

Minutes of Mokau School BOT Meeting 24 November 2025

Opened: Name: Maree Jones Time: 7:00 pm

Karakia: from Board Members

Present: Maree Jones, Maryann Symonds, Jackie Warren, Emma-Gene Hutchinson, Adrian Smith, Merepaea Rauputu, Anne Owens

Apologies: Nil

Conflict of Interest: The board effectively manages actual, potential, and perceived conflicts of interest ensuring the integrity of board decisions and reputation of board members.

Reports

Principal Report

Roll: 26

Taken as read. Items for discussion will be in general business.

Moved: Maryann, seconded Maree. Passed.

Finance Report

With the new accounting system, the Creditors Report will not need to be signed by the Board, however it will be in the Governance documents.

Motion: Finance Report taken as read.

Moved: Jackie, seconded Adrian. Passed.

Property Report

Craig from the Ministry visited, still working with Glenn on the drainage.

Health and Safety Report.

Covered in Maryann's Principal report. Nothing significant.

Farm Report

Maree to follow up with David re fence and farm cattle.

Achievement Report

Self-explanatory and satisfied with results including a Maths 4-8 change from progress to proficient. The Maths curriculum changed significantly 2 weeks ago. Principal particularly please with staff efforts to upskill and adapt to changing curriculum.

For the Needs Support Group a new system of 1 hour per week, 1 on 1 targeted leaning is being trialed.

Little known yet about the new Achievement Reporting tool to be used next year.

Achievement report was accepted.

Policy Review

None for review this meeting.

GENERAL BUSINESS

Molly Farrell Plaque

It was decided to put the plaque on the green chimney at approximately eye level. Maryann to arrange.

Possible Trevor Walshaw acknowledgement to be discussed at next meeting.

Draft Budget

The draft budget was accepted.

When Maryann knows what funding will be provided for ORS (high needs student), she will work with Maree to work through the hiring/appointment.

Strategic Plan

Strategic plan remains unchanged.

The Annual Plan needs to reflect Ministry of Education priorities. The Attendance Management Plan will need to be in place in January for Board approvals.

Staffing 2026

Will start the year with current staff plus hopefully an ORS teacher.

In March Mrs Black will need to advise of her intentions re possible return in May.

Christmas Dinner

Reminder for Christmas dinner at Mokau Hall on 28 November.

Board Vacancy

Maryann to check with one possibility and get back to Maree.

Te Tiriri O Waitangi and Mokau school

Maryann included a discussion document in the board pack requesting that the board continue to give effect to Te Tiriti.

There was discussion around the continuation of existing Te Reo and Culture learning at the school. Maree moved that we continue to support cultural awareness and inclusivity of all cultures as the school is currently doing.

Reporting to Parents

Currently reports to parents go out on the last day of school. Emma Gene asked if they could be done earlier. This would give parents/caregivers opportunity for contact with teachers before the holiday break. Ideally reports would go out on previous Friday or even earlier in the last week.

Board members agreed this was a good idea, although it may not be possible for this year with short notice.

Profession Growth for Principal

Jackie to check for the paperwork.

Swimming Pool Keys

Keys can be given out from 8th December.

Emma-Gene kindly agreed to manage the keys again.

Mr Claus for Prizegiving

Mrs Claus to sort with Mr Claus.

School House Maintenance

Kim and David have advised that the school house is in need of an external repaint and some possible repairs. Maree to talk to David.

Change to ASB deposits

Maree and Maryann need to get cards to enable them to make deposits to the school bank account. Paperwork to be filled out.

Maree moved that this be approved. Passed.

Administration:

- Confirmation of October 2025 Minutes.
- Paperwork to sign – Done

- Correspondence – Nil

In Committee: No

Tasks to be done

- **Maree:** follow up with David re fence and farm cattle
- **Maryann:** arrange hanging of plaque
- **Maryann and Maree:** work through ORS hiring/appointment once confirmed
- **Board:** approvals for Attendance Management Plan when available in January
- **Maryann:** check with possibility for Board member and get back to Maree
- **Jackie:** check for the paperwork for Profession Growth for Principal
- **Emma-Gene:** pool key management
- **Mrs Claus:** sort with Mr Claus re prizegiving appearance
- **Maree:** talk to David about need for school house repaint
- **Maree and Maryann** sort paperwork and arrange cards for school bank a/c deposits

Meeting Closed at: 8:55 pm

Next meeting: **Monday 23 February 2026 at 7:00 pm at the school**

MINUTES ARE TRUE AND CORRECT



(Chairperson)