



Waimauku School

Minutes of the Waimauku School Board of Trustees Meeting Wednesday 30 July 2025

Board meetings are open to the public, they are not public meetings. Members of the public (and this includes members of the school staff) are not entitled to speak unless granted a speaking right. While a speaking right is granted by the chairperson, the authority to grant that right is delegated by the Board. A member of the public should only speak for a few minutes at the beginning of the meeting to an item that is already on the agenda. They should not be taking part in any discussion on that agenda when it occurs unless invited to offer an opinion at the time.

Welcome

The meeting opened at 6:00pm.

Present

Gary Pasfield, Nigel Perkins, Craig Harrison, Laura Preston, Skaya Hudson, Thomas Nehemia
Administration: Angela Searle

Apologies

Finn Scott

Approval of Previous BOT Minutes

Motion: Laura/Craig
Passed

PTA Report

Gary reported back from the latest PTA meeting noting the following points:

- The disco is planned for Friday 15 August and the PTA are in full swing organising details, with a further logistics meeting booked for Monday.
- The PTA will run a sausage sizzle at the Kaipara Festival on Saturday 18 October.

Principal's Report

The Principal's Report as issued earlier was presented and taken as read.

Gary advised the Board that Caitlyn Kay had been appointed as the new class teacher for Room 21, which opens on 19 August.

Financial Report

Monthly Reports

The Finance and Audit Subcommittee met this week to review in detail all the financial statements and operational reports. Nigel reported to the Board that the school finances were tracking well against budget and there were no items of concern.

The financial summary reports as issued earlier were presented and taken as read.

Motion: *"That the monthly management accounts for June be accepted"*
Gary/Laura
Passed

Property

Storage Room

Nigel noted that two quotes have been received for the build of the storage room:

1. Q Construction \$114,430
2. Tiger Construction \$105,990

Nigel informed the Board that the Finance and Audit Subcommittee had reviewed the quotes and preferred the Q Construction quote due to:

- Q Construction being a known quantity, with an established relationship of trust with the school
- Q Construction having built the hall that the storage will be attached to
- The Q Construction quote having provisional costs built in for contingencies.

Nigel noted that Finn will also be reviewing the quotes in the coming days. Gary informed the Board that the MOE requires a project manager on building projects that require consent and/or cost more than \$50,000. The Board requested that Gary obtain clarification from Q Construction around project management and associated costs, if any and obtain a quote from Nick Bradley for project management.

Action: Gary

Motion: *"That the Board approve the quote from Q Construction for \$114,430, with the following caveats:*

- i. Subject to approval from Finn Scott*
- ii. Subject to approval from the Finance and Audit Subcommittee of any and all project management costs*

Skaya/Laura
Passed

Signage

Gary briefed the Board on the proposed signage update, noting that the school signage is worn out, does not feature the school's new logo and has limited Te Reo Māori. The update would replace all internal and external signage, including the frosted glass. Gary noted that quotes for the update had been requested from three companies but only one had responded, however, the quote was reasonable and the Finance and Audit Subcommittee had recommended that it be accepted.

Motion: *"That the signage replacement quote from Sign It for \$5,500 be approved, with the Board in full awareness that the Sign It company is owned by the brother of a staff member but that the Board does not consider it a conflict of interest".*

Skaya/Laura
Passed

Whānau Report

Thomas noted a great turnout at the recent hui where preparations for the Kaipara Festival continued. Thomas thanked Melo for her continued mahi and Donna Buchanan for volunteering to oversee the stalls.

General Business

The Board discussed the draft dates for 2026 as tabled.

Motion: *"That the draft dates for 2026 be approved"*

Nigel/Thomas

Passed

In Committee

6:37pm

Motion: *"That the Board move to In Committee"*

Nigel/Craig

Passed

6:42pm

Motion: *"That the Board move to the normal meeting"*

Nigel/Craig

Passed

Meeting Closed: 7:20pm**Dates of Future Meetings:**

Full Board Meeting: Wednesday 27 August at 6pm

Presiding Member's Signature: _____

Date: _____