on policy. Action In Progress.

2.2 Action List

Due Date	Action Title	Owner(s)
27 Feb 2026	Artificial Intelligence Policy for Greenpark Status: In Progress	Gareth Scholes, Kristen Thompson

3. Curriculum

4. Management Reports

4.1 Teaching and Learning

Reuben Potaka (Assistant Principal) attended and presented on PB4L (Positive Behaviour for Learning) and STAR attendance at Greenpark School.

PB4L at GPS helps create predictable, safe, and inclusive environments so students can learn and teachers can teach. Key points from presentation included:

- PB4L helps create predictable, safe, and inclusive environments so students can learn and teachers can teach.
- There has been a reduction in escalation during supervised structured play times over the year in 2025.
- Students benefit from explicit teaching of regulation and conflict resolution skills.
- Change to teaches duties at morning tea & lunchtime has created prevention rather than responding to escalation.
- Rewards and celebrations including where challenges strengthen belonging and reinforce expected behaviour.

STAR attendance points to note:

- 30% of priority attendance group (from 2025 data) moved into regular attendance band
- Reiterated the importance of building relationships with whānau and follow up systems.

Reuben will make a smaller scale presentation to explain this process to all families and create understanding.

Discussions post presentation:

- BOT support role to be added to STAR programme as noted by ERO, Gareth to add a line and then update Website.
- Attendance query around cost of fuel that has been raised at National level. This will be monitored on a case by case basis. School will look at options including pushing walking bus and school bus options, school van pick ups, promoting carpooling or bringing back Covid practices.
- Gareth thanked Reuben for his role in pastoral care at Greenpark and acknowledged the work he is doing with PB4L.

Teaching and Learning Report taken as read.

Annual Plan Tracking will be reviewed and updated at every second BOT Meeting. Date on the report is the last review date.

4.2 ERO Report

ERO (Education Review Office) Report shared with the Board prior to meeting. Discussions raised:

- Golf Academy wording in the first part of the report is randomly added and not in context. Gareth to challenge this and ask that it be removed altogether or instead should read more about the school being well resourced.
- "To some extent" also a query and what does that phrase actually mean? It has a negative connotation. If it is accurate what is the action and expected outcomes. Gareth to query this wording.
- We have 10 days to give our feedback before the report is finalised.
- The rest of the report used positive language.
- This report, once finalised, will be shared with the community via the school website.
- Board agreed that they were happy for Krissy to sign off with amendments as noted above.



ERO Report Query & Final Sign Off

Gareth to query with ERO the following 2 points as noted on minutes from the draft report:

- Golf Academy wording
- "To some extent" wording and if accurate - what are the actions and expected outcomes

Krissy to sign off final ERO report once queries have been amended.

Due Date: 2 Apr 2026
Owners: Gareth Scholes, Kristen Thompson



ERO Report

ERO Report Moved

Decision Date: 26 Mar 2026
Mover: Gareth Scholes
Seconder: Danielle Adnitt
Outcome: Approved

4.3 Finance & Budget Reporting

Finance Report Read.

Correction Noted - Budget Adjustments August 2026 should read as Budget Adjustments March 2026

- Term Deposit refixed until the 16th September 2026
- Board Contribution for hall weathertightness remediation will be partially refunded once Tectum has closed the project. Will look at what to do with this refund, possibly reinvest in term deposit until decision made or playground upgrade.
- Auditors have all the paperwork they have requested for 2025 Audit. They will normally come in and visit again before they complete their final report.
- Funding request plan is a wishlist of what we would like with funding options that can be referred back to.
- Banked Staffing we are tracking to have a small surplus for the 2025 staffing year.
- Budget Adjustment request for Concurrence \$14 0000.



Budget Adjustment Approved

Budget Adjustment Moved. Noted that Gareth Scholes abstained from voting.

Decision Date: 26 Mar 2026
Mover: Richard Luoni
Seconder: Haidee Jenkins
Outcome: Approved



Finance Report

Finance Report Moved

Decision Date: 26 Mar 2026
Mover: Gareth Scholes
Seconder: Danielle Adnitt
Outcome: Approved

4.4 Health & Safety Review

Health & Safety Report new format presented by Richard Luoni

- The "Deep Dive" part of the report will be reviewed once a month for the Health and Safety Team to use to ensure the LEOTC framework is being used effectively and constantly monitoring Critical Risks.
- This report will ensure the Board are doing due diligence for Health & Safety.
- This report is a working document and can be adapted as needed



Health & Safety Report

Health & Safety Report Moved

Decision Date: 26 Mar 2026
Mover: Gareth Scholes
Seconder: Nicola Brown
Outcome: Approved

4.5 Property

Property Report Taken as Read.

Discussions from Report:

- 5YA Table on report gives an indication of works timeline. Orange is where we are up to.
- Two of the jobs on the timeline have been completed in advance.
- The April school holidays Rooms 19-27 and Room 4 will have new carpet and autex, trims and ceilings painted.
- Next project will be Board Funded for lighting upgrade - approved in budget.
- Waiting on quotes for M Block junior toilets plumbing to be upgraded and partitions to be replaced. Once quotes received will present to the board for cost approval.
- Sinclair Street Drop Off will be repainted in the April School Holidays,
- Playground repairs final cost was \$14 000.
- Playscape plan shared. Costings to be explored for Area 3.
- Motiti has had it's final sign off and code of compliance issued.
- Shading for the turf is part of a long term plan.



Property Report

Property Report Moved

Decision Date: 26 Mar 2026
Mover: Gareth Norman
Seconder: Richard Luoni
Outcome: Approved

4.6 Correspondence

No Correspondence for March Meeting

4.7 Korea Trip 2026 Approval

Funding Overseas Travel Checklist presented to Board for Lynne Mossop to travel to Hansin, Korea for International Marketing. This coincides with the Greenpark School trip to Korea in September.



Overseas Travel Funding - International Marketing Korea

International Marketing Korea Trip Moved.

Decision Date: 26 Mar 2026
Mover: Nicola Brown
Seconder: Danielle Adnitt
Outcome: Approved

5. Other Items

5.1 Other Business

No other business noted.

6. Public Excluded Business

6.1 In Committee

Public Excluded Meeting Under the Official Information and Meetings Act 1987

- **Personnel** - Leave Request (details removed under the OIA for privacy of staff member)

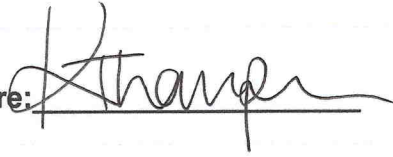
7. Close Meeting

7.1 Close the meeting

Next meeting: Greenpark BOT Meeting - 7 May 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.2	ERO Report Query & Final Sign Off Due Date: 2 Apr 2026	Gareth Scholes, Kristen Thompson

Signature: 

Date: 7/5/26.