

CONFIRMED MINUTES

GREENPARK SCHOOL BOT HUI

At the **Greenpark School BOT Hui** on **27 Mar 2025** these minutes were **confirmed as presented**.

Name:	Greenpark School (Tauranga) BOT
Date:	Thursday, 27 February 2025
Time:	6:00 pm to 7:45 pm (NZDT)
Location:	Greenpark School, 13 Lumsden Street, Greerton
Board Members:	Greg Cummings (Chair), Gareth Norman, Haidee Jenkins, Heather Kawan, Krissy Thompson
Attendees:	Christina Leef, Gareth Scholes, Theresa Lemi
Apologies:	Sarah Stock

1. Opening Meeting

1.1 Board of Trustees 2025

Board of Trustees for 2025

- Presiding Chair for 2025 will remain with Greg Cummings all other positions will remain the same until end of term in September.
- Code of Conduct for 2025 taken as read and signed by all Board Members
- Election Date set for 10th September and will be done online. We have engaged with Schooled NZ to run the elections for us.

1.2 Interests Register

1.3 Apologies

Apology from Sarah Stock noted.

1.4 Confirm Minutes



December 2024 Minutes

Minutes from December 2024 Meeting read and approved.

Decision Date:	27 Feb 2025
Mover:	Greg Cummings
Seconder:	Haidee Jenkins
Outcome:	Approved

2. Actions from Previous Meetings

2.1 Actions - Follow Up

Actions to Review from December 2024 Meeting:

Water Safety Education Review *Need to review what that looks like for our Years 1-3 students in 2025*

Discussion held and the plan for WaterSafety Education in 2025 is as follows:

Years 0-2: Dry Lessons - water safety as part of the Health Curriculum in the classroom

Years 3-4: Beach Education and Surfing Lessons

Years 5-6: Deep Water Safety at Toi Ohomai and River Safety and hazard awareness on school camps

BOT Profile Timeline & Current BOT

Discussion held (more details under General Business.)

Annual Report Draft

Annual plan and strategic plan have been finalised.

Reinvest Term Deposit

Term Deposits reinvested over the summer break and will review again at next date.

Paddock Lease

Fire Service have contacted Gareth to discuss leasing the paddock behind the school. It would be a 6 year lease at \$600 per month. Agreement to come 01 March and costings on fencing will be required.

Date for BOT Hui 2025 and Dinner to be Confirmed

Dates confirmed and set. 31st July Meeting moved to 24th July all other dates remain the same. Board dinner dates in July to be emailed to Board by Theresa and confirmed.



Annual Report Confirmed

Annual Report Confirmed and will be added to the Greenpark School Website

Decision Date: 27 Feb 2025
Mover: Gareth Scholes
Second: Greg Cummings
Outcome: Approved

2.2 Action List

Due Date	Action Title	Owner(s)
11 Sept 2024	BOT Profile Timeline Status: In Progress	Gareth Scholes
20 Mar 2025	Paddock Lease Status: In Progress	Gareth Scholes

3. Curriculum

4. Management Reports

4.1 Principal's Report

Principals Report presented by Gareth Scholes.

- 60% ESOL funded students in New Entrants Classes.
- ACC funding come through for 16 weeks Teacher Aide position.
- Change in Senior Leadership Team responsibilities is going well.
- Feedback from PTA noted that changes in staff for 2025 had not been communicated. Hero post will be updated on Friday 28/02/2025.

The current Board wishes to acknowledge the previous Board on historical decisions for professional development for Staff.

Acknowledgement also to the Boards & Leadership Teams past and present for the conscious pedagogical decisions that they have made for the ongoing support of professional development that have put the school in the best position for achievement. This has been a priority and funding has been committed to ensuring that we are investing in our people.



Principals Report

Principals Report Approved.

Decision Date: 27 Feb 2025
Mover: Gareth Scholes
Seconder: Krissy Thompson
Outcome: Approved

4.2 Finance & Budget Reporting

Finance Report Presented by Gareth Scholes.

- Budget for 2025 has been set.
- January EdServices Reports taken as read. Items of Significance on report due to budget not yet confirmed. Once approved these will disappear.
- Travel Per Diem - overseas travel for Gareth Scholes to go to Australia discussed and how the finances will be managed. Discussion about using a Wise Card. Board approved spend amount of \$725.00, Gareth to follow up with accountants and ASB on how best to manage.
- Sighted and approved Ministry of Education Overseas Travel Funding for Lynne Mossop to travel to Bangkok and Thailand to meet with Agents from the Asia Pacific region - 4 nights and flights.
- Funding Applications in progress: Senior Pickle Ball/Hand Ball (Turf) - \$35,000, applying for Audio Visual Equipment in the hall - \$15,000, Shade Sails - \$20,000.



MOE Funding Overseas Travel for Lynne Mossop

MOE Funding Overseas Travel for Lynne Mossop sighted and approved.

Decision Date: 27 Feb 2025
Mover: Gareth Scholes
Seconder: Gareth Norman
Outcome: Approved



Greenpark School Budget 2025 & Financial Report

Greenpark School Budget 2025 & Financial Report Approved.

Decision Date: 27 Feb 2025
Mover: Gareth Scholes
Seconder: Greg Cummings
Outcome: Approved

4.3 Health & Safety Review

Health & Safety Report & 2025 Board Assurances

- Sun Safety - review sun safe practices and how we can improve.
- LEOTC - Implementing recommendations from our 10 hour review
- Reviewing Road Safety changes and target ongoing areas of concern in partnership with TCC and NZ Police
- Krissy discussed concern with SchoolDocs being too generic and not having specific information. Health and Safety Committee to discuss further and report back to Board.



Health & Safety Report & 2025 Board Assurances

Health & Safety Report & 2025 Board Assurances approved.

Decision Date: 27 Feb 2025
Mover: Gareth Norman
Seconded: Krissy Thompson
Outcome: Approved



School Docs

Review suitability of particular policies related to Health and Safety to ensure we are covered.

Due Date: 20 Mar 2025
Owners: Gareth Scholes, Krissy Thompson

4.4 Property

Property Report presented by Gareth Norman.

- Hall works are on track with handover still set for 27th March.
- Room 4 building works completed.
- M Block has some damage to canopy from building works. Marra to repair.
- Grass is to be redone behind M Block where building works happened.
- Stage in hall to be demolished - waiting on a quote from Marra. Will be applying for funding for moveable staging.
- Blocks E&F will have roofing work as part of 5 Year Plan - Term 2 holiday break.
- Solar Panelling - structure report has been approved, hold on starting work due to cost at this stage.

Christina discussed the new Playground. Quote received from Playground Creations for \$173, 272.33. Suggestion made to possibly look at quotes from builders also as most of the work is not actual playground equipment. Playground Committee to meet next week to review and will come back to Board.



Property Report

Property Report Approved.

Decision Date: 27 Feb 2025
Mover: Gareth Norman
Seconded: Haidee Jenkins
Outcome: Approved



Playground Work

Review costings and look at quotes from Builders and present to Board at next meeting.

Due Date: 20 Mar 2025
Owner: Christina Leef

4.5 Correspondence

Correspondence Received:

- C Rigby Resignation Letter Received
- S Stock Thank You Letter to Board Received
- A Parker Application for Leave for 18 Months with a return date to be confirmed in advance. Approved.
- TP Kāhui Ako Confirmation Letters for Gareth Scholes & Haidee Jenkins. Letter Required from Board to Haidee to confirm her role. Theresa to complete.
- M Veza Resignation Received



Correspondence for February

Inclusive of the approval of Anna Parker's 18 months leave.

Decision Date: 27 Feb 2025
Mover: Gareth Scholes
Seconder: Haidee Jenkins
Outcome: Approved

5. Other Business

6. Close Meeting

6.1 Close the meeting

Next meeting: Greenpark School BOT Hui - 27 Mar 2025, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.3	School Docs Due Date: 20 Mar 2025	Gareth Scholes, Krissy Thompson
4.4	Playground Work Due Date: 20 Mar 2025	Christina Leef

Signature:  **Date:** 27/3/25.