

# CONFIRMED MINUTES

## GREENPARK BOT MEETING

At the **Greenpark BOT Meeting on 4 Jun 2026** these minutes were **confirmed as presented**.

**Name:** Greenpark School (Tauranga) BOT  
**Date:** Thursday, 7 May 2026  
**Time:** 6:00 pm to 7:35 pm (NZST)  
**Location:** Greenpark School, 13 Lumsden Street, Greerton  
**Board Members:** Danielle Adnitt, Gareth Scholes, Haidee Jenkins, Kristen Thompson, Nicola Brown, Richard Luoni  
**Attendees:** Christina Leef, Theresa Lemi  
**Apologies:** Reuben Potaka, Sarah Stock, Gareth Norman

### 1. Opening Meeting

#### 1.1 Interests Register

#### 1.2 Confirm Minutes

**Greenpark BOT Meeting 26 Mar 2026**, the minutes were confirmed as presented.



#### Minutes Moved

Minutes for March Moved

**Decision Date:** 7 May 2026  
**Mover:** Haidee Jenkins  
**Seconder:** Richard Luoni  
**Outcome:** Approved

#### 1.3 Apologies

Apologies Received from Gareth Norman.

### 2. Actions from Previous Meetings

#### 2.1 Action List

- **Artificial Intelligence Policy for Greenpark:** Gareth and Krissy to work on to meet and document upcoming high risk events and how they are managed, creating a framework.

**Gareth has discussed AI safety with staff. Krissy and Gareth to work on policy and present at June Meeting. Action in Progress**

- **ERO Report Query & Final Sign Off:** Gareth to query with ERO the following 2 points as noted on minutes from the draft report. Krissy to sign off final ERO report once queries have been amended.

**Gareth has contacted ERO and Mary who did the report for our school is on leave. Gareth will follow up and update next meeting. Action in Progress**

## 2.2 Actions - Follow Up

## 3. Management Reports

### 3.1 Teaching and Learning

#### Teaching and Learning Report Presented

- Ethnicity Breakdown in percentages added to report to give a better overview
- Assessment & Reporting Discussed
  - Smart Tools uses a QR Code for marking assessments.
  - There have been some teething issues with the reporting along with the Ministry curriculum changes happening so quickly and Student Management System Hero is not quite ready for the new reporting assessment.
  - As a school we are still prepared for the reporting deadline at the end of the term. Reporting may look different as we work through the new system.
  - Requirement is reporting twice a year in writing which will still on track.
  - We will ensure that we communicate open and honestly with our community about the reporting challenges. We will also ensure the format we send the reports out will be easy to read for families and that the rubrik is understandable.
  - Reporting issues are all over the country and is not isolated to our school.
- ERO Recommendations on Teaching and Learning Report will be used as guidelines.



#### Teaching & Learning Report

Teaching & Learning Report Moved

**Decision Date:** 7 May 2026  
**Mover:** Gareth Scholes  
**Seconder:** Nicola Brown  
**Outcome:** Approved

### 3.2 Finance & Budget Reporting

#### Finance Report Read

- Bank Staffing at Zero Balance at end of payroll year.
- All Documentation for 2025 Audit has been fulfilled and is now with BDO to review.
- New VOIP (Voice over Internet Protocol) Communication Proposal put forward.
  - Our school currently has a VOIP system, unfortunately the company that installed it no longer exists and ongoing technical issues are unable to be resolved due to not having tech support.
  - Melinjo our current IT Providers are able to install and maintain a new VOIP system that will come with additional features current system is unable to provide.

- Proposal is Lease - \$12,216 over 36 months or Purchase Outright \$10,750.



### **New VOIP Communication System Purchase**

The Board Approves the purchase outright of a new VOIP Communication System for the school through Melinjo.

**Decision Date:** 7 May 2026  
**Mover:** Gareth Scholes  
**Seconder:** Richard Luoni  
**Outcome:** Approved



### **Finance Report**

Finance Report Moved

**Decision Date:** 7 May 2026  
**Mover:** Richard Luoni  
**Seconder:** Haidee Jenkins  
**Outcome:** Approved

## **3.3 Health & Safety Review**

### **Health & Safety Report Presented**

- New look Health & Safety Report explained
- Status of Drills - we had 2 extra fire call outs due to external contractor onsite sparking one at interval in a classroom they were working on, and a second call out for a microwave incident after school in the art studio. Processes all followed successfully and both logged with FENZ.
- Building WOF - issue due to Wormald paperwork missed, this has now been rectified.
- Term 2 H&S Assurances discussed with Board, processes, roles and responsibilities discussed. It was noted that mandatory reporting for disclosures is in place.
- New report will raise upcoming High Risk trips and key things to capture. Addition of relationships shows the Board the key personnel associated with the trip eg Predator Free NZ.
- Staff Reporting - remove from report and will raise if there is an issue as this may also fall under publicly excluded business depending on the nature of the incident.



### **Health & Safety Report**

Health & Safety Report Moved

**Decision Date:** 7 May 2026  
**Mover:** Gareth Scholes  
**Seconder:** Richard Luoni  
**Outcome:** Approved

## **3.4 Property**

### **Property Report Presented**

- Rooms 25-26 having work done, with no disruption to classes.
- Carparks in Sinclair Street has been repainted and clearway marking over Lumsden Street Driveway.
- Sinclair Street- Tauranga City Council are issuing tickets through their onsite camera.

- We are working with TCC regularly regarding the traffic around school and we have 2x Walking Buses, 1x School Bus Park & Stride along with Sinclair St Drop Off for Years 0-2 only and Lumsden Street Closed to help alleviate traffic.
- **TCC Argyll Road proposal raised - looking at Cameron Road 2 lanes each side (one being a transit lane) and potential left in and left out only for Argyll Road.**
  - Gareth to have a look into it and reach out to Tauranga City Council and present at next meeting
  - Board to look at proposal, review and look at feedback for community consultation.
  - It was discussed the wider impact this will have on the streets around our school particularly between Greenpark and Greerton as well as Barks Corner.
  - Link to proposal is here: <https://letstalk.tauranga.govt.nz/projects/building-our-future-cameron-road-te-papa> and map attached.
- **Discussion about Property Meeting held with Ministry of Education earlier this week:**
  - Explained our large ESOL numbers as well Learning Support needs and requirements for space to teach these students in designated space.
  - MoE advised the school currently has 3 surplus teaching spaces based on roll count.
  - Roll growth based on Out of Zone students makes the school ineligible for certain Ministry of Education (MOE) builds.
  - Discussed the possibility of building on our leased space, they said we could put a proposal together however approval needs to come from the Secretary of Education.
  - 3 Prefabs at front of school will remain for now with a 5 year review.
  - No real resolution from meeting and no further discussions planned.
  - Gareth and Theresa to look at our out of zone intake and where they are coming from and the impact on their local schools.
  - Gareth to look into next steps and possible escalation at the Ministry of our concerns.



### **TCC Discussion re Proposal for future of Cameron Rd/Argyll Rd**

Discussion with TCC re the future of Cameron Rd /Argyll Rd proposal and report back to BOT

**Due Date:** 4 Jun 2026  
**Owner:** Gareth Scholes



### **Zoning Status & MOE Property Review**

- Review of Out of Zone Students
- MOE Property Meeting Review and Possible Escalation

**Due Date:** 4 Jun 2026  
**Owner:** Gareth Scholes



### **Property Report**

Property Report Moved

**Decision Date:** 7 May 2026  
**Mover:** Gareth Scholes

**Seconder:** Haidee Jenkins  
**Outcome:** Approved

### 3.5 Correspondence

- Tauriko West SH29/29A Project for review however no real impact to our community.

## 4. Other Items

### 4.1 Other Business

- **Board Walk Through:** Date set for 19/06/2026 at 9:15am - Theresa to send invite
- **Solar Supa Community Energy Presented (documents attached):**
  - Community power generation, the company puts solar on roof
  - Generates \$7000 a year commission for school effectively for renting our roof space
  - Lease is in our name, Supa own the lease - they are MOE approved and accredited
  - After 10 years it is owned by school and we decide if we want to re-lease or own.
  - Risks - maintenance of roof space, insurance liability - need to look at the Terms & Conditions closely.
  - Board to read documents attached and review, table for discussion at next meeting.



### Supa Solar Review

Board to read Supa Solar Documents and discuss at meeting

**Due Date:** 4 Jun 2026

**Owners:** Danielle Adnitt, Gareth Norman, Gareth Scholes, Haidee Jenkins, Kristen Thompson, Nicola Brown, Richard Luoni

## 5. Public Excluded Business

### 5.1 In Committee

- **2027 Staffing** - Details removed under the OIA for staff privacy.

## 6. Close Meeting


### 6.1 Close the meeting

**Next meeting:** Greenpark BOT Meeting - 4 Jun 2026, 6:00 pm

### New Actions raised in this meeting

Item	Action Title	Owner(s)
3.4	TCC Discussion re Proposal for future of Cameron Rd/Argyll Rd <b>Due Date:</b> 4 Jun 2026	Gareth Scholes
3.4	Zoning Status & MOE Property Review <b>Due Date:</b> 4 Jun 2026	Gareth Scholes

Item	Action Title	Owner(s)
4.1	Supa Solar Review Due Date: 4 Jun 2026	Danielle Adnitt, Gareth Norman, Gareth Scholes, Haidee Jenkins, Kristen Thompson, Nicola Brown, Richard Luoni

Signature: 

Date: 4/6/26.